



Local Government Performance Assessment

Amolatar District

(Vote Code: 564)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	54%
Educational Performance Measures	66%
Health Performance Measures	56%
Water & Environment Performance Measures	48%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED’s inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state ‘compliant’ o If LG had not submitted or submitted later than the due date, state ‘non- compliant’ • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Amolatar DLG submitted the Annual Performance Contract on 26th July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore the LG was compliant.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED’s inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Amolatar DLG submitted the Budget that included the Procurement Plan for the FY 2019/2020 on 26th July, 2019. This was within the MoFPED adjusted submission deadline of 31st August, 2019. Therefore the LG was compliant.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports				

3

LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)

From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:

- If LG submitted report to MoFPED in time, then it is compliant
- If LG submitted late or did not submit, then it is not compliant

Amolatar DLG submitted the Annual Performance Report for the previous FY 2018/2019 on 1st August, 2019. This was within the MoFPEP adjusted submission deadline of 31st August, 2019. Therefore the LG was compliant.

Yes

4

LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).

From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:

- If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).
- If LG submitted late or did not submit at all, then it is not compliant.

All the four Quarterly Budget Performance Reports for FY 2018/2019 were submitted to MoFPED as indicated below:

o Quarter One Report was submitted on 11th November 2018 to MoFPED

o Quarter Two Report was submitted on 14th February 2019

o Quarter Three Report was submitted on 22nd June 2019

o Quarter Four Report was submitted on 26th August 2019

Amolatar DLG submitted all the four quarterly reports and the fourth quarter was submitted on 26th August 2019 a date which was within the MoFPED adjusted submission deadline of 31st August 2019. Therefore the LG was compliant.

Yes

5

The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.

From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",

Check:

- If LG submitted a 'Response' (and provide details), then it is compliant
- If LG did not submit a 'response', then it is non-compliant
- If there is a response for all –LG is compliant
- If there are partial or not all issues responded to – LG is not compliant.

The Office of CAO on the 3rd May 2019 in a letter ADM/163/165/01 (RE: Responses to audit recommendations made in F/Y 2017/2018) responded to the PS/ST letter dated 3rd April 2019 ref: IIA/50/260/01 confirming the following

Amolatar DLG wrote a report addressed to the PS/ST MoFPED on the responses to the Internal Auditor General's Report on the 22nd February 2019 Correspondence ADM/065/002 (RE: Response to the Special Audit Report of Amolatar District Local Government Operations). This report was received by registry MoFPED on the 27th February 2019, Accountant General's Office on the 27th February 2019; MoLG Registry on the 27th February 2019; and Directorate of Internal Audit, MoFPED on the 27th February 2019.

Amolatar DLG also wrote to the Clerk to Parliament a letter dated 10th April 2019 Correspondence ADM/163/06 (RE: Submissions of the Responses to the Auditor General's Report on the Financial Statement of Amolatar District for the Year ended June 2018) providing a responses to the Auditor General's Report on the audit of the financial statements for FY2017/18. This letter was received in Parliament on the 11th April 2019.

The letter to the PS/ST on the responses to the Internal Auditor General's Report was submitted in time (i.e. before the end of February 2019), however responses to the Auditor General's Report on the Financial Statement was submitted to the Clerk to Parliament after the end of February 2019.

No

6

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

The audit opinion for Amolatar DLG for the FY ended 30th June 2019 communicated by the Auditor General was Qualified, therefore compliant.

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The District Physical Planning Committee was appointed by the CAO on 25th October, 2018. The membership was:</p> <ul style="list-style-type: none"> - Chief Administrative Officer – Chairperson - Physical Planner - Secretary - Roads Engineer - District Environment Officer - Town Clerk of Amolatar TC - Natural Resources Officer - District Water Officer - District Education Officer - District Community Development Officer - District Health Officer - District Environment Officer - District Surveyor <p>During assessment, there was no evidence either in form a Plan Register Book or in the minutes which were availed to prove that Amolatar Physical Planning Committee considers new investments within time of (30 days) as stipulated under S.38 (2) of the Physical Planning Act, 2010.</p>	0

1

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

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

There was four sets of minutes of the Physical Planning Committee dated 14th August, 2018, 20th November, 2018, 28th February, 2019 and, 18th May, 2019 at the District. However, there was no evidence that any of the 4 (four) sets of minutes were submitted and received at the MoLHUD.

0

Maximum 4 points for this performance measure.

1

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

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

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

0

Maximum 4 points for this performance measure.

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

Maximum 4 points for this performance measure.

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

Amolatar DLG prepared 2 Action Area Plans for Udyak Town, Muntu Sub County and for Bangladesh Landing Site, Namasale Sub Conty.

The Action Area Plans were presented and discussed in the District Physical Planning Committee meeting of 18th April, 2018 under MIN. 5/4/2019.

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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

There was evidence that the priorities for the current FY 2019/2020 in AWP were based on outcomes of the budget conference which was held on 18th October, 2018 at Amolatar District Council Hall.

The priorities in the AWP for the current FY include:

Administration and Finance: (on pg. 11 of AWP and pg. 4 of the Budget conference report);

- Strengthening of local economic development strategies (LED)

- Renovation of 1 office block at Muntu S/C

- Construction of admin office block. Plastering, procurement of doors & windows at Arwotcek S/C

- Partial completion of 1 administration block at Agwingiri S/C

Education:: (on pg. 74 -76 of AWP and pg. 1 of the Budget conference report);

- Improving staff accommodation.

- Construction of 2 classroom blocks at Wabinua P/S

- Phased Construction of Muntu Seed Senior Secondary School

- Construction of 4 stance ordinary pit latrine at Abalodyang P/S

- Construction of 4 stance ordinary pit latrine at Burkwoyo P/S

Health: (on pg. 63 -64 of AWP and pg.2 of the Budget conference report)

-Upgrade of Alyecmeda and Anamwany health centres

- Rehabilitation of general ward ceiling board for Anamwany H/C

- Phased Construction and Upgrade of Nakatiti H/C II to H/C III

Roads: (on pg. 89-91 of AWP and pg. 3 of the Budget conference report)

- Tarmacking /Low cost sealing of 1km of road RTI/DANIDA.(Cr Bangala to Bangala L/s).

- Road maintenance 9km (Agwingiri S/C)

- Rehabilitation of 6kms road- Acwali

- Low cost sealing (bangala-bangala) 0.9km

- Rehabilitation of Acengreny- Ayamawele(10km)

Water: (on pg. 98 - 99 of AWP and pg. 3 of the Budget conference report);

- Construction of 2 stance pit latrine with urinal shelter at Amolatar TC

- Construction of 4 stance ordinary pit latrine (water sector)

- 7 Borehole rehabilitation at Biko HC II, Kayanga, Agwenonyal, Abeja P/S, Ading trading centre, Anywalwake and Adum.

- 4 Borehole siting, drilling & installation- Anoga B in Aweipeko parish, Acondole in Opali Parish, Aborocao in Abwong Parish, Aminimini at Aminimini Parish, Acutcami in Kabangala Parish

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the capital investments in the AWP for the current FY were derived from the approved 5 year Amolatar DDP 2015/16 – 2019/2020. The capital investments in the AWP include:</p> <p>Administration: (on pg. 11 of AWP and at pg. 149 of Amolatar LG 5 year DDP 2015/16- 2019/20));</p> <ul style="list-style-type: none"> - Construction of admin office block. Plastering, procurement of doors & windows at Arwotcek S/C - Partial completion of 1 administration block at Agwingiri S/C <p>Health: (on pg. 63-64 of AWP and at pg. 154 of Amolatar LG 5 year DDP 2015/16- 2019/20);</p> <ul style="list-style-type: none"> - Upgrade of Alyecmeda and Anamwany health centres - Rehabilitation of general ward ceiling board for Anamwany H/C II - Phased Construction and Upgrade of Nakatiti H/C II to H/C III PG <p>Education: ((on pg. 74-76 of AWP and at pg. 154-155 of Amolatar LG 5 year DDP 2015/16- 2019/20)</p> <ul style="list-style-type: none"> - Construction of 2 classroom blocks at Wabinua P/S - Phased Construction of Muntu Seed Senior Secondary School - Construction of 2 stance latrine at Akuriluba community school - Construction of 4 stance ordinary pit latrine at Awikori P/S - Construction of 4 stance ordinary pit latrine at Cakwara P/S <p>Roads: (on pg. pg. 90 & 91 of AWP and at pg. 155 of Amolatar LG 5 year DDP 2015/16- 2019/20));</p> <ul style="list-style-type: none"> - Rehabilitation of 6kms road- Acwali - Low cost sealing (bangala-bangala) 0.9km - Completion of drainage work Abaler- Ojul - Rehabilitation of Acengreny- Ayamawe(10km) <p>Water: (on pg. pg. 98 & 99 of AWP and at pg. 156 of Amolatar LG 5 year DDP 2015/16- 2019/20);</p> <ul style="list-style-type: none"> - Construction of 2 stance pit latrine with urinal shelter at Amolatar TC - 7 Borehole rehabilitation at Biko HC II, Kayanga, Agwenonyal, Abeja P/S, Ading trading centre, Anywalwake and Adum. - 4 Borehole siting, drilling & installation- Anoga B in Aweipeko parish, Acondole in Opali Parish, Aborocao in Abwong Parish, Aminimini at Aminimini Parish, Acutcami in Kabangala Parish
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2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was no evidence that the project profiles for the current FY 2019/20 were developed and discussed in any TPC meeting.</p> <p>The only project profiles which were available are the ones which were attached as appendix to the 5 Year Amolatar District Development Plan.</p>	0
3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>There was no evidence that the statistical abstract for either 2017/2018 or 2018/2019 with gender dis-aggregated was compiled and discussed in the TPC meeting.</p> <p>The District Bio-Statistician was just in the process of collecting bio data by the time of assessment.</p>	0
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that all investment projects implemented in FY 2018/19 were derived from the AWP and approved budget. The basis of the evidence was the Annual Performance Report (Quarter 4) in relation to the budget of FY 2018/19. Investment projects included inter alia:</p> <p>HEALTH: (pg. 64 of Annual Performance Report and at pg. 30 of the Budget)</p> <ul style="list-style-type: none"> - Phased Completion of General ward at Amolatar H/C IV - Phased construction and upgrade of Nakatiti H/C II to H/C III - Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII - Construction of 3 Stance Ordinary pit latrine with one urinal at Etam H/CIII 	2

- Renovation of Ceiling Board at Anamwany H/C II Awelo S/C

LATRINE CONSTRUCTION AT SCHOOLS: (pg. 68 of Annual Performance Report and at pg. 39 of the Budget)

- Construction of 4 Stance Ordinary pit latrine with one urinal at Otira P/S PG

- Construction of 4 Stance Ordinary pit latrine with one urinal at Agwingiri P/S

- Construction of 4 Stance Ordinary pit latrine with one urinal at N.Otike P/S

- Construction of 4 Stance Ordinary pit latrine with one urinal at Wabinua P/S

- Construction of 2 Stance Ordinary pit latrine with one urinal at Alemere P/S

ADMINISTRATION: (pg. 39 of Annual Performance Report and at pg. 7 of the Budget)

- Construction of Administration Block Agikdak S/C Phase 3

- Construction of Akwon S/C Headquarter Phase 3

- Roofing of Namasale Sub County Administration Block

- Roofing of Agwingiri Sub County Administration Block

ROADS: (pg. 78 of Annual Performance Report and at pg. 47&48 of the Budget)

- Tarmacking/Low cost sealing of corner Bangladesh to Bangladesh L/S Road 0.8km (site abandoned mid-way by the Contractor Rema (U) Ltd)

- Rehabilitation of Muntu to Ojul Road 5km

- Swamp Filling of Ocomboli Swamp 0.8km

WATER: (pg. 81 of Annual Performance Report and at pg. 52-53 of the Budget)

- Construction of 3 Stance waterborne toilet at water office- Engineering Block

- Rehabilitation of 1 Borehole in Arwotcek S/C

Rehabilitation of 1 Borehole in Aputi S/

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that the majority of investment projects implemented in the previous FY were completed as per the work plan by end of FY 2018/19. This accounted for 100% completion rate of those projects.</p> <p>There was however 1 project (tarmacking/low cost sealing of corner Bangladesh to Bangladesh 0.8 R0ad) which was abandoned mid-way by the contractor- Rema (U) Ltd.</p> <p>The source of evidence was procurement plan, monitoring and annual performance reports, annual financial statements, contracts register, and completion certificates.</p> <p>The following example of projects were completed and handed over as per work plan by 30th June of the FY 2018/2019 FY :</p> <ul style="list-style-type: none"> - Construction of 3 Stance waterborne toilet at water office- Engineering Block - Rehabilitation of Muntu to Ojul Road 5km - Construction of Akwon S/C Headquarter Phase 3 - Construction of 4 Stance Ordinary pit latrine with one urinal at Otira P/S PG - Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro P/S - Construction of 4 Stance Ordinary pit latrine with one urinal at Agwingiri P/S - Construction of 4 Stance Ordinary pit latrine with one urinal at N.Otike P/S - Phased Completion of General ward at Amolatar H/C IV - Phased construction and upgrade of Nakatiti H/C II to H/C III - Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII - Construction of 3 Stance Ordinary pit latrine with one urinal at Etam H/CIII - Renovation of Ceiling Board at Anamwany H/C II Awelo S/C
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5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>All investment projects in the previous FY 2018/2019 were completed within approved budget. 5 sampled projects included:</p> <ol style="list-style-type: none"> 1. Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (budgeted: UGX 14,500,000– actual expenditure: UGX 14,543,010/=) hence 101% expenditure; 2. Phased Completion of General ward at Amolatar H/C IV (budgeted: UGX 33,250.000/=– actual expenditure: UGX 29,460,635 /=) hence 89% expenditure; 3. Construction of 4 stance ordinary pit latrine with one urinal at Otira P/S (budgeted: UGX 14,500,000/=– actual expenditure: UGX 15,213,790/=) hence 105% expenditure; 4. Roofing of Namasale Sub County Administration Block (budgeted: UGX 36,000,000/=– actual expenditure: UGX 36,000,000/=) hence 100% expenditure; 5. Construction of 4 Stance Ordinary pit latrine with one urinal at N.Otike P/S (budgeted: UGX 14,500,000/=– actual expenditure: UGX 15,985,320 /=) hence 110% expenditure 	2
	<p>Maximum 4 points on this Performance Measure.</p>			
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Amolatar DLG provided for a budget code on maintenance in the sectors of Administration, Production and Marketing, Education, Water and Health for FY 2018/19.</p> <p>There was however no evidence of any expenditure on maintenance and repairs at Abeja, Aromi, Awewot and Muntu Primary schools as had been planned and neither did Amolatar DLG have a register of assets in need of maintenance, There was also no evidence of review of the register of assets in need of O&M and the associated costing.</p>	0
	<p>Maximum 4 points on this Performance Measure.</p>			

Human Resource Management

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

- Evidence that the LG has filled all HoDs positions substantively: score 3

Out of the 9 HoD position, only 4 positions were substantively filled, while others were either filled in acting capacity or on assignment. Positions were filled as follows;

- Chief Finance Officer (filled by Ongony Silvesto Alex) had no evidence on file as the position holder at the time of assessment.
- District Education Officer (Acen Josephine Atia) was substantively appointed vide letter ref: HRM/156/171/01 dated 1st January 2018 under Min.No. DSC93/2017.
- District Planner (Ogwal David Obia) was not substantively appointed and no evidence of assignment of duties was presented during assessment.
- District Health Officer (Dr. Aliga Simon) – holding the position on assignment appointed by the CAO on 23rd October, 2017.
- District Production Officer (Ojok Francis) was substantively appointed on 21st April 2015 under Min.No.DSC13/2015/9
- District Community Development Officer (Patrick Otile) was substantively appointed vide letter dated 21st April 2017 under Min.No. DSC13/2015/7
- District Commercial Officer (Okello Epilla) was substantively appointed on 7th February 2018 under Min.No. DSC106/2017/3.2.
- District Engineer (Orec Edward) was not substantively appointed on 23rd October 2017
- District Natural Resources Officer (Otunga Anthony) was appointed in acting capacity to the position vide letter ref: CR/156/3 dated 29th April 2013 under DSC Minute No.DSC47/2013.

6	<p>LG has substantively recruited and appraised all Heads of Departments</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>Not all HoDs were appraised for the FY 2018/19. The appraisal was as follows;</p> <ul style="list-style-type: none"> • District Engineer was not appraised as there was no evidence of appraisal report found in his personal file. • District Health Officer was appraised by CAO Pius Epaju as per appraisal report dated 26th Sept 2018. • District Natural Resources Officer was not appraised as there was no sign of appraisal report present in his file. Efforts to find any appraisal evidence were futile. • District Commercial Officer was not also appraised as indicated by absence of appraisal report in his file. • District Planner was as well not appraised as shown by absence of appraisal report in the file. • District Production Officer (Ojok Francis) was appraised as evidenced by presence of an appraisal report for FY2018/19 dated 3rd July 2019 and signed by CAO Godfrey Ogwang Okello. • District Community Dev Officer was also appraised on 30th June 2019 by CAO Godfrey Ogwang Okello. <p>Only 3 out of 9 HoDs had been appraised by the time of assessment</p>	0	
<p>Maximum 5 points on this Performance Measure</p>	7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>A total of 17 submissions for recruitment were made and sent to District Service Commission. Each of them carried various number of positions as follows:</p> <p>Submission 1 was dated 13th February 2019 and contained only 1 position (ie Principal Asst Secretary.;</p> <p>Submission 2 was dated 23rd January 2019 and contained 20 positions of Education Asst II.</p> <p>Other submissions were dated 1st Feb 2019, 13th Jan 2019, and 20th Feb 2019. They carried positions such as Drivers, Senior HR Officer, Sr. Internal Auditor, Sr. Accountant, Asst Animal Husbandry Officer, Sr. Education Asst, Clinical Officer, Enrolled midwife, Inspector of Schools etc.;</p> <p>In the sitting of 10th and 11th April 2019 the DSC considered submitted staff for recruitment under various minute numbers. For instance;</p> <p>DSC13/04/2019(i) for Driver position,</p> <p>DSC23/04/2019(iii) for Planner position,</p> <p>DSC34/04/2019(vii)(1....20) for Education Asst positions,</p> <p>DSC18/04/2019(v)(2) for Enrolled midwife position,</p> <p>DSC12/04/2019(vi) for principal Asst Sec etc.</p> <p>There was therefore sufficient evidence to conclude that the DSC considered all the 17 positions submitted for recruitment. That was 100%.</p>	2
<p>Maximum 4 points on this Performance Measure.</p>					

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>11 submissions were sent from CAO's office to DSC for staff to be confirmed during FY2018/19. Some of the submissions were;</p> <ul style="list-style-type: none"> • the submission of 30th February 2019 carried 3 staff to be confirmed, • submission of 23rd Jan 2019 carried 9 staff to be conformed, • Submission of 5th Dec 2018 carried 23 staff to be confirmed, • Submission of 13th Feb 2019 carried 6 positions to be confirmed, • Submissions of 29th Nov 2018, 5th Nov 2018, 15th Nov 2018, 17th Nov 2019, 17th & 31st October 2019, each had one staff position to be confirmed during FY2018/19. 	1
	<p>Maximum 4 points on this Performance Measure.</p>		<p>Titles of positions for staff to be confirmed included the following: Asst Fisheries Officer, Parish Chiefs, Senior Agricultural officer, Communications Officer, Office Attendant, Animal Husbandry Officer, Asst Accountant etc.</p> <p>The DSC 74th sitting of 10th and 11th April 2019 resolved to confirm all the 47 staff into their respective positions. Some of the staff confirmed included;</p> <ul style="list-style-type: none"> • Ogwal Denis (Education Ast II) ref DSC27/2018/7.1, • Ocen Jimmy (Educ Asst II) ref DSC27/2018/7.6, • Acio Susan Okello (Senior sub/county Chief) ref DSC27/2018/7.2.2, • Ocen Daniel (Fisheries Officer) ref DSC27/2018/7.25, etc. 	
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>For the Financial Year 2018/19, CAO's office made 2 submissions to DSC for 5 cases of disciplinary action. Each submission carried one case as follows:</p> <ul style="list-style-type: none"> • Submission dated 18th September 2018 and signed by CAO had one 1 disciplinary case and submission dated 2nd July 2018 was with 1 disciplinary case. <p>During the DSC meeting sessions of 19th and 20th Feb 2019, the committee handled all these disciplinary cases resolutely. For example, the case for Odur Mike Obong (Senior Accounts Asst) was handled as indicated by minute extract of DSC05/2/2019/4; the case for Okello Sam was handled and assigned minute extract of DSC06/2/2019/1 while another case was assigned the minute extract of DSC05/2/2019/3 etc.</p>	1
	<p>Maximum 4 points on this Performance Measure.</p>			

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>Amolatar district recruited 20 staff during FY2018/19 and only 5 accessed salary payroll within 2 months after assumption of duty. For instance;</p> <ul style="list-style-type: none"> • Okello Haggai (Driver) recruited as per letter dated 6th April 2019 accessed salary payroll on 18th June 2019; • Okello Denis (Enrolled Nurse) recruited per letter of 14th June 2019 accessed salary payroll on 18th June 2019; • Abur Grace (Enrolled midwife) recruited on 4th June 2019 accessed salary payroll in July 2019 (1 month later); • Auma Harriet (Procurement Officer) recruited 6th April 2019 accessed salary payroll on 28th July 2019 as per payslip and HR Data Entry Form (3 months later); • Tugume Marina (Enrolled Nurse) IPPS recruited on 4th June 2019 had not accessed salary payroll by November of 2019 – 5 months later; • Ayo Carla (Senior Commercial Officer) recruited on 4th June 2019 accessed salary payroll on 3rd September 2019, 3 months later; • Akello Polly was recruited on 4th June 2019 and accessed salary payroll on 28th July 2019 – 1 month later. 	0
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8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>There were 20 staff who retired in Amolatar LG during FY 2018/19 basing on the pension list viewed and not all accessed pension payroll within 2 months after retiring. For instance;</p> <p>Ongia Alfred (Education Asst II) retired on 31st Jan 2019 according to his Pension Calculation Form details – and accessed pension payroll in April 2019 as per his pension record file and payment slip (3 months later),</p> <p>Awor Catherine (Senior Commercial Dev Officer) retired on 1st September 2018 according to his Pension calculation form – and accessed pension payroll in April 2019 as per pensions payroll register (7 months later);</p> <p>Okullo David (Askari) retired on 27th September 2018 per details contained in his Pensions Calculation Form and had not accessed pension payroll at the time of assessment in Nov 2019 (15 months later);</p> <p>Nelson Obongi retired on 31st Dec 2018 and accessed pension payroll in April 2019 (4 months later)</p> <p>Okika Lawrence (Asst Animal Husbandry Officer) retired on 15th December 2018 and accessed pension payroll in July 2019 as per interface file viewed – (7 months later);</p>	0
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Revenue Mobilization

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)

Maximum 4 points on this Performance Measure.

- If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.
- If the increase is from 5% - 10 %: score 2.
- If the increase is less than 5 %: score 0.

Amolatar DLG OSR in FY2018/19 reduced by approximately 6% compared to FY2017/18. The DLG attributed this reduction in OSR to loss in local revenue due to ban on fishing in the District i.e.

Resolutions of the extra ordinary meeting involving the Fisheries Protection Unit held on the 8th April 2019 at Amolatar enforcing fishing holiday for 2 months

Second Situational Report on the On-going enforcement by the Fisheries Protection Unit of the UPDF Marines, September 2019 reporting on the fishing ban lasting to 19th November 2019.

Computation

Total of OSR for FY 2017/18 was UGX 435,797,597 with Miscellaneous of UGX 242,283,024 (Source: Page 20, audited final accounts for FY2017/18)

OSR FY2017/18 net of Misc.

$$435,797,597 - 242,283,024 = 193,514,573$$

Total of OSR for FY 2018/19 was UGX 363,644,117 with miscellaneous UGX 182,641,617 (Source: Page 20, draft final accounts for FY2018/19)

OSR FY2018/19 net of Misc.

$$363,644,117 - 182,641,617 =$$

$$181,002,500$$

Decrease in OSR net of Misc. FY2018/19 compared to FY2017/18

$$181,002,500 - 193,514,573 = (12,512,073)$$

Decrease in %age

$$(12,512,073) / 193,514,573 * 100 = -6.4\%$$

10 LG has collected local revenues as per budget (collection ratio) Maximum 2 points on this performance measure

- If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.

Percentage of locally generated revenue for FY2018/19 was approximately 36% below budgeted estimates. This deficit in collections falls outside of the +/- 10% budget realisation threshold. The DLG has attributed the shortfall in collections to loss in local revenue due to ban on fishing in the District.

Computation

Total Local Revenue Planned/Budgeted for FY 2018/2019 was UGX 568,818,000. (Source: Page 2, Approved Annual Work Plan and Budget FY 2018/19 generated on the 09/08/2018 23:35)

Total of OSR for FY 2018/19 was UGX 363,644,117 (Source: Page 20, draft final accounts for FY2018/19)

Deficit in Local Revenue Collections against budget

363,644,117- 568,818,000=

(205,173,883)

Deficit in %age

(205,173,883)/ 568,818,000*100=

-36.07%

0

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

- Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

Amolatar DLG remitted approximately 32% of LST collected in FY2018/19 to the LLG. The amount remitted was below the mandatory 65% stipulated in Section 85 of the LG Act CAP 243.

Computation

Local Revenue collections subjected to sharing with LLGs was UGX 52,002,500 (Page 20: draft final accounts for FY2018/19)

Amount of local revenue remitted to LLGs was UGX 16,571,830

PV	Detail	Amount- UGX
04788	Amolatar TC	5,000,000
04787	Namasale T C	1,615,000
04786	Awelo SC	1,350,000
04785	Agikdak SC	1,054,580
04784	Akwon SC	1,054,500
04783	Agwingiri SC	1,431,500
04782	Aputi	1,499,750
04781	Amolatar TC	1,100,000
04790	Etam SC	1,379,500
04789	Muntu SC	1,087,000
	Total	16,571,830

Percentage of local revenue remitted by Amolatar DLG to LLG in FY2018/19

16,571,830/52,002,500*100= 31.87%

0

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Amolatar DLG total Council expenditure on allowances and emoluments for FY 2018/19 from OSR and other sources was approximately 16% of OSR collected in FY2018/19 which was below the 20% limit as stipulated in the First Schedule of the LG Act. CAP 243.</p> <p>Computation</p> <p>Total expenditure on council allowances and emoluments during FY 2017/2018 was UGX 58,701,000</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">PV</th> <th style="text-align: left;">Detail</th> <th style="text-align: right;">Amount- UGX</th> </tr> </thead> <tbody> <tr> <td>04101</td> <td>Council Meeting 11th Dec 2018</td> <td style="text-align: right;">9,282,000</td> </tr> <tr> <td>04114</td> <td>Facilitation- Travel</td> <td style="text-align: right;">1,120,000</td> </tr> <tr> <td>04137</td> <td>Comm. Meeting 20-28 Feb 2019</td> <td style="text-align: right;">10,556,000</td> </tr> <tr> <td>05073</td> <td>Facilitation- travel</td> <td style="text-align: right;">830,000</td> </tr> <tr> <td>05077</td> <td>Council meeting 13 March 2019</td> <td style="text-align: right;">9,724,000</td> </tr> <tr> <td>05418</td> <td>Allowances Council meeting</td> <td style="text-align: right;">4,729,000</td> </tr> <tr> <td>110</td> <td>Allowances Council meeting</td> <td style="text-align: right;">10,506,000</td> </tr> <tr> <td>0764</td> <td>Integration Comm Allow.</td> <td style="text-align: right;">1,830,000</td> </tr> <tr> <td>0768</td> <td>Council Allow</td> <td style="text-align: right;">10,124,000</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: right;">58,701,000</td> </tr> </tbody> </table> <p>Total of OSR for FY 2018/19 was UGX 363,644,117 (Source: Page 20, draft final accounts for FY2018/19)</p> <p>Percentage of expenditure on Council from all sources as a ratio of OSR collected in FY2018/19 $58,701,000/363,644,117*100= 16.14\%$</p>	PV	Detail	Amount- UGX	04101	Council Meeting 11th Dec 2018	9,282,000	04114	Facilitation- Travel	1,120,000	04137	Comm. Meeting 20-28 Feb 2019	10,556,000	05073	Facilitation- travel	830,000	05077	Council meeting 13 March 2019	9,724,000	05418	Allowances Council meeting	4,729,000	110	Allowances Council meeting	10,506,000	0764	Integration Comm Allow.	1,830,000	0768	Council Allow	10,124,000		Total	58,701,000
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Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG does not have a Senior Procurement Officer. The Procurement Officer who was substantively appointed was Ms. Harriet Auma (File no. LG/005/851) appointed on 10th May 2019, ref: letter HRM/156/171/01 under DSC min. no. 23/2019/8 under salary scale U4</p>	0
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The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

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

Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 as indicated below:

1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009) submitted on 13th December 2018
2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001) submitted on 23rd October 2018
3. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002) submitted on 23rd October 2018
4. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) submitted on 13th December 2018
5. Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (Proc. Ref: Amol564/Wrks/2018/2019/00006) submitted on 13th December 2018

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

Maximum 4 points on this performance measure.

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

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

1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009), considered by the CC on 13th December 2018, the EC recommendation in the EC report dated 4th December 2018 was that the project was awarded to M/s Olworongu Investment Ltd at evaluated price of UGX.

14,403,080/-. The CC vide minute Min: 72/AMOL564/CC10/2018-2019 awarded the Contract to M/s Olworongu Investment Ltd at UGX 14,403,080/-.

2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001) considered by the CC on 23rd October 2018 the EC recommendation in the EC report dated 28th September 2018 was that the project was awarded to M/s Rema Uganda Ltd at evaluated price of UGX. 198,887,322/-. The CC vide minute Min: 51/AMOL564/CC07/2018-2019 awarded the Contract to M/s Rema Uganda Ltd at UGX 198,887,322/-.

3. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002) considered by the CC on 23rd October 2018, the EC recommendation in the EC report dated 28th September 2018 was that the project was awarded to M/s Oryem Can Co. Ltd at evaluated price of UGX. 142,065,830.50/-. The CC vide minute Min: 51/AMOL564/CC07/2018-2019 awarded the Contract to M/s Oryem Can Co. Ltd at UGX 142,065,830.50/-

4. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) considered by the CC on 13th December 2018, the EC recommendation in the EC report dated 4th December 2018 was that the project was awarded to M/s M. Big Consultancy Ltd at evaluated price of UGX. 29,460,635/-. The CC vide minute Min: 72/AMOL564/CC10/2018-2019 awarded the Contract to M/s M. Big Consultancy Ltd at UGX 29,460,635/-

5. Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (Proc. Ref: Amol564/Wrks/2018/2019/00006) considered by the CC on 13th December 2018, the EC recommendation in the EC report dated 4th December 2018 was that the project was awarded to M/s Alfayo General Company Ltd at evaluated price of UGX. 14,543,010/-. The CC vide minute Min: 72/AMOL564/CC10/2018-2019 awarded the Contract to M/s Alfayo General Company at UGX 14,543,010/-

13	<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>The LG Procurement Plan for FY 2019/2020 covered all infrastructure projects in the approved work plan of FY 2019/2020 as evidenced by a copy of the consolidated annual procurement work plan for FY 2019/2020 approved by the accounting officer, dated 13th June 2019 and submitted to the PPDA Regional office in Gulu on 5th September 2019.</p> <p>The LG also made consolidated procurement and disposal annual work plan for FY 2018/2019 as per submission and endorsement by the accounting officer, dated 14th June 2019 and submitted to the PPDA Regional office in Gulu on 17th June 2019 (although this was late, a fact also pointed out by the PPDA in their letter to the CAO dated 26th September 2019, ref: PPDA/AMOL/564 and received by the Amolatar LG on 11th October 2019). The work plan had projects including:</p> <ol style="list-style-type: none"> 1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009) 2. Tamarking/Low cost sealing of corner Bangladesh to Bangladesh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001) 3. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002) 4. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) 	2
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>The LG had 20 projects, all had been initiated by the user departments and process of preparing bid documents was ongoing; with no investment project with complete bid documents</p> <p>Therefore, For the current FY (2019/2020) the LG had prepared 0% of all investments/infrastructure by 30th August 2018</p>	0

14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>In the previous FY 2018/2019 the LG had updated the contracts register. Some of the completed procurement activities included:</p> <ol style="list-style-type: none"> 1. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002) 2. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009) 3. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) 4. Construction of 4 Stance Ordinary pit latrine with one urinal at Otira P/S (Proc Ref: Amol564/Wrks/2018/2019/00008) 5. Construction of 4 Stance Ordinary pit latrine with one urinal at Agwingiri P/S (Proc. Ref: Amol564/Wrks/2018/2019/00010) among others. 	2
	<p>Maximum 6 points on this performance measure.</p>			
14	<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The LG had adhered to procurement threshold as per the sampled files of projects:</p> <ol style="list-style-type: none"> 1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009), at a cost of UGX. 14,403,080/- was by selective bidding method where prequalified companies were approved on 6th November 2018 by the CAO and the company that won the bid was no.1 of the shortlisted bidders 2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001) at a cost of UGX. 198,887,322/- was by open domestic bidding as advertised in the New Vision newspaper dated 20th August 2018. 3. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002) at a cost of UGX. 142,065,830.50/- was by open domestic bidding method as advertised in the New Vision newspaper on 20th August 2018. 4. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) at a cost of UGX. 29,460,635/- was by selective bidding method where prequalified companies were approved on 6th November 2018 by the CAO and the company that won the bid was no.3 of the shortlisted bidders 5. Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (Proc. Ref: Amol564/Wrks/2018/2019/00006) at a cost of UGX. 14,543,010 was by selective bidding method and the company that won the bid was no. 1 on the list of shortlisted bidders approved by the CAO on 6th November 2018 <p>Where selective bidding pick details like existence of the prequalified list, when it was approved and the Number on the Prequalified list of the selected service provider</p>	2
	<p>Maximum 6 points on this performance measure.</p>			

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There was evidence that works projects implemented in the previous FY were appropriately certified with interim and completion certificates for instance</p> <ol style="list-style-type: none"> 1. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002), interim payment certificate no.1 dated 20th February 2019 and signed by the District Engineer and Accounting officer 2. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009), interim payment certificate no.1, dated 18th April 2019 and signed by the District Engineer and the Accounting Officer 3. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005), interim certificate issued on 12th March 2019 and signed by the District Engineer and Accounting officer 4. Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (Proc. Ref: Amol564/Wrks/2018/2019/00006), interim payment certificate issues on 1st April 2019 and signed by the CAO and District Engineer 	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There were no site boards in all the infrastructure projects for the current FY (2019/2020) because the bids evaluation process had just started and therefore there were no investment projects contracted as yet in FY 2019/2020.</p> <p>However investment projects for the FY 2018/2019 including i) Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005) and ii) Construction of 3 Stance Ordinary pit latrine with one urinal at Biko H/CII (Proc. Ref: Amol564/Wrks/2018/2019/00006) did not have site boards either.</p>	0

Financial management

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

A sample of 5 bank reconciliations from 3 cash books manually maintained revealed that Amolatar DLG prepared timely bank reconciliations that were up to-date up to the time of assessment. i.e.

Amolatar DLG Services Mag D, DFCU A/c No. 01983501000592. Bank reconciliation for July 2018 was prepared and reviewed on the 3rd Aug 2018. Cash book balance C/F was UGX 81,562 and bank balance C/F was UGX 81,562

Amolatar DLG Services Mag D, DFCU A/c No. 01983501000592. Bank reconciliation for June 2019 was prepared and reviewed on the 3rd July 2019. Cash book balance C/F was UGX 4,778 and bank balance C/F was UGX 4,778

Amolatar DLG Education, DFCU Bank A/c No 01983501000591. Bank reconciliation for September 2019 was prepared on the 2nd October 2019. Cash book balance C/F was UGX 58,731,173 and bank balance C/F was UGX 92,045,769

Amolatar DLG Finance, Planning DFCU Bank A/c 01983501000588. Bank reconciliation for June 2019 was prepared on the 3rd July 2019. Cash book balance C/F was UGX (257,653) and bank balance C/F was UGX 169,247

Amolatar DLG Finance, Planning DFCU Bank A/c 01983501000588. Bank reconciliation for September 2019 was prepared on the 2nd October 2019. Cash book balance C/F was UGX 87,580 and bank balance C/F was UGX 2,187,580

The LG made timely payment of suppliers during the previous FY	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	Taking a sample 5 payments to suppliers, Amolatar DLG made timely payments (i.e. within 2 months) to suppliers in the FY2018/19. i.e.
Maximum 2 points on this performance measure		Request for payment for the construction of 4 stances ordinary pit latrine at Agwingiri Primary School was made by M/s Fear God Timber Workshop & building construction Ltd on the 17th June 2019. Request was forwarded by DEO on the 20th June 2019 for approval by CAO. Interim payment certificate 001 for UGX 13,852,430 was prepared by DE and signed off by Head of Dept on the 20th June 2019. Payment was made on the 21st June 2019 (Receipt No. 0012), 4 days after the request was made by the contractor.
		Request for payment for the construction of a 4 stance ordinary pit latrine with urinals at Otira Primary was made by M/s Alfayo General Co. Ltd on the 15th March 2019. DE forwarded request on 3rd April 2019. DEO forwarded request on the 10th April 2019 for approval. Interim Payment Certificate for UGX 13,585,448 was prepared by DE on the 3rd April 2019 and signed Head of Department on the 10th April 2019. Payment was made on the 18th April 2019 (Receipt 00058), 34 days after request was made by the contractor.
		Request for payment for the construction of a 3 stance ordinary pit latrine with one urinal at Biko H/C II was made by M/s Alfayo General Co. Ltd on the 15th March 2019. Request was forwarded for consideration by the DDEG Health on the 1st April 2019. Payment Certificate No 1 for UGX 13,192,863 prepared by DE on the 2nd April 2019 and signed off by DHO on the 10th April 2019. Payment was made on the 3rd April 2019 (Receipt no 0043), 19 days after request was made by the contractor.
		Request for payment for the upgrade of Nakatiti Health Centre II to Health Centre was made by M/s Otada Construction Company on the 9th May 2019. Request was forwarded by DHO on the 9th May 2019. Payment Certificate No. 2 for UGX 120,292,430 was prepared by DE on the 6th May 2019 and signed off by DHO on the 14th May 2019. Payment was made on the 14th May 2019 (receipt no 754), 5 days after request was made by the contractor.
		Request for payment for the construction of water borne toilet was made by M/s Agen and Company Limited on the 11th June 2019 and recommended by DWO on the 11th June 2019. Payment Certificate No 02 for UGX 2,727,990 was prepared on the 10th June 2019. Payment was made on the 11th June 2019 (receipt no 064), same day request was made by the contractor.

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Amolatar DLG at least had a Senior Internal Auditor at the time of assessment.</p> <p>CAO wrote letter on the 15th May 2019 communicating that Mr. Obim Nixon was offered appointment on promotion to Senior Internal Auditor by the direction of DSC under Minute No. 23/2019/10</p>	1
	<p>Maximum 6 points on this performance measure.</p>			
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Senior Internal Auditor for Amolatar DLG produced 4 internal audit reports for FY2018/19 as set out in section 90 of LG Act CAP 243 as amended and section 48 of PFMA 2015.i.e.</p> <p>Q1. RE: First Quarter Internal Audit Report for District Department Accounts F/Y 2018/2019. This report was produced on the 30th October 2018</p> <p>Q2. RE: Second Quarter Internal Audit Report for District Department Accounts F/Y 2018/2019. This report was produced on the 31st January 2019</p> <p>Q3. RE: Third Quarter Internal Audit Report for District Department Accounts F/Y 2018/2019. This report was produced on the 30th April 2019</p> <p>Q4. RE: Fourth Quarter Internal Audit Report for District Department Accounts F/Y 2018/2019. This report was produced on the 30th July 2019</p> <p>All the reports were addressed to the Speaker and copied to:</p> <ul style="list-style-type: none"> • PS MoLG- Kampala • Internal Auditor General • Office of the Auditor General • Audit Committee- Amolatar • RDC- Amolatar • CAO- Amolatar • LG PAC- Amolatar • Finance Committee- Amolatar 	2
	<p>Maximum 6 points on this performance measure.</p>			
18	<p>The LG executes the Internal Audit function in accordance</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings</p>	<p>There was no evidence presented during the assessment that Amolatar DLG did make any follow ups on the issues arising from the 4 internal audit reports for FY 2018/19 nor did the DLG provide information to the Council and LG PAC on the status of implementation of internal audit findings in FY2018/19. However,</p>	0

with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

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

all evidence of follow ups presented related to backlog of issues arising from internal audits for FY2017/18

Internal Audit Issues identified in the FY2018/19

Q1

- Works Account
 - o UGX 7,500,000 transferred from Works to Administration not refunded
 - o UGX 30,019,500 spent on fuel and allowances but road not worked on
- Health Accounts
 - o Voucher for UGX 15,000,000 missing
- Board and Commission Accounts
 - o Transfer of UGX 2,000,000 from Boards and Commission to Administration not refunded.

Q2

- Production and Marketing Accounts
 - o Total of UGX 6,695,000 not accounted for

Q3

- Management of Natural Resources accounts
 - o Total of UGX 31,834,000 not accounted for
- Production and Marketing accounts
 - o Total of UGX 7,692,000 not accounted for
- Education accounts
 - o Total of UGX 5,809,000 not accounted for
- Community based services accounts
 - o Total of UGX 1,964,500 not accounted for

Q4

- Grounded assets
 - o Toyota Hilux- Health
 - o Mitsubishi Pick up- Works
 - o Ford Ranger- NUSAF
 - o 2 hydra foam machines
 - o 5 motorcycles
- Production Departments account
 - o Total of UGX 844,000 not accounted for.

Summons by CAO to DLG Officials to appear before LGPAC for issues arising from internal audit reports for FY2017/18.

- On the 26th November 2018. Engineering Ass. To account for advances
- On the 26th November 2018. Engineering Ass Roads Education Dept. to account for advances.
- On the 26th November 2018 CFO to account for advances.
- On the 26th November 2018 Health Inspector to account for advances.
- On the 26th November 2018 DEO to account for advances.
- On the 26th November 2018 Education Department to account for advances
- On the 26th November 2018 Ag. DE to account for advances
- On the 26th November 2018 ADHO Environmental Health to account for advances
- On the 26th November 2018 Agriculture Officer to account for advances
- On the 10th September 2018 Senior Environment Officer to account for advances
- On the 10th September 2018 Senior Treasurer to account for advances
- On the 10th September 2018 Health Inspector to account for advances
- On the 10th September 2018 Chairperson LCIII Namasale T/C to account for advances
- On the 10th September 2018 Namasale T/C to account for advances
- On the 10th September 2018 Driver to account for advances
- On the 10th September 2018 Ag. DE to account for advances
- On the 10th September 2018 Town Clerk Namasale T/C to account for advances
- On the 10th September 2018 Health Inspector Namasale T/C to account for advances
- On the 10th September 2018 Driver DHO's Office to account for advances
- On the 10th September 2018 CDO Namasale S/C to account for advances

Responses from Officials summoned in relation to issues arising from internal audits in FY2017/18

- On the 1st February 2019. Response from NUSAF 2 Desk Officer to CAO on under absorption of NUSAF 3 Project Funds and shortfall of UGX 254,498,670 during FY 2017/18.
- On the 1st March 2019. Response from Community Development Officer/YLP FPP to issues arising from Auditor General's Report for FY 2017/2018.
- On the 1st March 2019. Response from Community

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

Maximum 6 points on this performance measure.

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

Evidence was provided that Amolatar LGPAC held 3 meetings in FY2018/19. However, during these meetings, deliberations were made on issues arising from 2 out of the 4 quarterly internal audit reports for FY 2018/19. Evidence provided was mostly for deliberations on the backlog of issues arising from the 4 quarterly internal audits reports of FY2017/18.

LG PAC Minutes for meetings held in FY 2018/19.

- Meeting held between the 26th -27th September 2018 at Production board room Min.40/Am/DPAC/2&1/18/19 presented internal audit reports for the district account 2017/18, 2&3 quarter for Namasale T/C2017/18 and handling 1st quarter report 2018/19
- Meeting held between the 13th- 14th December 2018 at Fisheries Board Room Min/49/Amol/DPAC/01/18/19 discussed internal audit report for Q3 & Q4 FY 2017/2018
- Meeting held between the 4th-5th March 2019 at Production Board room Min/56/Amol/DPAC/02/18/19 discussed external audit report of 2017/2018

LGPAC Reports presented during assessment.

- RE: Submission of Local Government PAC Report for Quarter One 2019/2020 produced by CAO and addressed to Hon. Minister MoLG on the 3rd October 2019 covering issues arising from internal audit reports for Q2 and Q3 FY2018/19
- RE: Local Government Public Accounts Committee Report of Amolatar District Local Government for the Financial Year 2018/19 received in registry on the 19th October 2018 in respect of Namasale TC for 2nd and 3rd quarter for FY 2017/2018.
- RE: Submission of LGPAC Report for second quarter of 2018/2019. This report was produced by CAO on the 8th February 2019 examining the quarterly report of the Internal Auditor in respect of Amolatar District Accounts for Q3 and Q4 FY 2017/2018.
- RE: Submission of Amolatar Local Government Public Accounts Committee Third Quarter report for the FY 2018/2019 in regards to External Audit for Amolatar District Accounts for FY 2017/2018 produced on the 18th March 2019.

Members of PAC

- Mr. Otile Moses Abraham- Chairperson
- Ms. Sophie Acan Odeng- Member
- Mr. Ebitu Julius- Member
- Mr. Obokk Chris- Member
- Rev. Can J. M. Otto Olima- Member
- Ms. Ayo Juliet Okwir- Secretary

19	The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	Amolatar DLG provided soft copies (8 spreadsheets and 1 word document) of fixed assets register that do not conform to the format recommended in LGFA Manual 2007 page 167-168.	0
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20	The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	The audit opinion for Amolatar DLG for the FY ended 30th June 2019 communicated by the Auditor General was qualified.	2
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Governance, oversight, transparency and accountability

21	The LG Council meets and discusses service delivery related issues Maximum 2 points on this performance measure	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>Amolatar DLG Council met and discussed service delivery related issues. This was evidenced by the minutes of the District Council meetings held on 28th September, 2018, 11th December, 2018, 13th March, 2019, 2nd May, 2019, and 30th May, 2019.</p> <p>For instance, in the Council Meeting of 2nd May, 2019 under MIN. 07/5/2019 the Council discussed matters presented from DEC concerning food security and hunger in the District and resolved to approach the Ministry of Disaster Preparedness for relief supplies. The Council also deliberated on the rampant arrest and torture of the fishing community surrounding Lakes Kyoga and Kwania; and an environment impact report on the encroachment of Amoga wetland in Amaku village.</p> <p>In the Council meeting of 11th December, under MIN. COU/17, 2018 the Council deliberated on service delivery issues as presented from the 3 (three) Standing Committee reports of Finance, Planning and Administration/Works and Technical Services; Education, Health and Community Based Services; and Production, Marketing, and Natural Resources.</p> <p>In the Council meeting of 30th May, 2019 under MIN. COU/33/2019 there was a discussion and approval of the FY 2019/20 budget estimates, revenue enhancement plan, work plans, recruitment plan, procurement plan and supplementary budget for the different sectors of administration, finance, statutory bodies, health, education, works and technical services, water, natural resources, production, community services and planning.</p>	2
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22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>M/s. Obong Thomson the Deputy Chief Administrative Officer was in a letter from the CAO dated 15th November, 2018 ref: ADM/165/1, assigned the duty of coordinating response to feedback (grievance and complaints) from the citizens.</p>	1
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was a system for recording, investigating and responding to grievances, among which included complaints/suggestion box, which had been displayed at the education main block among others.</p> <p>The District put in place a mechanism both in the technical and political wing of responding to feedback and complaints from citizens.</p> <p>Depending on the grievances/complaints by citizens, the relevant technical officer, Senior Management, TPC, DEC, Standing Committees or full Council, were tasked to handle and respond appropriately.</p> <p>Service delivery grievances and staff indiscipline cases were recorded directly in the office of CAO and forwarded to the sanctions/rewards committee which is chaired by the Deputy CAO.</p> <p>The political grievances were recorded through the office of the Chairman and the Speaker and were discussed in the various standing committees.</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Amolatar DLG payroll and pensioner schedule for FY 2019/20 as well as payroll for October, 2019 were pinned on the main Education Department public notice board and were easily accessible from the office of the Principal Human Resource Officer.</p>	2

The LG shares information with citizens (Transparency) • Evidence that the procurement plan and awarded contracts and amounts are published: score 1.

Total maximum 4 points on this Performance Measure

The Procurement and Disposal Plan dated of 2018/2019 dated 20th August, 2018 and that of 2019/20 dated 9th September, 2019 were published on procurement and disposal notice board and were also filed. Awarded contracts of FY 2018/19 and amounts were also published on the notice board.

Example of the awarded contracts with the following particulars were displayed on the public notice board;

- PROCUREMENT REF NO.

AMOL564/WRKS/2018/2019/00001: TAMARKING/LOW COST SEALING OF CORNER B'DESH TO B'DEH L/S ROAD 0.8KM: CONTRACTOR: REMA (U) LTD; COST: 198,887,322=.

- PROCUREMENT REF NO:

AMOL564/WRKS/2018/2019/00002: REHABILITATION OF MUNTU TO OJUL ROAD 5KM: CONTRACTOR: ORYEM CAN CO. LTD; COST: 142,065,830=.

- PROCUREMENT REF NO: AMOL564/SUPLS/2018/2019/0000: SUPPLY OF 1 DOUBLE CABIN PICKUP M/VECH FOR WATER DEPARTMENT; CONTRACTOR: MAC EAST AFRICA LTD; COST: 158,080,000=.

The LG shares information with citizens (Transparency) • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.

Total maximum 4 points on this Performance Measure

There was no evidence that the Amolatar DLG Annual Performance Assessment results for FY2017/2018 were published on the notice board, the website or any other medium of communication.

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>Amolatar DLG had 2 whatsapp platforms (ADLGSTAFF &HODADLG) for district executive committee members, heads of departments and sectors, sub county chiefs, community development officers and sub county sub accountants where information was posted and discussed.</p> <p>The DLG also had a substantive Information Officer Mr Okao Joel who was responsible for communicating and explaining guidelines, circulars and policies from the Centre to LLGs and institutions during FY 2018/2019. At the time of assessment, the officer had resigned from service in pursuit of career growth.</p> <p>Records from the Deputy Chief Administrative Officer, District Planner and Central Registry had the following disseminated;</p> <ul style="list-style-type: none"> - Health Services Transfer of Funds on 9th January, 2019 - Operation Wealth Guidelines- 28th August, 2018 - Procurement Plan 2018/19 Guidelines from PPDA – 3rd September, 2018 - Quarter 1 Budget Performance Report and DDP 2019/20 – 5th December, 2018 - Development Planning Guidelines (District and Sub County 2018/19) - Budget Implementation for FY 2018/19 - DDP II Mid Term Review - First Budget Call Circular on preparation of BFP’s and preliminary budget estimates for FY 2019/20
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<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>Amolatar DLG during the previous FY 2108/2019 conducted radio talk shows with the public to provide feed-back on status of activity implementation. This was evidenced by the payment for talk shows to RADIO HOT FM to host the Education and Health departments’ talk shows in conjunction with development partners.</p> <p>The District also has free airtime talk shows for the RDC on RADIO HOT FM. These talk shows are regularly attended by heads of departments, political leaders and development partner NGOs</p>
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25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>The Acting DCDO, Mr. Olwa David Shedrick appointed by the CAO on 15th November 2019 and the GFP, Mr. Micheal Orech conducted gender mainstreaming activities with emphasis on budget planning in relation gender mainstreaming with the LLGs. This was conducted on 14th and 15th March 2019 with specific focus on strengthening gender budgeting skills among LLG technical staff, politicians and stakeholders. They also conducted the International Women's Day celebrations on 8th March 2019 at the Amolatar Bomah Grounds in Amolatar Town Council. The theme of the celebrations was 'Empowering Women through Innovative approaches to social protection; a prerequisite for inclusive and sustainable development'.</p>	2
25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The GFP and DCDO planned to undertake mentorship of staff and councillors in LLG on gender mainstreaming. They also planned to prepare for the International women's day and supporting women's councils in their activities and operations. The Community Based Services department are not getting donor support because Amolatar District is considered to have been a host community and the rebel activities did not directly affect them</p> <p>In the previous FY the LG had planned for UGX902,000/- for gender mainstreaming activities. This specifically was used for facilitating the conducting of mentorship of staff and councillors of the LLG and gender mainstreaming. This is evidenced by voucher no. 04641 dated 7th February 2019 used to pay for the mentorship workshop. A report dated 14th March 2019 highlights the objectives of the mentorship as to enhancing knowledge and skills and attitudes necessary for undertaking gender budgeting in LLGs. It also enabled trainees integrate gender concerns in LLGs expenditure plans and revenue projections. The report highlights some of the challenges of gender budgeting as i) decision making is normally in the hands of men, ii) resistance to both open and hidden approaches to manage gender issues in budgeting, limited participation of women in budget process. All the money was spent representing a 100% expenditure way above the required 90% minimum.</p>	2

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

Maximum 6 points on this performance measure

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

The LG carried out screening for only 13 investment projects in the FY2018/2019

Some of the screened projects included;

1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School (Proc. Ref: Amol564/Wrks/2018/2019/00009)
2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001)
3. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002)
4. Completion of General ward at Amolatar H/C IV (Proc. Ref: Amol564/Wrks/2018/2019/00005).

However, it should be noted that there were no ESMPs attached to the screening forms and therefore no mitigation measures implementation costs included.

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

Maximum 6 points on this performance measure

- Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

The LG had integrated environmental and social management plans in some contract bid documents as evidenced by a sample of projects below;

1. Tamarking/Low cost sealing of corner Bangladesh to Bangladesh L/S Road 0.8km (Proc. Ref: Amol564/Wrks/2018/2019/00001) BOQ item No's. 6.8 with a total amount of UGX1,200,000/- for HIV/AIDS awareness creation and tree planting as environmental and social elements
2. Rehabilitation of Muntu to Ojul Road - 5km (Proc Ref: Amol564/Wrks/2018/2019/00002), BOQ item No's. 5.3 with a budget of UGX1,530,000/- for restoration of sites, quarries and borrow pits as the environmental and social issues contained therein.

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>The LG Education and Health Departments did not provide any land ownership/donation/consent and/or agreements for the investment projects implemented. There were no investment projects in water sector for FY2018/2019.</p>	0
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The LG Environment Officer had environmental compliance certificates issued certification forms for completed projects and endorsed by the District Environmental Officer and DCDO as evidenced by copies of the certificate for projects including;</p> <ol style="list-style-type: none"> 1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School 2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km 3. Rehabilitation of Muntu to Ojul Road - 5km 4. Completion of General ward at Amolatar H/C IV 	1
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>The environment and social mitigation forms were used as environmental and social clearance prior to payment. These included:</p> <ol style="list-style-type: none"> 1. Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School 2. Tamarking/Low cost sealing of corner B'desh to B'deh L/S Road 0.8km 3. Rehabilitation of Muntu to Ojul Road - 5km 4. Completion of General ward at Amolatar H/C IV 	1
	<p>Maximum 6 points on this performance measure</p>			

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

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

There was evidence that environmental officer carried out environmental monitoring of some selected projects in the Health and Education sectors. This was contained in a report dated 5th March 2019 where some of the key issues noted include most projects had planted trees on the respective sites as part of the environmental restoration efforts. Reports did not include pictures to show deviations although corrective measures were highlighted. The CDO did not participate in the monitoring exercise.

Maximum 6 points on this performance measure

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The Approved Performance Contract generated on 08/08/2019 09:10 had a wage bill of UGX 4,124,536,468 for 651 staff in position against 695 staff in the the structure . The total budget covered 51 Head teachers and 600 regular teachers, for 51 primary schools</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The Approved Performance Contract generated on 08/08/2019 09:10 was evidence that the LG had a staff list and budget for 51 government aided schools. Among the five (5) sampled primary schools; Amolatar had 24 teachers including a H/T. Aromi had a H/Teacher and 13 teachers. Omara Ebek had 13 teachers including a H/T, Agwingiri had 15 teachers including a H/T and Alyecmeda had 11 teachers, with a H/T. All teachers in the four schools were on payroll.</p>	4
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100%: score 6 If 80 - 99%: score 3 If below 80%: score 0 	<ul style="list-style-type: none"> According to the wage IPF's for FY 2019/20 there were 651 of staff in position against 835 staff in structure with a wage bill provision for FY 2019/20 equivalent to UGX 4,124,536,468 Wage analysis for FY 2019/20 had an anticipated average requirement of UGX 4,355,121,653 giving a deficit of UGX 230,585,151 Therefore, 106 % of the structure for primary school teachers with a wage bill provision for the current FY was been filled 	6

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The staff structure had two (2) Inspectors and it was filled as follows.</p> <ul style="list-style-type: none"> • Ecam Nelson, Senior Inspector of Schools appointed on 7th February 2017 vide letter Ref. HRM/60/1 under DSC Min. 106/2017/3.1. • Tita James, Inspector of Schools appointed on 15th May 2019, Vide letter Ref, HRM/160/1 Min. 23/2019/12. 	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence that the department had submitted a recruitment plan for 2019/2020 dated 21st September 2018 as follows;</p> <ul style="list-style-type: none"> • 20 posts for head teachers • 47 for deputy head teachers and • 116 for Education Assistants 	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The positions were already filled as above indicated</p>	2

Monitoring and Inspection

5

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

Maximum 6 for this performance measure

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

- 100% school inspectors: score 3

The Senior Inspector of Schools, Ecam Nelson was appraised as per appraisal report of 10th July 2019 by CAO for FY 2018/19.

There was no evidence for appraisal of Inspector of Schools as the Assessor was not availed documentary evidence to that effect.

0

5

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

Maximum 6 for this performance measure

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

- Primary school head teachers
 - o 90 - 100%: score 3
 - o 70% and 89%: score 2
 - o Below 70%: score 0

Amolatar district has 50 Primary Schools. A sample of 10 Primary schools was picked from the 50. According to the selected sample, all headteachers were appraised for the calendar year 2018. For instance;

- Otolo Grace of Abalodyang P/S was appraised by Ogwang Andrew on 20th March 2019 as per appraisal report;
- Auma Teddy Ongom of Anamwany Primary School – appraised by sub/county chief Eroku David on 16th May 2019;
- Odongo Francis of Etam Pr School – appraised by Odongo Lawrence on 6th Feb 2019 as shown by the appraisal report;
- Otto Owani Fedney of Namasale Pr School was appraised by Ogwayu Emmanuel Peter on 30th April 2019;
- Adong Sarah of Acanoryema Pri School was appraised by Acen Josephine on 20th Dec 2018 according to appraisal report found in her file;
- Apok Molly of Agwenonyeal Pri School was appraised by CAO Akello Jennifer Atia on 19th Feb 2019.
- Etoru Peter of Opir P/S was appraised by Maxmillian Kolbe on 30th April 2019 as per appraisal report found in his personal records file.

Likewise, all the rest of the head teachers were appraised during FY2018/19.

The appraisal rate was at 100%

3

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was no evidence that the department had communicated ALL guidelines, policies and circulars. For example the critical guidelines on ; Planning, Budgeting and Implementation Guidelines for Local Governments for the Education Sector, was not available, at both the district office and in the five schools visited</p>	0
	<p>Maximum 3 for this performance measure</p>			
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>There was evidence that the department had held meetings with H/Ts vide meetings held on 13th September 2018 and 22nd May 2019, to disseminate and explain the circulars on; Education Sector Review findings, inclusive was; lack of supervision and lack of appraisal of teachers, were the issues discussed. During the meeting in May 2019, a circular on Enforcement of Kavera Ban in Educational Institutions in Uganda and another Malaria Control were explained, given out and signed for respectively.</p>	2
	<p>Maximum 3 for this performance measure</p>			
7	<p>The LG Education Department has effectively inspected all registered primary schools²</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: 	<p>School inspections were conducted as follows;</p> <ul style="list-style-type: none"> • Term 11, 2018 eleven (11) were inspected digitally as per printed reports available while 33 schools, manually making a total of 44 out of 51 (86%) • Term 111 2018, ten (10) were done digitally and forty (40) manually, making a total of 50 out of 51 schools (98%) • Term 1, 2019, ten (10) were done digitally and 40 manually totalling 50 out of 51 schools (98%) <p>The average inspection coverage in the three terms was 94%.</p> <p>Amolatar PS was inspected on 26th March 2018 by DIS; Aroma PS was inspected 23rd October 2018 by Okwir .A. Conrad; Omara Ebek was inspected 25th March 2018 by Senior Inspector; for Angwingiri no record was available and Alyecmeda was inspected on the 25th March 2019.</p>	10
	<p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 		

8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was no evidence that the department discussed the inspection reports. For example, there were no minutes to show that such a meeting(s) took place</p>	0
	<p>Maximum 10 for this performance measure</p>			
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The District Inspection submission documents to DES Gulu tabled, had dates of submission tampered with (changing dates with a red pen to portray submissions in FY 2018/19.</p>	0
	<p>Maximum 10 for this performance measure</p>			
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was no evidence, since there were no minutes to justify a meeting held as follow up, nor was there documentation to prove that any action had been taken as a result of the inspection recommendations made.</p>	0
	<p>Maximum 10 for this performance measure</p>			

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The LG submitted accurate/consistent data for 51 schools, as per data retrieved from MoES and data loaded on PBS as per the Approved Performance Contract Annexes generated on 26/7/2019 07:28 that had, (51) schools too.</p>	5
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The data/enrollment retrieved from the MoES had 40,244 pupils and also that loaded on PBS had 40,244 pupils as per the Performance Contract Annex generated on 26/07/2019 07:38. They were collaborative/consistent.</p>	5

Governance, oversight, transparency and accountability

10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Amolatar DLG Standing Committee responsible for Education met and discussed service delivery issues including inspection and supervision reports.</p> <p>This was evidenced by minutes of the Education, Health and Community Based Services Standing Committee meetings held on 10th&11th September, 2018, 27th & 3rd December, 2018, 26th&27th February, 2019 and 20th & 21st May, 2019.</p> <p>For instance, the Education, Health and Community Based Services Standing Committee meeting held on 10th & 11th September, 2018, under MIN. 07/9/2018; report on Education Sector delivery discussed the adjusted departmental budget for FY 2018/19, draft examinations and co-curricular activity policy establishment of Amolatar District Examinations Board, the Special Needs primary schools of Agwingiri, North Otike, Alemere, Otira and Wabinui P/S to be allocated more budgetary support, Ministry of Education Guidelines on allocation of resources, the department 4th quarter report and a report on inspection of schools.</p> <p>The above Education Sector committee deliberations were presented to the full Council Meeting of 28th September, 2018.</p>	2
10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The Education Sector committee presented issues that require approval to Council.</p> <p>This was confirmed by the Education, Health and Community Based Services Standing Committee Education Sector deliberations which were presented to full Council consideration and approval at meetings held on 28th September, 2018, 11th December, 2018, 13th March, 2019, 2nd May, 2019, and 30th May, 2019 in the District Council Hall.</p> <p>For instance, the full Council Meeting of 28th September, 2018 under MIN.COUG/6/2018, the Council deliberated and resolved on the issue of allocating more budgetary support to the Special Needs primary schools of Agwingiri, North Otike, Alemere, Otira and Wabinui P/S.</p> <p>In the full Council meetings of 11th December, 2018 under MIN.COUG/17//2018, that of 13th March, 2019 under MIN.COUG/25/2019 and that of 30th May, 2019 under MIN. COUG/33/2019, the Council deliberated and resolved on issues of the Education Sector budget allocations, work plans and progress reports as presented from the respective reports of Education, Health and Community Based Services Standing Committee.</p>	2

11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>The DEO had files for School Management Committees for all the 51 primary schools, established as per the Second Schedule of the Education (Pre-Primary, Primary, and Post Primary) Act 2008. In the four (5) sampled schools ie, Amolatar, Aromi; Omara Ebek, Agwingiri and Alyecmeda, they discussed UPE, for example at on 5th November 2018 at Alyecmeda a budget of UGX 2,198,000 for 3rd Term 2018, was discussed and approved by the SMC under Min 05/ 03/2018</p>	5
12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence of display of UPE at the DEO's notice board for 3rd Term 2019. In the four schools sampled in Indicator 11 above, they had also displayed UPE for all the terms in FY 2018/19 and FY 2019/20. At the five visited Schools there was a chart that showed all the monies received for the three (3) terms in 2019 For example at Okole UGX 3,276,000 for 11 1st Term 2019 was displayed.</p>	3

Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The LG Education sector submitted the procurement plan on 9th September 2018 way beyond the April 30th deadline. Some of the projects include i) Construction of 4 Stance Ordinary pit latrine with one urinal at Atomoro Primary School ii) Construction of 4 Stance Ordinary pit latrine with one urinal at Agwingiri Primary School iii) Construction of 2 Stance Ordinary pit latrine with one urinal at Alemere Primary School iv) Completion of 2 Stance Ordinary pit latrine with one urinal at Alelangao Primary School</p>	0
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>Review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and sector head recommended payments timely i.e.</p> <p>Request for payment for the construction of 4 stances ordinary pit latrine at Agwingiri Primary School was made by M/s Fear God Timber Workshop & building construction Ltd on the 17th June 2019. Request was forwarded by DEO on the 20th June 2019, 3 days after request was made by contractor for approval by CAO. Interim payment certificate 001 for UGX 13,852,430 was prepared by DE and signed off by Head of Dept on the same day i.e. 20th June 2019.</p> <p>Request for payment for the construction of a 4 stance ordinary pit latrine with urinals at Otira Primary was made by M/s Alfayo General Co. Ltd on the 15th March 2019. DE forwarded request on 3rd April 2019. DEO forwarded request on the 10th April 2019 for approval, 26 days after request was made by the contractor. Interim Payment Certificate for UGX 13,585,448 was prepared by DE on the 3rd April 2019 and signed Head of Department on the 10th April 2019, 7 days after payment certificate was prepared by the DE.</p> <p>Request for payment for the construction of 4 stance ordinary pit latrine with one urinal at N. Otike p/s staff was made by M/s Lakana Investment Ltd on the 16th April 2019. Request was forwarded by DDEG Education on the 16th April 2016 for approval the same day the request was made by the contractor. Payment Certificate was prepared on the 17th April 2019 for UGX 14,040,032 by the DE and signed off on the next day by head of department on the 18th April 2019.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>The Education department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:</p> <ul style="list-style-type: none"> o Quarter One Report was submitted on 28th November 2018 o Quarter Two Report was submitted on 8th February 2019 o Quarter Three Report was submitted on 16th June 2019 o Quarter Four Report was submitted on 19th August 2019 <p>The Education department submitted all the four quarterly reports but the fourth quarter was submitted to the District Planner on 19th August 2019 a date which was beyond the prescribed deadline of 15th July 2019 by the PFMA Act, 2015.</p>	0

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>The department had issues arising from the 4 quarterly internal audits in FY 2018/19. However, there is no evidence of information on the status of implementation of all internal audit findings in FY 2018/19.</p> <p>Internal Audit Issues identified in the FY2018/19</p> <p>Q3</p> <ul style="list-style-type: none"> • Education accounts <ul style="list-style-type: none"> o Total of UGX 5,809,000 not accounted for 	0
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Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was no evidence that the gender focal person disseminated guidelines on how Senior Women/Men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc This was so because minutes for meeting were provided, nor other documentation to prove that the activity was done.</p>	0
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>No evidence that LG department in collaboration with the gender department had issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	0

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence of gender compliance in all the 51 SMC's of having a minimum of two women out of thirteen (13) members. Besides, at the five schools sampled the following was found; Omara Ebek had five (5), Agwingiri three (3), Alyecmeda three (3), Aromi two (2) and Amolatar four (4) women respectively on the SMC. The women number for each school are out of a total of thirteen (13) members for each SMC.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was no evidence produced that the LG department in collaboration with Environment department had issued guidelines on environmental management (tree planting, waste management, formation of environment clubs and environment education etc)</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was evidence that one (1) infrastructure project was screened before approval of construction. This was;</p> <p>1. Construction of 4 stance ordinary latrine at Atamuro PS, Awelo sub-county, done on 8th August 2018.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>There was no evidence that the CDO and Environment officer visited the sites to check whether mitigation plans were complied with.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>According to the performance contract for the FY 2019/2020 (generated on 26/07/2019 07:38), the wage IPF for primary health workers for the FY 2019/2020 was 1,560,118,572/=.</p> <p>First quarter wage performance report for the current year submitted to Chief Administrative Officer on the 31st October 2019 and received the same day indicated an average wage requirement of 1,096,160,617/= for the year 2019/2020. Resulting in a wage surplus of 463,957,955/=. This indicated that 70% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY had been filled.</p> <p>No letter to the ministry of public service was provided as evidence of effort to recruit (seeking clearance to recruit).</p>	4
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re-quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the Health department submitted the recruitment plan that is in the signed performance contract for FY 2019/20 (generated on 26/07/2019 07:38). A letter to CAO copied to HRM dated 18th September 2018 was provided as evidence of that submission.</p>	6

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

Maximum 8 points for this performance measure

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

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

There were a total of 11 Health Centre 2s, 3s and IVs in Amolatar district broken down as follows:

HCII were 7,

HCIII were 3 and

HCIV was only 1.

• The in-charges of some of these health centres were as follows:

• In-charge of Amolatar HCIV (the only HCIV in the district) was Dr. Odongo Jimmy. He was appraised by Dr. Aliga Simon on 10th July 2018;

• In-charge of Apuli HCIII was called Onach Emmanuel and was appraised by Opuna Tonny on 5th August 2018 as per appraisal report found and reviewed;

• In-charge of Etam HCIII was Acio Roseline, He was appraised by Dr Odongo Jimmy on 12th June 2019;

• In-charge of Namasale HCIII, Debango David, was appraised during by sub/county chief called Ogwok Patrick.

• In-charge of Adong Joan was Awonangiro HCII and was appraised by Medical Clinical Officer called Opura Tonny on 3rd June 2019;

• Okello Andrew was in-charge of Nakatiti HCII. He was appraised by Pedun Theresa on 30th June 2019;

• In-charge of Biko HCII, Auma Eunice, was appraised by Debongo David on 14th Aug 2018;

• Okwir Biafra James was in-charge of Acii HC2 and was appraised by Odong Jimmy on 16th Aug 2018;

• In-charge of Alyecmada HCii was Obwongi Patrick and was appraised by Dr Odongo Jimmy on 16th May 2019;

• Atimango Sharon was in-charge of Anamwany HCII. She was appraised by the Medical Clinical Officer called Acio Roselyn on 17th June 2019;

• Omara Ambrose was in-charge of Arwotiek HCII. He was appraised by Ekwire Jonathan on 20th July 2019.

With all these appraisal reports viewed, there was sufficient evidence to prove that the in-charges of all health centres in Amolatar district were appraised during FY2018/19. therefore making compliance of 100%.

4	<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Review of the list submitted with the budget in the performance contract for FY 2019/2020 (Generated on 26/07/2019 07:38) indicated that there were 3 enrolled midwives & 6 enrolled nurses at Amolatar HCIV & 2 enrolled midwives & 3 enrolled nurses at Aputi HCIII. This was consistent with the staff lists/duty roster obtained from the DHO and respective health facilities.</p>	4
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Monitoring and Supervision

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>No evidence was provided at Amai Hospital, Amolatar HCIV, & Aputi HCII to indicate that they had received from the DHO a copy of the Sector Grant and Budget Guidelines to Local Governments FY 2019/2020 as a prioritized guideline by MoH. No evidence in the form of minutes of meetings or submission letters or email to health unit in-chargers was provided in which the DHO communicated the "Sector Grant and Budget Guidelines to Local Governments FY 2019/20" as a Prioritised guideline by MoH.</p>	0
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5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>No minutes of meetings of the DHO with health facility in-charges were presented. Review of DHT meeting minutes dated 2nd October 2018, 22nd January 2019, 30th April 2019 and 5th June 2019 revealed that there was no record to indicate that the DHO had explained the Sector Grant and Budget Guidelines to Local Governments FY 2019/20 to health facility in-charges.</p>	0
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6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>No evidence was provided to indicate that Amai Hospital and Amolatar HCIV had been supervised by the DHT at least once in a quarter during FY 2018/2019. For instance:</p> <p>The integrated support supervision reports provided indicated that supervision of Amai (PNFP) hospital had been done once, that was during in quarter 1. This was not collaborated by findings in the supervision log book at Amai hospital which indicated that no log during that period had been logged. In addition no logs were found for the subsequent quarters of the FY 2018/2019.</p> <p>Integrated support supervision reports provided indicated that supervision of Amolatar HCIV had been supervised only in quarter 1, 2 & 4. However this was not collaborated by evidence adduced from the supervision log book at Amolatar HCIV which indicated that no logs during that period were logged. In addition no log was found for quarter 3 of FY 2018/2019.</p>	0
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>Kyioga HSD (Amolatar HCIV) did not avail the all the mandatory quarterly integrated support supervision reports for FY 2018/2019. Quarter 1 integrated support supervision report for Kyioga HSD was not presented for review during this assessment. However quarter 2 report dated 13th February 2019, quarter 3 report dated 15th April and quarter 4 report dated 19th July 2019 were presented. These reports did not collaborate with evidence adduced from the supervision log book at Aputi HCIII as only one log (on the 14th February) was found for the year in review.</p>	0
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Kyioga HSD (Amolatar HCIV) did not avail the all the mandatory quarterly integrated support supervision reports for FY 2018/2019, hence there were no reports to discussed and used to make recommendations (in each quarter).</p>	0

7

The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

• Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6

There were no reports hence no recommendations to follow up with specific activities (in each quarter).

0

Maximum 10 points for this performance measure

8

The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH

• Evidence that the LG has submitted accurate/consistent data regarding:
o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10

All 13 health facilities receiving PHC funding listed in the performance contract for 2019/20 (Generated on 26/07/2019 07:38) were consistent with the list of health facilities submitting HIMS reports as indicated in the report for HMIS 105 reporting rate for July to September 2019.

10

Maximum 10 for this performance measure

Governance, oversight, transparency and accountability

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

Maximum 4 for this performance measure

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

Amolatar DLG Standing Committee responsible for Health met and discussed service delivery issues including inspection and supervision reports.

This was evidenced by minutes of the Education, Health and Community Based Services Standing Committee meetings held on 10th&11th September, 2018, 27th & 3rd December, 2018, 26th&27th February, 2019 and 20th & 21st May, 2019.

For instance, the Education, Health and Community Based Services Standing Committee meeting held on 10th & 11th September, 2018, under MIN. 07/9/2018; report on Health Sector delivery discussed;

- 4th quarter Health Department performance report

- Support supervision and provision of additional funds to Amai Hospital and Alemere HC II

- PHC recurrent wage expenditure

- Progress report on expansion of maternity ward at Namasale HC III

- Installation of a water harvesting tank at Elam HC III

- Rota Virus Vaccination in the District through UNICEF support

- Construction of a maternity ward at Anamwany HC II by the Rotary Club of Najera and Kiwatule

- Allocation of DDEG funds to Biko Health Centre, completion of a general ward at Aolatar HC IV and construction of a 3 VIP stance latrine at Etam HC III.

The above Education Sector committee deliberations were presented to the full Council Meeting of 28th September, 2018.

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

Maximum 4 for this performance measure

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

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

This was confirmed by the Education, Health and Community Based Services Standing Committee Health Sector deliberations which were presented to full Council consideration and approval at meetings held on 28th September, 2018, 11th December, 2018, 13th March, 2019, 2nd May, 2019, and 30th May, 2019 in the District Council Hall.

For instance, the full Council Meeting of 28th September, 2018 under MIN.COJ/6/2018, the Council deliberated and resolved on the issue of allocating more budgetary support and support supervision to Amai Hospital and Alemere HC II which were both NGO founded health facilities and yet offering crucial health services to the public.

In the full Council meetings of 11th December, 2018 under MIN. COU/17//2018, that of 13th March, 2019 under MIN.COJ/25/2019 and that of 30th May, 2019 under MIN. COU/33/2019, the Council deliberated and resolved on issues of the Health Sector budget allocations, work plans and progress reports as presented from the respective reports of Education, Health and Community Based Services Standing Committee.

10	The Health Unit Management Committees and Hospital Board are operational/functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):	Not all health facilities had functional HUMCs. For instance a review of a sample of records at DHOs office revealed that 4 of the 5 health facilities had functional HUMCs (established, meetings held and discussions of budget and resource issues). The following are the facilities:	4
	Maximum 6 points	<ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<ul style="list-style-type: none"> • Amolatar HCIV provided the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 31st October 2018, 14th February 2019, 11th April 2019 & 8th May 2019; • Biko HCII provided the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 13th September 2018, 11th November 2018, 13th February 2019 & 18th June 2019; • Aputi HCII did not provide Q2 meeting minutes and Q1 meeting minutes provided and dated 19th October 2018 were unsigned. Other minutes provided were dated 19th March 2019 and 17th June 2019; • Natakiti HCII provided the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 5th October 2018, 29th January 2019, 26th March 2019 and 18th June 2019; • Awonangiro HCII provided the mandatory quarterly HUMC meeting minutes for FY 2018/2019. These were dated: 20th July 2018, 4th October 2018, 16th January 2019 and 1st March 2019. 	
11	The LG has publicised all health facilities receiving PHC non-wage recurrent grants	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	None of the health facilities visited (Amai Hospital, Amolatar HCIV, & Aputi HCII) had a posting on their public notice board of PHC non-wage recurrent grants received by each. However there was a posting of all health facilities that received PHC non-wage recurrent grants for quarter 1 of FY2019/2020 on the public notice board at the DHOs office that was inadvertently dated 3rd September 2018 instead of 3rd September 2019.	4
	Maximum 4 for this performance measure			

Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>There was a health department procurement work plan for FY 2019/2020 presented as evidence. The following are its details: Approved by DHO on the 11th May 2019, received by PDU on the 11th June 2019. The following were some of the items on it: (1) Construction of a general ward & OPD at Alyecmeda HCII (2) Construction of a latrine at Alyecmeda HCI.</p>	0
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Maximum 4 for this performance measure

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<ul style="list-style-type: none"> • Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was a copy of form PP1 with a subject of procurement - construction of construction of a 3 stance pit latrine at Etam HCIII was submitted on the 13th September 2018 by DHO to the PDU. It was confirmed by CAO on the same day.</p>	2
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Maximum 4 for this performance measure

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

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

Review of 3 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and sector head recommended payments timely i.e.

Request for payment for the construction of a 3 stance ordinary pit latrine with one urinal at Biko H/C II was made by M/s Alfayo General Co. Ltd on the 15th March 2019. Request was forwarded for consideration by the DDEG Health on the 1st April 2019, 17 days after the request was made by the contractor. Payment Certificate No 1 for UGX 13,192,863 was prepared by DE on the 2nd April 2019 and signed off by DHO on the 10th April 2019, 8 days after the certificate was prepared by the DE.

Request for payment for the upgrade of Nakatiti Health Centre II to Health Centre was made by M/s Otada Construction Company on the 9th May 2019. Request was forwarded by DHO on the 9th May 2019 on the same day request was made by the contractor. Payment Certificate No. 2 for UGX 120,292,430 was prepared by DE on the 6th May 2019 and signed off by DHO on the 14th May 2019, 8 days after it was prepared by the DE.

Request for payment for the completion of the General Ward at Amolatar Health Centre IV was made by M/s M-Big Consultancy (U) Limited on the 11th March 2019. Request was forwarded the next day by DHO on the 12th March 2019. Payment Certificate No. 01 for UGX 22,112,217 was prepared by DLG Engineer and signed off by CAO on the 12th March 2019.

Maximum 4 for this performance measure

Financial management and reporting

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

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

The Health department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:

o Quarter One Report was submitted on 30th November 2018

o Quarter Two Report was submitted on 4th February 2019

o Quarter Three Report was submitted on 15th June 2019

o Quarter Four Report was submitted on 20th August 2019

Maximum 4 for this performance measure

The Health department submitted all the four quarterly reports but the fourth quarter was submitted to the District Planner on 20th August 2019 a date which was beyond the deadline of 15th July 2019 as required by the PFMA Act, 2015.

15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The department had several issues arising from the 4 quarterly internal audits in FY 2018/19. However, there was no evidence of information on the status of implementation of all internal audit findings in FY 2018/19.</p> <p>Internal Audit Issues identified in the FY2018/19</p> <p>Q1</p> <ul style="list-style-type: none"> • Health Accounts <ul style="list-style-type: none"> o Voucher for UGX 15,000,000 missing <p>Q4</p> <ul style="list-style-type: none"> • Grounded assets <ul style="list-style-type: none"> o Toyota Hilux- Health 	0
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Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>There was evidence that not all Health Unit Management Committees (HUMCs) met the gender composition as per guideline. For instance review of a sample of records at DHOs office revealed that:</p> <ul style="list-style-type: none"> • Amolatar HCIV – 2 out of 9 members were female • Namasale HCIII – 1 out 7 members was female, • Anamwany HCII – 2 out of 5 members were female, • Nakatiti HCII – 3 out of 5 members were female, and • Biko HCII – 2 out of 5 members were female 	0
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16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>It was observed during the facility visits that OPD toilet facilities at (Amai Hospital, Amolatar HCIV, & Aputi HCII) were separated for men and women. In addition posters of Hand washing technique were found at Amai Hospital.</p>	2
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17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>Not all 4 health facility infrastructure projects implemented during FY 2018/2019 had screening forms and mitigation action plans.</p> <p>A screening form and plan was presented for only one project (Upgrade of Nakatiti HCII to HCIII). No screening forms were presented for the following projects: completion of General ward at Amolatar HC IV, construction of 3 stance ordinary pit latrine with one urinal at Biko H/CII and construction of 3 Stance ordinary pit latrine with one urinal at Etam HCIII.</p>	0
	<p>Maximum 4 points for this performance measure</p>			
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>Only 1 (Upgrade of Nakatiti HCII to HCIII) of the 4 health facility infrastructure projects implemented during FY 2018/2019 had an inspection report signed by both the EO & CDO as evidence that the implemented health facility infrastructure projects of 2018/2019 had been screened and inspected to ensure that the risk mitigation plans had been complied with.</p>	0
	<p>Maximum 4 points for this performance measure</p>			
18	<p>The LG Health department has issued guidelines on medical waste management</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>All health facilities visited during the assessment period (Amai Hospital, Amolatar HCIV, & Aputi HCII) had guidelines in place on the management of medical waste. An example was the guidelines on the segregation of medical waste.</p>	4
	<p>Maximum 4 points</p>			

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Information from the MIS indicated that, the district safe water coverage was 89%. The district had eleven (11) sub counties and safe water coverage per sub county as follows; Agikdak 95%, Angwingiri 82%, Akwon 95%, Amolator TC 95%, Aputi 95%, Arwotcek 84%, Awelo 91%, Etam 95%, Muntu 95%, Namasale 93% and Namasale TC 57%. Three of the eleven (11) sub counties were below district safe water average coverage that were Angwingiri, Arwotcek and Namasale TC. For the current FY 2019/2020, approved budget estimates generated on 26th July 2019 indicated that the district Water department had targeted budget allocations to one sub county Amolator TC. Accordingly the district had a budget of 99,149,000= for building and construction of boreholes that was allocated to one sub county that was above district safe water coverage average. However reviewed documentation from water department indicated that the district had targeted four sub counties Namasale TC, Aputi, Arwotcek and Amolator TC. Each targeted sub county had a budget of one borehole. Out of four (4) boreholes to be implemented in the FY 2019/2020, two (2) were in sub counties below safe coverage which translated to $2/4 \times 100 = 50\%$.</p>	0

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

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

In the previous FY 2018/2019, the district of Amolator bought a vehicle for the water sector using the sector budget. They did not budget for water projects and therefore did not implement any water projects.

Maximum 15 points for this performance measure

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

Score 15

o If 80-99%:
Score 10

o If 60-79: Score 5

o If below 60 %:
Score 0

Monitoring and Supervision

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

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

Reviewed documentation revealed that the water bone toilet constructed by district water department in the FY 2018/2019 was monitored. That was revealed in two monitoring reports; district executive committee report dated 27th May 2019 and works and technical services committee monitoring report dated 30th May 2019 both reports were signed by Ag. DWO. The evidence provided indicated that the project implemented in the FY 2018/2019 was monitored which put water and sanitation monitoring at about 100%.

Maximum 15 points for this performance measure

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

- 80% - 95% of the WSS facilities -

monitored: score 10

- 70 - 79%: score 7

- 60% - 69% monitored: score 5

- 50% - 59%: score 3

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

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

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

There was no evidence of data submission in the previous FY 2018/2019.

Maximum 10 for this performance measure

4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>MIS report on point water sources for FY 2018/2019 did not include Amolator district. No water facilities in MIS report and PBS for the FY 2018/2019.</p>	5
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Maximum 10 for this performance measure

Procurement and contract management

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>There was evidence that water sector submitted in put for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget. However the submission was made on 25th June 2019, which was beyond the dead line of 30th April.</p>	0
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Maximum 4 for this performance measure

6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> • If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>The CAO appointed a Contract Supervisor (Robert Okidi) for the construction of a 3 stance water bone toilet at water office – Engineering block as evidenced in an appointment letter dated 15th January 2019 and signed for CAO Thomson Obong. There was no contract management plan availed for assessment. However there was a progress report dated 5th June 2019 signed by assistant engineering officer.</p>	0
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Maximum 8 points for this performance measure

6 The district has appointed Contract Manager and has effectively managed the WSS contracts • If water and sanitation facilities constructed as per design(s): score 2 No designs were availed for assessment. 0

Maximum 8 points for this performance measure

6 The district has appointed Contract Manager and has effectively managed the WSS contracts • If contractor handed over all completed WSS facilities: score 2 No handover evidence was availed for assessment. 0

Maximum 8 points for this performance measure

6 The district has appointed Contract Manager and has effectively managed the WSS contracts • If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 There was no evidence of certification, no certificates of practical completion and/or completion reports were availed for assessment. 0

Maximum 8 points for this performance measure

7

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

Maximum 3 for this performance measure

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

Review of 2 payments made to suppliers for works and supplies for the sector revealed that requests for payment from suppliers were certified and sector head recommended payments timely i.e.

Request for payment for the construction of water borne toilet was made by M/s Agen and Company Limited on the 11th June 2019 and recommended by DWO on the same day request was made by the contractor. Payment Certificate No 02 for UGX 2,727,990 was prepared on the 10th June 2019 a day after request for payment was made by the contractor.

Request for payment for repair of motor vehicle registration no LG0062-005 was made by M/s O'Next Motor Garage Ltd on the 6th May 2019. Request was forwarded by Water in Charge and payment made within 24 days i.e. 30th May 2019

3

Financial management and reporting

8

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

Maximum 5 for this performance measure

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

The Water department submitted the four Quarterly Reports for FY 2018/2019 to District Planner as indicated below:

- o Quarter One Report was submitted on 20th November 2018
- o Quarter Two Report was submitted on 30th February 2019
- o Quarter Three Report was submitted on 13th June 2019
- o Quarter Four Report was submitted on 14th August 2019

The Water department submitted all the four quarterly reports but the fourth quarter report was submitted to the District Planner on 14th August 2019 a date which was beyond the prescribed deadline of 15th July 2019 by the PFMA Act, 2015.

0

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>There was no evidence that the department had any issues arising from the 4 quarterly internal audits in FY 2018/19.</p>
<p>Maximum 5 for this performance measure</p>		

Governance, oversight, transparency and accountability

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

Maximum 6 for this performance measure

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

Amolatar DLG Standing Committee responsible for Finance, Planning and Administration/ Works and Technical Services met and discussed water service delivery issues including contracted water projects, inspection and supervision reports.

There was evidence of minutes for Finance, Planning and Administration/ Works and Technical Services Standing Committee meetings held on 29th & 30th September, 2018, 21st & 22nd February, 2019 and 22nd & 23rd May, 2019.

For instance, the Finance, Planning and Administration/ Works and Technical Services Standing Committee meeting held on 21st & 22nd February, 2019 under MIN. 15/02/2019; report on Water Sector delivery discussed the 2nd Quarter performance report of the Water sector which included issues of;

- A Procured vehicle for the water sector
- Construction of a 3 stance water borne toilet at the District headquarter
- An inventory of the broken down old boreholes – most of them had outlived their life span
- Decommissioning of boreholes and drilling new ones
- Major rehabilitation works recommended urgently for the borehole at Biko health centre
- Areas in need of boreholes – Wabinua P/S, Awelo P/S, and Alemere trading center plus at Aguludia and Aninolal
- Routine audit of the collections from the water user committees at sub county level

The above Water Sector committee deliberations were presented to full Council Meeting of 30th May, 2019.

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

Maximum 6 for this performance measure

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

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

This was confirmed by the Finance, Planning and Administration/ Works and Technical Services Standing Committee Water Sector deliberations which were presented to full Council consideration and approval at meetings held on 28th September, 2018, 11th December, 2018, 13th March, 2019, 2nd May, 2019, and 30th May, 2019 in the District Council Hall.

For instance, the full Council Meeting of 30th May, 2019 under MIN. COU/33/2019, a budget allocation of UGX 270,937,000/= was approved for the water sector. The same Council sitting also approved the water sector work plan of constructing a 2 stance pit latrine with urinal shelter at Amolatar TC, rehabilitation of 7 boreholes at Biko HC II, Kayanga, Agwenonyal, Abeja P/S, Ading trading centre, Anywalwake and Adum and drilling and installation of 4 new boreholes at Anoga B in Aweipeko Parish, Acondole in Opali Parish, Aborocao in Abwong Parish, Aminimini at Aminimini Parish and Acutcami in Kabangala Parish.

11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	There was evidence that the water department shared information to the public as some documents were clearly displayed on the District Notice Boards as per the PPDA Act. For example there were displays of quarter one grant releases for FY 2019/2020 dated 28th August 2019 and list of planned activities dated 14th October 2019.	2
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	The only WSS project (water bone toilet) implemented in the FY 2018/2019 was clearly labelled indicating the name of the project, financial year and the contractor.	2
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on tenders and contract awards (indicating contractor name /contract and contract sum) were displayed on the District Notice Boards.</p> <p>For examples siting, drilling and construction of four (4) deep boreholes, best evaluated bidder notice was displayed on 4th October 2019 and the name of the best evaluated bidder was KLR UGANDA LTD.</p>	2
	Maximum 6 points for this performance measure			
12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	There was no information availed for assessment to show that communities apply for water as per sector critical requirements.	0
	Maximum 3 points for this performance measure			

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>The only WSS project (water bone toilet) implemented in the FY 2018/2019 was well maintained and functioning satisfactorily. The facility was in a secure environment, had running water and the surrounding was clean.</p>	2
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Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There was evidence that environmental and social screening was conducted for the water bone toilet constructed by the district in the FY 2018/2019. There was a screening form (ESSF) filled and approved by district environmental officer dated 10th March 2019.</p>	2
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>No follow up reports were availed for assessment.</p>	0

13	<p>The LG Water department has devised strategies for environmental conservation and management</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Sampled bidding documents on construction and supervision contracts indicated that clause 2 was about environmental protection of the site.</p>	1
	<p>Maximum 4 points for this performance measure</p>			
14	<p>The district Water department has promoted gender equity in WSC composition.</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>The district did not construct water facilities in the FY 2018/2019 and therefore there were no WSC composition in the FY 2018/2019.</p>	3
	<p>Maximum 3 points for this performance measure</p>			
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The sampled sanitation facilities; drainable latrines at Muchora Abino and Amai landing sites constructed in the FY 2017/2018 and 2016/2017 respectively had separate stances. However they could not be easily accessed by public more so PWDs, they were due for emptying and the one at Muchora had been abandoned by the community and the surrounding was bushy.</p>	0
	<p>RGCs provided by the Water Department.</p>			
	<p>Maximum 3 points for this performance measure</p>			