



Local Government Performance Assessment

Ibanda District

(Vote Code: 558)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	85%
Educational Performance Measures	87%
Health Performance Measures	82%
Water & Environment Performance Measures	100%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.	<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"> If LG submitted before or by due date, then state 'compliant' 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. 	The LG submitted the Annual Performance Contract on 17th July 2019 . It was received by MoFPED on the same date. This was a timely submission.	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).	<ul style="list-style-type: none"> From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> The LG submitted a Budget for the forthcoming FY (2019/2020) on 17th July 2019. This Budget contained a LG Procurement and Disposal Plan For FY 2019/2020 	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: <ul style="list-style-type: none"> If LG submitted report to MoFPED in time, then it is compliant If LG submitted late or did not submit, then it is not compliant 	The LG submitted the Annual Performance Report for the previous FY 2018/2019 on 31st July 2019 acknowledged receipt by MoFPED on the same date. This submission was within the extended deadline of 31st August 2019.	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: <ul style="list-style-type: none"> If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). If LG submitted late or did not submit at all, then it is not compliant. 	Submission of the quarterly budget performance reports during FY 2018/2019 was as follows; <ul style="list-style-type: none"> Q1 was submitted on 28th October 2018 Q2 was submitted on 24th January 2019 Q3 was submitted on 30th April 2019 Q4 was submitted on 31st July 2019 	Yes
Audit				
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	From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor	Ibanda District Local Government provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for FY2017/2018 as detailed below:	Yes

by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.	<p>General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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. 	<p>The CAO communicated to the PS/ST MoFPED regarding the status of implementation of Internal Auditor General's and Office of the Auditor General findings for FY 2017/2018 through letter dated 14th January, 2019 referenced CR/D/103/1 and copies were circulated and received by IAG, Accountant General, MoFPED, IGG and OAG on 21st January, 2019. The above stated letter was specifically copied to the OAG, IGG and Accountant General. Fourteen queries were raised and all of them were addressed and accordingly cleared. Examples of some of the queries raised covered among others the following:</p> <p>(a) Low collection of local revenue;</p> <p>(b) Overriding of internal controls and unauthorised expenditure totalling shs 36,522,870;</p> <p>(c) Unaccounted for funds amounting to shs 17,310,608;</p> <p>(d) Non display of UPE funds received by Rwambogo Primary School in Nyamarebe sub county;</p> <p>(e) Un balanced FY 2017/2018 Work Plan/Budget for Kanywambogo Health Centre III in Kicuzi sub county.</p> <p>Total number of queries raised Total number of queries cleared Total number of queries pending</p> <p>14 14 0</p> <p>The PS/ST communicated to the CAO through letter dated 29th January, 2019 under reference II A 50/260/01 in respect of the six queries that were raised by the OAG. The PS/ST's letter above was copied to: Minister of Finance Planning and Economic Development, OAG, PS MoLG, Accountant General and head of Internal Audit in the district.</p> <p>The CAO responded to the PS/ST's letter regarding the OAG six queries through letter dated 28th February, 2019 under reference CR/D/103/1 and copied to OAG,IGG, Accountant General and PS/MoLG. All the queries were followed up and cleared.</p> <p>The six queries raised by OAG included the under listed:</p> <p>(a) Low recovery of the Youth Livelihood Programme funds disbursed to various youths in the district;</p> <p>(b) Pension and gratuity arrears;</p> <p>(c) Under staffing;</p> <p>(d) Inadequate medical facilities for most of the health centres in the district.</p>
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(e) Failure to demarcate natural resources.

(f) Condition of medical equipment.

Total number of queries raised Total number of
queries cleared Total number of queries pending

6 6 0

The DLG got Unqualified OAG Opinion in
respect of the audited financial statements for FY
2017/2018.

According to the Auditor General's report of
December 2019, the audit opinion for the
financial statements of Ibanda LG for the
Financial Year ended 30th June 2019 was
Unqualified.

Yes

6

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

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

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

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

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

The Physical Planning Committee was fully constituted as per Part III (9) of the Physical Planning Act, 2010. There were 15 members appointed by the CAO on **11th January 2018** on ref: CR/D/156/6. These included;

1. Mr. Ahimbisiwe Natahan , the CAO (Chairperson)
2. Atuheire Moureen, the Physical Planner (Secretary)
3. Ahimbisibwe Gaudius, the District Education Officer
4. Dr. Bamwine Julius, District Health Officer
5. Mugisha Hillary, the District Engineer
6. Nkwatsibwe Silver, Agriculture Officer
7. Ampumwize Apollo, District Staff Surveyor
8. Asiimwe Alex Kirambo, CDO
9. Kiirya Elly Stephen, The District Natural Resources Officer
10. Tom Nuwagira, District Environment Officer
11. Nuwamanya Robert, Town Clerk – Ibanda Municipal Council
12. Murekyezi Pius, Town Clerk -Rwekoba Town Council
13. Kwikiriza Stanley, Town Clerk – Rushango Town Council
14. Abimany Salome, Town Clerk – Ishongororo Town Council

The Committee was functional during the FY 2018/2019 evidenced by the following:

During the meeting of **25th September 2018**, under MIN: 05/IDPPC/09/2018, 14 land applications were considered and approved among which was Ryatenga Primary school at Kicuzi Sub-county and Muziza P/S in Ishongororo Sub-county.

There was a meeting on **14th November 2018**. Under MIN: 05/IDPPC/11/2018, 08 land applications were discussed and 06 were approved.

Another meeting was held on **17th June 2019**. Under MIN: 19/IDPPC/17/2019, 15 land applications were approved.

The DLG did not have a Physical Development Plan. However, The DLG had taken initiative and written to MoLHUD on 16th August 2018 on ref: CR/D/202/2 requesting for technical support. This was received on 10th September 2018.

The plans application register was in place with turnaround time of less than 30 working days.

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>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Only 2 sets of minutes of the Physical Planning Committee for FY 2018/19 were submitted to Mbarara Zonal Office , MoLHUD as follows:</p> <ul style="list-style-type: none"> • Minutes for 25th September 2018 were submitted on 29th August 2019 • Minutes for 17th June 2019 was submitted on 29th August 2019 	0
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>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The DLG did not have a PDP so consistency with infrastructure investments could not be ascertained. However, the DLG had taken initiative and written to MoLHUD on 16th August 2018 on ref: CR/D/202/2 requesting for technical support. This was received on 10th September 2018.</p>	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

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

The DLG did not have an Action Area Plan for FY 2018/19

Maximum 4 points for this performance measure.

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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

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 priorities in AWP for FY 2019/2020 were based on outcomes of the Budget Conference held on **31st October 2018**.

Priorities in AWP included;

1. Construction of an OPD at Kashozi HC II in Ishongororo Sub-county on P. 42 of the AWP and P.ix of the budget conference report.
2. Completion of the maternity ward at Ishongororo HCIV on P. 41 of the AWP and on P. ix of the budget conference report
3. Completion of the mortuary at Ishongororo HC IV on P. 41 of the AWP and P. ix of the budget conference report
4. Construction of 2 classroom blocks at Mushunga P/S, Ishongororo P/S and Rwomuhoro P/S on P. 47 of the AWP and on P.ix of the budget conference report
5. Completion of St. Richards Rwenshambya seed school on P.47 of the AWP and on P.ix of the budget conference report.
6. Construction of Kogabi GFS on P.66 of the AWP and on P.x of the budget conference report
7. Routine manual maintenance of 65.3KMS of community access roads on P. 56 of the AWP and on P.ix of the budget conference report
8. Mechanized maintenance of Ishongororo – Igorora – Rushango and Rwenkooba Town Council roads on P. 57 of the AWP and P. ix of the budget conference report
9. Maintenance of District building and Compound on P. 58 of the AWP and on P.x of the budget conference report.

The following priorities were found in the work plan but not discussed in the budget conference report

- a) Construction of a public latrine at Kijongo in Rukiri S/C on P.65 of the AWP
- b) Construction of solar pumped piped water supply system on P. 66 of the AWP
- c) Maintenance of 4 district vehicles on P. 58 of the AWP.

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

Maximum 5 points on this performance measure.

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

Capital investments in the approved Annual work plan for the current FY were derived from the approved Five-Year Development Plan 2015/16 – 2019/20 as follows;

- Construction of OPD and other wards at Ishongororo HC IV was found on P.42 of the AWP and on P. 150 of DDP
- Completion of maternity ward at Kanyamboga HC III on P. 41 of the AWP and P. 150 of the DDP
- Classroom construction and rehabilitation in UPE schools on P. 47 of the AWP and P. 155 of the DDP
- Construction of a Seed Secondary school at Rwenshambya on P.48 of the AWP and on P.155 of the DDP
- Community access roads maintenance on P.53 of the AWP and on P. 157 of the DDP
- Construction of public latrines in Rural Growth Centers on P. 65 of the AWP and P.153 of the DDP
- Construction of piped water supply system on P. 66 of the AWP and on P.153 of the DDP
- Construction of Kogabi GFS on P. 66 of the AWP and on P. 153 of the DDP.

The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles

Maximum 5 points on this performance measure.

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

Project profiles had been developed as per LG Planning guidelines and discussed in the TPC meeting held on **23rd October 2018** under Minute 36/DTPC/10/2018.

Some of the profiles included;

- Construction of a two class room block at Mushunga Primary school at UGX. 81,796,420
- Construction of a two class room block at Rwomuhoro Primary school at UGX. 78,973,860
- Construction of a seed secondary school at Rwenshambya Secondary school at UGX. 2,074,859,100
- Upgrading of Kashozi HC II to HC III at Ishongororo Sub-county at UGX. 462,179,848
- Construction of a two stance lined pit latrine at Kijongo Sub-County at UGX.20,000,000
- Completion of Katwe – Kashozi mini solar pumped piped water supply system at UGX. 405,733,000
- Construction of a 4 stance lined V.I.P latrine at Nyarukiika market, Rukiri Sub-county

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>The Annual Statistical Abstract had been compiled in June 2018 and was discussed during a TPC meeting held on 23rd October 2018 under <u>Minute number 35/DTPC/10/2018</u> and the data was used in planning and budgeting.</p>	1
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>All Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under <u>Minute no C/31/05/2019</u> of 21st May 2019 as shown below.</p> <p>a) Completion of a maternity ward at Ishongororo HC IV was on P. 50 of the AWP and on P. 24 of the approved budget.</p> <p>b) Construction of a OPD and other wards at Kashozi HC II was on P.51 and P.24 of the budget</p> <p>c) Classroom construction and rehabilitation in UPE schools was on P.55 of the AWP and on P.31 of the budget.</p> <p>d) Construction of solar piped water supply in Kashozi and neighbouring villages and construction of Kogabi GFS was on P. 70 of the AWP and on P.41 of the budget</p> <p>e) Construction of a public latrine at Rural Growth Centers at Kijongo was on P. 69 of the AWP and on P.41 of the budget</p> <p>f) Community Access roads maintenance of 65.3 Kms was on P.62 of the AWP and on P. 36 of the budget.</p> <p>g) Urban unpaved roads maintenance of 209 Kms was on P. 62 of the AWP and on P.37 of the budget</p> <p>h) Buildings maintenance at the DLG HQs on P. 64 of the AWP and on P. 38 of the budget</p>	2

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

Maximum 6 points on this performance measure.

• 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

Some investment projects implemented in the previous FY were completed as per work plan by end for FY 2018/19 at only **63%** as follows;

a) Completion of maternity ward at Ishongororo HC IV was not completed as per work plan by end of FY 2018/19

b) Construction of a OPD and other wards at Kashozi HC II was completed as per work plan by end of FY 2018/19

c) Classroom construction and rehabilitation in UPE schools was not completed as per work plan by the end of the FY

d) Construction of solar piped water supply in Kashozi and neighboring villages and construction of Kogabi GFS was completed by the end of the FY 2018/19

e) Construction of a public latrine at Rural Growth Centers at Kijongo was completed as per work plan by the end of the FY 2018/19

f) Community Access roads maintenance of 65.3 Kms was completed as per work plan by end of the FY

g) Urban unpaved roads maintenance of 209 Kms was completed as per work plan by end of FY

h) Buildings maintenance at the DLG HQs was not completed as per work plan by the end of the FY

Percentage= 5/8 X100

= 63%

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Investment projects in the previous FY were completed up to only 75% of approved budget as seen below;</p> <p>a) Completion of maternity ward at Ishongororo HC IV was budgeted at UGX.263,912,000 yet actual expenditure was UGX. 30,852,000</p> <p>b) Construction of a OPD and other wards at Kashozi HC II was budgeted at UGX. 282,244,000 and actual expenditure was UGX. 262,797,000</p> <p>c) Classroom construction and rehabilitation in UPE schools was budgeted at UGX. 477,611,000 and actual expenditure was UGX. 193,553,000</p> <p>d) Construction of solar piped water supply in Kashozi and neighboring villages and construction of Kogabi GFS was budgeted at 405,733,000 and actual expenditure was 403,027,000</p> <p>e) Construction of a public latrine at Rural Growth Centers at Kijongo was budgeted at UGX. 20,000,000 and actual expenditure was UGX. 19,964,000</p> <p>f) Community Access roads maintenance of 65.3 Kms was budgeted at UGX. 163,666,000 and actual expenditure was UGX. 163,666,000</p> <p>g) Urban unpaved roads maintenance of 209 Kms was budgeted at UGX. 568,952,000 and actual expenditure was UGX. 568,951,000</p> <p>h) Buildings maintenance at the DLG HQs was budgeted at 19,000,000 and actual expenditure was UGX. 10,642,000</p> <p>Total budgeted amount was UGX. 2,201,118,000 while total actual expenditure was UGX. 1,655,452,000 resulting in 75%</p>	0
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<ul style="list-style-type: none"> • There were two projects in need of O & M and this was utilized at 84% of the total O & M budget. These included; • <ol style="list-style-type: none"> 1. Buildings maintenance at DLG Office budgeted at UGX. 19,000,000 and actual expenditure was UGX. 10,642,000 2. Renovation of staff houses budgeted at UGX. 35,631,000 and actual expenditure ws UGX. 35,333,000 <p>Total budget amount for O & M was UGX. 54,631,000, actual expenditure on O & M was UGX. 45,975,000 , resulting in 84%</p>	2

Human Resource Management

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LG has substantively recruited and appraised all Heads of Departments

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

There was no evidence that all HoD positions were substantively filled. There were 11 HoD as per the approved structure ref ARC 135/306/01 dated on 20th December 2018. Only four HoD positions were substantively filled as mentioned below;

Maximum 5 points on this Performance Measure

Principal Human Resource Officer- Kasingye Aloysious (CR/D/10411/1) was appointed on 7/10/2013 ref CR/D/159/2 under DSC Min 50(d)/09/2013(1).

District Education Officer- Ahimbisibwe Gaudius (CR/D/10241) was appointed on 3/02/2015 ref CR/D/160 under DSC Min 06(f)/01/2015(1).

District Community Development Officer- Kirabo Asiimwe Alexander (CR/D/10393) was appointed on 5/02/2019 ref CR/D/156/1 under DSC Min 99/12/2018.

District Health Officer- Bamwine Julius (CR/D/10259) was appointed on 6/05/2011 ref CR/D/156/1 under DSC Minute 8(xiv)/2011.

Positions not substantively filled were;

- Chief Finance Officer
- District Internal Auditor
- District Engineer
- District Production Officer
- District Planner
- District Natural Resources Officer
- District Commercial Officer

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

There was evidence that all HoDs including those in acting capacity were appraised for the previous FY as follows;

Principal Human Resource Officer- Kasingye Aloysious (CR/D/10411/1) Signed agreement on 13/07/2018 and was appraised on 7/05/2019 by the D-CAO.

District Education Officer- Ahimbisibwe Gaudius (CR/D/10241) Signed agreement on 4/09/2018 and was appraised on 30/09/2019.

District Community Development Officer- Kirabo Asiimwe Alexander (CR/D/10393) signed performance agreement on 29/06/2018 and was appraised on 29/07/2019.

District Health Officer- Bamwine Julius (CR/D/10259) signed performance agreement on 1/07/2018 and was appraised on 2/09/2019 by the CAO.

Ag. Chief Finance Officer- Katumbuza B. Deus (CR/D/10574) signed performance agreement on 3/07/2018 and was appraised on 5/08/2019 by the CAO.

Ag. District Internal Auditor- Katongole James (CR/D/10151) was appointed as Senior IA on 3/02/2015 and he was appraised on 2/07/2019 by the PAS.

Ag. District Engineer- Mugisha Hilary (CR/D/10012), signed performance agreement on 24/07/2018 and was appraised on 17/09/2019.

Ag. District Production Officer- Tumwesigye Zephline (CR/D/10264) Signed performance agreement on 6/07/2018 and had performance report signed by the CAO on 6/07/2019.

Ag. District Planner- Ayebare Joan was appointed on 28/04/2014. She was appraised on 30/07/2019 by the D-CAO.

Ag. District Natural Resources Officer- Kiirya Elly Stephen (CR/D/10189) signed performance agreement on 5/07/2018 and was appraised on 10/07/2019.

Ag. District Commercial Officer- Banyenzaki Rukundo Tom (CR/D/10800) was appraised on 14/06/2019 by the DPMO.

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

- Evidence that 100 % of staff submitted for recruitment have been considered: score 2

There was evidence that all positions submitted to the DSC were considered for recruitment. There were 15 positions submitted to the DSC as in the following;

Submission on 7/06/2019 -2 positions of Senior CDO.

Submission on 5/02/2019-1 Stenographer Secretary.

Submission on 5/02/2019-2 Asst. Town Clerk.

Submission on 5/02/2019-1 Finance Officer.

Submission on 18/12/2018 – 1 Principal Planner.

Submission on 18/12/2018 – District Production and Marketing Officer.

Submission on 18/12/2018 – 1 Principal Township Officer.

Submission on 18/12/2018 – 1 District Natural Resources Officer.

Submission on 18/12/2018 – 1 District Planner.

Submission on 23/11/2018 – 1 Anaesthetic Officer.

Submission on 11/10/2018 – 1 Senior Treasurer.

Submission on 14/11/2018 – 1 District Community Development Officer.

Submission on 16/11/2018 – 1 Assistant Records Officer.

There was evidence of these positions considered as some of the positions (6) were seen in Ibanda DSC advert in the New vision paper dated on 15th January 2019 “External advert no. 01/2019. Others were internally advertised and there were individual submissions of staff with capacity to be considered.

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There were 81 staff submitted for confirmations and all of them were considered. Examples of the confirmations were as follows;</p> <p>In the 74th DSC Meeting held from 27th to 28th March 2019, the following were confirmed;</p> <ul style="list-style-type: none"> • Education – 16 staff <p>Under DSC Min 112(a)/03/2019; Nimusiima Ruth, Tukamushaba Lillian, Nampereza Agnes, Mujuni Ambrose, Tushabemukama Angelo were confirmed as Education Asst.</p> <ul style="list-style-type: none"> • Production- 4 staff <p>Under DSC Min 112(b)/03/2019; Mwesigye Amon was confirmed as Asst. Veterinary Officer.</p> <p>Under DSC Min 112(c)/03/2019; Mutabazi Maurice was confirmed as Vermin Control Officer.</p> <ul style="list-style-type: none"> • Health dept – 17 staff <p>Under DSC Min 112(d)/03/2019; Twongyeirwe Edith, Nuwagaba Mackline, Monday Mackline were confirmed as Enrolled Midwives.</p> <ul style="list-style-type: none"> • Natural Resources dept – 1 <p>Under DSC Min 112(M)/03/2019; Muhindo Herizon was confirmed as Forest Guard.</p> <ul style="list-style-type: none"> • Administration dept- 25 <p>Under DSC Min 112(n)/03/2019; Nuwagaba Sharon, Ahikiriza Stella, Mukundane Cabrine were confirmed as Office Attendants.</p> <ul style="list-style-type: none"> • Finance dept – 3 staff <p>Under DSC Min 112(i)/03/2019; Kakuru Godfrey, Atukunda Anitah and Agonza Chrispus were confirmed as Asst. Accountants.</p> <p>In the 76th DSC Meeting held on 27th June 2019, the following were confirmed per department;</p> <p>Education – 3 staff Administration – 3 staff Health – 4 staff</p>
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7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was only one disciplinary case that was submitted to the DSC and it was considered as follows;</p> <p>Asiimwe Fulgencious (CR/D/10284-Parish Chief) was submitted to the DSC on 23/11/2018; accused of persistent absenteeism, non-performance and withholding court summons. In the 75th DSC Meeting held from 16th and 17th May 2019, an action was taken under Administration department DSC Min 121(b)/05/2019(1) where he was regarded as having abandoned duty and resigned accordingly. There was a letter to the Parish Chief by the CAO on 11/06/2019 ref CR/D/159 informing him of the action taken by the DSC.</p>
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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 recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was only one staff recruited in the previous FY and had accessed the payroll not later than two months as follows;</p> <p>Nabasa Tarsis (CR/D/10814) was appointed as Public Health Dental Officer on 11/06/2019 ref CR/D/156 under DSC Min 117(f)/05/2019. He assumed duty on 15/07/2019 and accessed payroll in August 2019 IPPS no.1044531.</p>	3
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 was no evidence that all staff who had retired the previous FY had accessed the payroll not later than two months. There were 20 staff who retired in the FY 2018/2019 as follows;</p> <p>Betungura Saphat retired as Head Teacher on 22/08/2018 and accessed payroll in April 2019 IPPS no. 525440.</p> <p>Magyezi Flugence retired as Education Asst. II on 11/08/2018 and accessed payroll in June 2019 IPPS no. 525333.</p> <p>Begumaana Akleo retired as Senior Education Asst. on 7/08/2018 and accessed payroll in September 2019 IPPS no. 525494.</p> <p>Bagabe Gastone retired as Head Teacher on 26/05/2019 and accessed payroll in June 2019 March 2019 IPPS no. 525564.</p> <p>Friday Eriterino retired as Education Asst. on 4/08/2018 and accessed payroll in March 2019 IPPS no. 525135.</p> <p>Namara Charles retired as Education Asst. II on 14/01/2019 and accessed payroll in February IPPS no. 525951.</p> <p>Mashanyu Justus retired as Head Teacher on 13/06/2019 and accessed payroll in October 2019 IPPS no. 525372.</p> <p>Byamukama Antanazio retired Senior Education Asst. and accessed payroll in November 2019 IPPS 525244.</p> <p>Tumwine Milton retired as Education Asst. II on 9/02/2019 and accessed payroll in April 2019 IPPS no. 526018.</p> <p>Mugisha Denis retired as Senior Education Asst. on 8/08/2018 and accessed payroll in December 2019 IPPS no. 525482.</p>	0

Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% - 10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The total of OSR realised by Ibanda DLG during FY 2017/2018 amounted to Shs 654,708,000 as per page 6 of the audited financial statements for FY 2017/2018. The total of the OSR realised during FY 2018/2019 amounted to Shs 769,980,000 as indicated on page 9 of the FY 2018/2019 financial statements. There was no disposal of assets during FY 2018/2019. The draft financial statements for FY 2018/2019 were submitted to OAG by the CAO on 30th August, 2019 and received by Accountant General on 29th August, per CAO's letter dated 22nd August, 2019 under reference CR/D/103/2.</p> <p>There was an increase of Shs 115,720,000 in revenue collection performance i.e (shs 769,980,000 less shs 654,708,000).</p> <p>Computation: $115,720,000 \times 100 = 18\%$</p> <p style="text-align: center;">654,708,000</p> <p>Good performance in revenue collection was attributed to:</p> <p>(i) Effective sensitisation of key stake holders, politicians, technical people at the DLG and tax payers on the purpose of paying tax;</p> <p>(ii) Formulation of local revenue committees from district level to LLGs levels;</p> <p>(iii) Adherence to the Local Revenue Enhancement Plan;</p> <p>(iv) Effective internal controls over local revenue collection at all levels.</p>	4
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The original local revenue budget for Ibanda DLG for FY 2018/2019 amounted to Shs 737,828,000 as indicated on page 4 of the approved budget. The total local revenue collected during FY 2018/2019 amounted to shs 769,980,000.</p> <p>Computation:</p> <p>$769,980,000 \times 100 = 105\%$</p> <p style="text-align: center;">737,828,000</p> <p>This translates into a revenue collection of +5% which was within the allowable range of +/- 10%.</p>	2

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

Ibanda DLG comprised of eight sub counties and four Town Councils during FY 2018/2019. The DLG complied with the requirement of remitting the 65% share of local revenues to LLGs during FY 2018/2019.

It was noted that sub counties collected local revenue on behalf of the district and remitted the 35% to the district headquarters as required by the law but retained 65% for each one of them.

Based on the above, sub counties remitted a total of shs 237,460,382 (pages 6 and 8 of the draft accounts) to Ibanda DLG during FY 2018/2019 as the 35% component of local revenue sharing.

Examples of local revenue that was remitted to the DLG by sub counties:

(i) Nyamarebe sub county remitted shs 1,095,231 per DLG receipt number 332 dated 8th November, 2018;

(ii) Rukiri sub county remitted shs 1,022,709 per DLG receipt number 331 dated 8th November, 2018;

(iii) Ishongororo sub county remitted shs 379,302 per DLG receipt number 330 dated 8th November, 2018.

(iv) Kicuzi sub county remitted shs 762,324 per DLG receipt number 222 dated 8th November, 2018.

On the other hand, the district collected Local Service Tax that amounted to shs 59,217,528 (page 19 of the draft accounts) during FY 2018/2019 out of which shs 38,491,393 (65%) was transferred to the LLGs.

Examples of local revenue accrued from the Local Service Tax transferred to LLGs during FY 2018/2019:

(i) Shs 3,234,492 was remitted to Kikyenkye sub county on voucher number 20446835 dated 26th November, 2018;

(ii) Shs 3,182,375 was remitted to Kihangara sub county on voucher number 20446836 dated 26th November, 2018;

(iii) Shs 3,380,511 was remitted to Rukiri sub county on voucher number 20446837 dated 26th November, 2018;

(iv) Shs 2,982,675 was remitted to Nyabuhikye sub county on voucher number 20446837 dated 26th November, 2018;

(v) Shs 3,292,868 was remitted to Kicuzi sub county on voucher number 20446830 dated 26th November, 2018.

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>Ibanda DLG spent shs 36,080,000 on council allowances and emoluments during FY 2018/2019 as extracted from the District Financial Analysis Report for FY 2018/2019 and payment vouchers.</p> <p>Council shs 17,520,000</p> <p>Committees shs 18,560,000</p> <p>Total shs 36,080,000</p> <p>The local revenue realised during FY 2017/2018 amounted to shs 654,708,000 per FY 2017/2018 audited DLG financial statements.</p> <p>Computation:</p> $36,080,000 \times 100 = 6\%$ $654,708,000$ <p>Payment of allowances and emoluments was below 20% limit.</p>	2
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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 DLG had the position of a Senior Procurement Officer and Procurement Officer substantively filled hence the capacity to manage the procurement function. These were filled as follows:</p> <p>Senior Procurement Officer, Tumwekwatse Albus (CR/D/10724) was appointed on 7/03/2018 ref CR/D/156/1 under DSC Min 65(s)/02/2018.</p> <p>Procurement Officer- Muhumuza Molly (CR/D/10254) was appointed on 7/10/2013 ref CR/D/156/6 under DSC Min 50(a)/09/2013(1).</p>	2
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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 on the following dates: 3rd /04/2019, 5th/09/2018

1. For the renovation of Kanyambogo OPD HCIII in Kicuzi S/C under Procurement Ref No IBAN558/WRKS/2018/2019/00014, EC sitting on 3rd/04/2019 recommended Vesta Best Investment Enterprises Ltd the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 28,638,866.
2. For the Construction of 2 Classroom Block at Muziza P/S, under Procurement Ref No IBAN558/WRKS/2018/2019/00002, EC sitting on 5th/09/2018, recommended BYAAHI Tech Services Ltd, the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 69,810,416.
3. For the upgrade of Kashozi HCII to HC III, under Procurement Ref No IBAN558/WRKS/2018/2019/00018/ Lot 3, EC sitting on 30th /11/2018, awarded a contract to P&D Traders and Contractors Ltd, the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 462,179,848.
4. For the Construction 3 stance VIP Lined latrine at Omurusoro market in Kijongo S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00005, EC sitting on 12th/09/2018 recommended Legitimated Eng & Tech Services Ltd the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 19,237,044.
5. For the construction of Kogabi GFS in Kicuzi S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00001, EC sitting on 5th/09/2018 recommended ZATEC Uganda Ltd the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 665,697,789.

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 considered recommendations of the EC and provided justifications for any deviations from those recommendations. For instance:

1. For the renovation of Kanyambogo OPD HCIII in Kicuzi S/C under Procurement Ref No IBAN558/WRKS/2018/2019/00014, Contracts Committee sitting on 5th /04/2019 under MIN 087/CC/2018/19, upheld the recommendation of EC and awarded the tender to Vesta Investment Enterprises Ltd as the successful bidder at a contract sum of UGX 28,638,866.

2. For the Construction of 2 Classroom Block at Muziza P/S, under Procurement Ref No IBAN558/WRKS/2018/2019/00002, CC sitting on 13th /09/2018 under MIN 030/CC/2018/19, upheld the recommendation of the EC and awarded the tender to BYAAHI Tech Services Ltd, as the successful bidder at a contract sum of UGX 69,810,416.

3. For the upgrade of Kashozi HCII to HC III, under Procurement Ref No IBAN558/WRKS/2018/2019/00018/Lot 3, CC sitting on 04th /01/2019 under MIN 062/CC/2018/1, upheld the recommendation of EC and awarded the tender to P&D Traders and Contractors Ltd as the successful bidder at a contract sum of UGX 462,179,848.

4. For the Construction 3 stance VIP Lined latrine at Omurusoro market in Kijongo S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00005, CC sitting on 13th/09/2018 under MIN 032/CC/2018/19 upheld the recommendation of EC and awarded the tender to Legitimated Eng & Tech Services Ltd the successful bidder at a contract sum of UGX 19,237,044.

5. For the construction of Kogabi GFS in Kicuzi S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00001, CC sitting on 5th/09/2018 under MIN 028th /CC/2018/19 upheld the recommendations of the EC and awarded them the tender as the successful bidder ZATEC Uganda Ltd the best evaluated bidder at a contract sum of UGX 665,697,789.

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

Maximum 2 points on this performance measure.

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

The PDP for the FY 2019/20 covered all infrastructure projects in the approved annual work plan and budget. The Procurement Work plan was prepared by DPU, approved by CAO on 23rd July 2019 under Ref CR/D/207/1 received by the PPDA on 8th Aug 2019.

a) Ibanda DLG Procurement and Disposal Plan for the financial year 2019/20 with a total of 99 procurement items listed in a Consolidated DPU Procurement Plan covering all Sectors; for instance, Education 7; Water 7 and Health 6 procurement projects etc). The procurement plan covered all infrastructure projects in the approved DLG Annual Work Plan and budget FY 2019/20. Altogether, there were 8 major procurement infrastructure items.

For Instance,

(i) Siting and drilling of production wells for Kijongo piped water system under Procurement Ref No IBAN558/WRKS/2019/2020/00005 contract sum UGX 43,719,000 appeared on page 40 in the AWP and on page 1 in the Procurement Plan.

(ii) Contraction of a 2 classroom block with an Office at Rwomuhoro P/S Procurement Ref No IBAN558/WRKS/2019/2020/00001 with contract sum of UGX 82,291.312 appeared on the page 30 of the AWP and on page 2 of the Procurement Plan

b). The Procurement Plan for FY 2018/19, approved by DLG was consolidated from all sectors with a total of 102 procurement items.

The Plan on its first procurement item had, Supply of Fuel for Mechanized Road maintenance under frame work contract worth UGX 108,764,000 while the last procurement item was 'Construction of 4 stance pit latrine at Rukiiri P/S'

The following sampled procurement items confirm that the approved AWP was a source of the procurement Plan;

(i) Upgrade of Kashozi HC II to HC III under Procurement Ref No IBAN558/WRKS/2019/2020/00018/Lot 3, appeared on page 2 of the Procurement Plan and on Page 24 in the AWP 2018/19

(ii) Construction of 2 Classroom block at Muziza P/S under procurement Ref No IBAN558/WRKS/2019/2020/000002 appeared on page 2 of the Procurement pan and on page 31 in the AWP.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

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

The DLG had 7 major procurement projects for FY 2019/20 that were advertised on 19th Aug 2019 under open bidding. For instance;

1. Partial completion of a maternity ward No under procurement Ref No ISIN560/WRKS/19-20/00006 at a contract sum of UGX 60,086,780 advertised on 19th Aug 2019 and approval of bidding document was on 16th Aug 2019
2. Construction of 2 classroom block with an Office at Mushunga P/S under procurement Ref No ISIN560/WRKS/18-19/00003 advert on 19th Aug 2019 with procurement sum of UGX 79, 145, 958 under open domestic bidding, Bid Document approval on 16th/08/2019.
3. Construction of a 4 stance Pit Latrine at Nyarukiika weekly Market at a contract sum of UGX 36,876,345 under selective bidding. Bid document prepared on 16th/08/2019, bid approval on 16th /08/2019 and advertised on 19th/08/2019.
4. Sitting and drilling and production for Kijongo piped water system under procurement Ref No ISIN560/WRKS/18-19/00005, at a contract sum of UGX 60,086,780 was Bid document prepared and approved on 16th August 2019, .advertised on 19th/08/2019 under open bidding (due to absence of prequalified provider).

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

The DLG had a consolidated and updated contract register for 2018/19 (manually generated) with a total of 21 registered procurement projects.

The following 2 sampled procurement files were scrutinized to establish completeness of the activity file through the major procurement steps below and were found to be fully compliant with minimum procurement standard;

(i) Construction of 2 classroom blocks at Muziza P/S, under Procurement Ref No IBAN558/WRKS/2018/2019/00002, CC sitting on 13th /09/2018 under MIN 030/CC/2018/19, upheld the recommendation of the EC and awarded the tender to BYAAHI Tech Services Ltd, at a contract sum of UGX 69,810,416.

(ii) For the upgrade of Kashozi HCII to HC III, under Procurement Ref No IBAN558/WRKS/2018/2019/00018/Lot 3, CC sitting on 04th /01/2019 under MIN 062/CC/2018/1, upheld the recommendation of EC and awarded the tender to P&D Traders and Contractors Ltd at a contract sum of UGX 462,179,848. Requisition & BOQs

Key procurement steps applied on checking completeness of activity files;

- (i) Bid Document approved on 10th 08/ 2018
- (ii) Advert dated 13th/08/2018
- (iii) Bid Document prepared by SPO
- (iv) Record of issue of Bid documents
- (v) Record of Receipt of Bids
- (vi) Record of Bid Opening
- (vii) Membership of Evaluation Committee
- (viii) Record of Bid evaluation
- (ix) EC Report Submissions to CC
- (x) CC approval of EC Report
- (xi) Contracts Committee decisions
- (xii) BEB Notice by CAO
- (xiii) Notification of Awards by CAO
- (xiv) Letter of Bid acceptance by CAO
- (xv) Contractor Letter of Acceptance
- (xvi) Signing of Contract.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.

There was evidence that the LG had adhered with procurement thresholds as detailed below;

Selective bidding method

1. For the renovation of Kanyambogo OPD HC III in Kicuzi S/C under Procurement Ref No IBAN558/WRKS/2018/2019/00014, Committee sitting on 5th /04/2019 under MIN 087/CC/2018/19, upheld the recommendation of the EC and awarded the tender to Vesta Investment Enterprises Ltd the successful bidder at a contract sum of UGX 28,638,866.

2. Construction 3 stance VIP lined latrine at Omurusoro market in Kijongo S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00005 contracted to Legitimated Eng & Tech Services Ltd at a contract sum of UGX 19,237,044 by selective procurement method.

Open bidding method

1. Upgrade of Kashozi HCII to HC III, under Procurement Ref No IBAN558/WRKS/2018/2019/00018/Lot 3, contracted to P&D Traders and Contractors Ltd at a contract sum of UGX 462,179,848 under open bidding procurement method.

2. Construction of Kogabe GFS in Kicuzi S/C, under Procurement Ref No IBAN558/WRKS/2018/2019/00001, contracted to ZATEC Uganda Ltd at a contract sum of UGX 665,697,789 under open bidding procurement method.

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

- 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

The LG works projects implemented during FY 2018/19 were appropriately certified (interim and completion certificates) for all projects based on technical. The following files were sampled examples;

1. Interim Payment Certificate No 1 dated 13th June 2019 for renovation of Kanyambogo OPD HCIII in Kicuze S/C under Procurement Ref No IBAN558/WRKS/2018/2019/00014, the EC and awarded the tender to Vesta Investment Enterprises Ltd the successful bidder at a contract sum of UGX 26,693,174

2. Payment Certificate No 1 dated 23rd Jan 2019 for Construction of 2 Classroom Block at Muziza P/S, under Procurement Ref No IBAN558/WRKS/2018/2019/00002, CC sitting on 13th /092018 under MIN 030/CC/2018/19, upheld the recommendation of the EC and awarded the tender to BYAAHI Tech Services Ltd, the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 69,810,416.

The LG works projects implemented during FY 2018/19 were appropriately certified (interim and completion certificates) for all projects based on technical. The following files were sampled examples;

1. Interim Payment Certificate No 1 dated 13th June 2019 for renovation of Kanyambogo OPD HCIII in Kicuze S/C under Procurement Ref No IBAN558/WRKS/2018/2019/00014, the EC and awarded the tender to Vesta Investment Enterprises Ltd the successful bidder at a contract sum of UGX 26,693,174

2. Payment Certificate No 1 dated 23rd Jan 2019 for Construction of 2 Classroom Block at Muziza P/S, under Procurement Ref No IBAN558/WRKS/2018/2019/00002, CC sitting on 13th /092018 under MIN 030/CC/2018/19, upheld the recommendation of the EC and awarded the tender to BYAAHI Tech Services Ltd, the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 69,810,416.

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

• 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

Site Board

- i) Project: Upgrade of Kashozi HC II to HC III
- ii) Client: Ibanda District LG
- iii) Contractor P&D Traders & Contractors Ltd.
- iv) Supervisor: District Engineer
- v) Funder: Republic Of Uganda (World Bank- Loan)
- vi) Contract value. WAS NOT GIVEN
- vii) Project Duration: Six Months.

Ibanda DLG had in the past faced a lot of animosity and persecution from the community whenever they placed the project contract value on the site board. The community misconceived that funds were not properly spent on the project and developed negative perceptions against staff. So the contract value was not placed on the site board. For reasons beyond their contract, the AT decided that despite the missing information the DLG deserved a full score since they placed the rest of the items on the site board

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

Ibanda District Local Government maintained 2 computerised bank accounts namely the General Fund Account and a TSA Account with Bank of Uganda by closure of FY 2018/2019. Financial management operations in the district were partly computerised under the IFMS computerised soft ware and partly manual.

Bank reconciliation statements in respect of all bank accounts were prepared on monthly basis throughout FY 2018/2019 up to 31st October, 2019 at the time of the assessment. All the statements were dully authenticated by relevant authorities namely; the official who prepared the statements, the Senior Assistant Accountant and the District Accountant up to 31st October, 2019. The DLG was in the process of fully computerising its entire financial management operations including the management of the Assets Register. Experts from MoFPED were accordingly contacted to provide assistance during the transformation process.

Examples on reconciliations: (i) The District General Fund Account number 1044011020000028 with DFCU Bank Ibanda branch. The reconciled balance was shs 62,072,148 on 31st October, 2019;

(ii) The District General Fund Account number 1044011020000028 with DFCU Bank Ibanda branch. The reconciled balance was shs 104,079,575 on 31st July, 2019;

(iii) Account number 1623505134870 for the District UWEP Account maintained by DFCU Bank, Ibanda branch. The reconciled balance on 30th June, 2018 was shs 14,845,025;

(iv) The District YLP Account reconciled balance on 30th June, 2019 was shs 333,850 account number 1983501000111 with DFCU Bank, Ibanda branch;

(v) The TSA Account with Bank of Uganda was reconciled to 00 balance as on 31st May, 2019.

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Ibanda DLG provided evidence showing timely payments of suppliers and contractors during FY 2018/2019 without overdue bills beyond 2 months. The sampled payments covering all sectors indicated in most cases compliance resulting in no overdue bills beyond two months.</p> <p>Example: (i) M/s Legitimate Engineering and Technical Services Limited was paid shs 17,345,945 on voucher number 21680973 of 30th January, 2019 in respect of construction of three stances VIP pit latrine with urinal at Omurosoro market in Kijongo sub county. Initiation of payment was done on 3rd December, 2018 and approval effected on 18th December, 2018 by the DWO. Receipt number 067 dated 7th February, 2019 was issued to the district.</p> <p>(ii) A payment request was submitted on 19th June, 2019, certification and approval was done on 21st June, 2019 by DHO. Actual payment was effected to M/s Byaahi Technical Services Limited for shs 26,534,550 on voucher number 24326584 dated 24th June, 2019 in respect of completion of a mortuary at Ishongororo Health Centre IV in Ishongororo TC.</p> <p>Receipt number 100 dated 24th June, 2019 was issued by the contractor.</p> <p>(iii) The actual payment to M/s SMAKK Quality Engineering Services Limited was done vide voucher number 22743219 dated 17th April, 2019 for shs 39,998,484 in respect of construction of two class rooms at Ryabatenga Primary School in Kicuzi sub county. Initiation of payment was done on 1st April, 2019 and approval by DEO was effected on 15th April, 2019.</p> <p>(iv) M/s Vesta Enterprises Limited was paid shs 25,335,894 per voucher number 24326580 dated 21st June, 2019 in respect of renovation of OPD at Kanywambogo HC III in Kicuzi sub county. Initiation of payment commenced on 13th June, 2019 and approval by DHO was done on 21st June, 2019.</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<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>Ibanda DLG Internal Audit department was headed by Mr Katongore James in substantive capacity as Senior Internal Auditor as per his appointment letter dated 03/02/15 (Ref.CR/D/160) and as per DSC Minute No. 06(h)/01/2015(1).</p> <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations.</p>	1

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.

• LG has produced all quarterly internal audit reports for the previous FY: score 2.

Quarterly Internal Audit Reports Produced During FY 2018/2019:

Quarter Date of report Reference

Quarter 1 31st October, 2018 AUD/D/213/2

Quarter 2 31st January, 2019 AUD/D/213/2

Quarter 3 30th April, 2019 AUD/D/213/2

Quarter 4 30th July, 2019 AUD/D/213/2

The quarterly internal audit reports were timely produced as required. Copies of the reports were circulated to:

PS MoLG, Internal Auditor General, RDC, CAO, CFO, Chair Person LGPAC and OAG – Western Region.

The quarter one report was received by MoLG on 17th June, 2019, OAG on 10th June, 2019, IAG on 20th June, 2019 and District Chair Person on 2nd November, 2018.

The quarter two report was received by OAG on 10th June, 2019, IAG on 20th June, 2019, PS MoLG on 17th June, 2019 and District Chair Person on 2nd January, 2019. The quarter three report was received by OAG on 16th September, 2019, IAG on 23rd September, 2019 and District Chair Person on 5th May, 2019. The quarter four report was received by IAG on 23rd September, 2019, PS MoLG on 23rd September, 2019, IAG on 16th September, 2019 and District Chair Person on 30th July, 2019.

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 the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.

Evidence that the LG provided information to the Council and LG PAC on the status of implementation of internal audit findings for FY 2018/2019 and follow up on audit queries from all quarterly audit reports:

Nature and total number of queries raised Nature and total number of queries cleared Nature and total number of queries pending

71 71 00

In FY 2018/2019, the Internal Auditor raised seventy one queries based on audit findings through quarterly reports. (Quarter one 6 queries, Quarter two 23 queries, Quarter three 21 queries and Quarter four 21 queries). All the queries were followed up, addressed and accordingly cleared essentially because the LGPAC was active throughout the year.

Example of queries raised by the internal auditor during FY 2018/2019 among others:

(i) Inadequate planning, budgeting and failure to utilise shs 932,897,000 by the district headquarters; quarter one FY 2018/2019.

(ii) Failure to maintain assets register at Ishongororo Health Centre IV located in Ishongororo Town Council; quarter two FY 2018/2019.

(iii) Failure to reconcile cash books with bank statements for Ryabatenga Secondary School in Kicuzi sub county; quarter three FY 2018/2019.

(iv) Irregularities in posting drugs and other medical supplies in the health unit records at Nyamarebe Health Centre III in Nyamarebe sub county; quarter four FY 2018/2019.

(i) COUNCIL:

Recorded minutes at Ibanda DLG indicated that Council held its meetings on the following dates:

On 28th February, 2019 and acted on the LGPAC reports per minute C/21/20/2019 through standing committees where the internal audit findings were reviewed. On 27th September, 2019 the LGPAC reports were discussed under minute C/05/09/2019 (a). On 21st May, 2019 the LGPAC reports were discussed under minute C/30/05/2019 (a). On 21st November, 2018 the LGPAC reports were discussed under minute C/16/11/2018 (b).

(ii) LGPAC:

There was a legally constituted and functional LGPAC that handled the internal audit findings during FY 2018/2019. The LGPAC held meetings during the year under review as detailed below:

The LGAC meeting held on 26th September, 2019 discussed and reviewed internal audit findings for quarter four of FY 2016/2017 under minutes 05/PAC/09/2018; 06/PAC/09/2018; 07/PAC/09/2018 and 08/PAC/09/2018.

On 18th December, 2018, the LGPAC reviewed 3rd quarter report for FY 2017/2018 under minute 19/DPAC/12/2018 and minute 20/DPAC/12/2018 including quarter four report of FY 2017/2018. On 28th March, 2019, the LGPAC reviewed OAG audit queries for FY 2017/2018 under minute 28/DPAC/03/2019 as well as quarter one report for FY 2018/2019 under minute 29/DPAC/03/2019.

On 26th and 27th June, 2019, the LGPAC discussed and reviewed quarter one report on audit findings for FY 2018/2019 under minute 37/DPAC/06/2019, then quarter two of FY 2018/2019 under minute 28/DPAC/06/2019.

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 that internal audit reports for FY 2018/2019 were submitted to LG Accounting Officer, LGPAC and LG PAC reviewed them and followed-up:

Quarter Date of submission Reference for report review

Quarter 1 2nd November, 2018 Date stamped on copy

Quarter 2 2nd January, 2019 Date stamped on copy

Quarter 3 5th May, 2019 Date stamped on copy

Quarter 4 30th July, 2019 Date stamped on copy

The Accounting Officer regularly received the quarterly internal audit reports and reviewed them accordingly. The CAO instructed the Clerk to Council to invite sector heads that had queries to respond to them as required. Review meetings were frequently held as a follow up on addressing the internal audit findings.

Examples:

(i) Through letter referenced COU/D/212/1 and dated 12th June, 2019, the in charge of Ishongororo HC IV was requested to address queries under the health sector in respect of quarter two for FY 2018/2019'

(ii) The Town Clerk of Rwenkobwa Town Council through letter dated 11th September, 2018 under reference COU/D/212/1 was requested to respond to quarter one and two on the internal audit findings for FY 2017/2018.

(iii) The DEO was requested to follow up and address quarter two queries in the Education Sector for FY 2018/2019 through communication dated 28th March, 2019 under reference COU/D/212/1.

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The district maintained a manual Assets Register which was formatted in compliance of the Local Governments Accounting Manual 2007. The Register contained details in respect of each category of the council assets for example records for land, buildings, motor vehicles, furniture etc. The Register contained the most recent government donated assets like motor cycles. Examples for updates in the register covered fourteen wooden chairs for the Council Hall valued at shs 3,066,000 which were recorded on page 34 of the assets register on 12th June, 2019.</p> <p>Yamaha motor cycle chassis number DEOZX – 095227, engine number 3TT-217976 and registration number UG 2781E acquired on 28th September, 2019 with no value indicated because it was donated to the district by MoES.</p> <p>It was noted that the DLG had in place the IFMS computerised software which had partly computerised financial management operations. It was further noted that the process of computerising the Assets Register was in progress with direct assistance from MoFPED at the time of the assessment. Scrutiny of partially printed current Assets Register indicated that the process was still on going to cover all the DLG assets.</p>	4
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Ibanda DLG obtained an unqualified Audit opinion for FY 2018/19 according to the Auditor General's report of December 2019</p>	4

Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

• Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance

assessment results and LG PAC reports for last FY: score 2

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

There was a meeting held on **20th September 2018** and Min: C/06/09/2018, there was presentation and discussion of the revised work plans for departments. These were approved by council.

There was a Meeting held on **21st November 2018** and discussed under Minute no C/16/11/2018 was presentation of committee reports. Notable was from the DHO concerning uncompleted works at Ishongororo HC IV that needed to be expedited. The CAO was tasked by Council to follow this up. The call for regularizing salaries of health workers was also adopted by council.

Another meeting was held on **28th February 2019** and discussed under Minute no C/21/02/2019; Council approved annual work plans for FY 2019/2020. Then under Min. C/22/02/2019, there was laying of the budget proposals for FY 2019/2020, which was referred to the standing committees for discussion. Also approved under Min. C/25/02/2019 was the approval of DSC members and then under Min C/26/02/2019, two members of DEC were approved, i.e. the Vice Chairperson / Secretary for CBS and Secretary for Finance.

During the meeting held on **21st May 2019** and discussed under Minute no C/31/05/2019 was the approval of the District budget for FY 2019/20. In this same meeting, under Min: C/32/05/2019, council approved the transfer of Rushango Parish from Nyamarebe sub-county to Rushango Town Council to access government services easily.

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

Maximum 2 points on this Performance Measure

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

The DLG had designated Mr. Byaruhanga Sylas as the District Complaint Desk Officer on **1st July 2019** on ref: CR/D/212/3. His duties included receiving and registering complaints, channeling them to responsible person and providing feedback to TPC.

For example Deo Bishanga logged a complaint on 25th May 2019 about the Records Officer of Igorora Town Council who extorted money from him in exchange for a job of Community Development Officer. However he did not get to be shortlisted as promised and the Officer failed to return his money. He referred matter to police but was advised to report the case to the DLG. The matter was reported to the PHRO and the Records Officer was called to face the disciplinary committee. He was then forced to pay back the funds.

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 suggestion box at the reception of the DLG. This box was opened weekly and then complaints profiled in a complaints register. After, the Officer assigned and forwarded the complaint(s) to the responsible person / office, but also presents them in the TPC meeting. He then follows up to make sure that the matter is worked on and gives feedback to the complainant. For example;</p> <p>On 9th September 2018, a group of citizens logged a complaint concerning the refusal of their elected Chairperson to swear in. This was received, and then forwarded to CAO, who assigned the Clerk to Council to handle. It was then forwarded to RDC to solve the matter and indeed it was solved and the Chairperson was sworn in.</p> <p>On 26th July 2019, a group of farmers from Mushunga logged a complaint about the deliverance of agro in-puts. The delivery was usually done very late after the planting season had elapsed. So they brought their concern to the responsible person for improved service delivery in the upcoming season. The Communications Officer then wrote to the CAO, who advised him to liaise with the OWC Coordinator and address the matter. A radio talk show was organised on 3rd of August 2019 and the issue discussed among others for the benefit of all concerned. The Communication Officer then wrote a report to CAO as feedback on 26th September 2019 on ref: CR/D/213.</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>The DLG had published the November 2019 payroll and pension Schedule on the general notice board on 9th November 2019, stamped and signed by the PHRO</p>	2

The LG shares information with citizens (Transparency)

Total maximum 4 points on this Performance Measure

- Evidence that the procurement plan and awarded contracts and amounts are published: score 1.

The DLG had published a procurement Plan and awarded contracts and amounts displayed on 12th June 2019 and removed on 26th June 2019.

For instance the Best Evaluated Bidder,

Procurement No: IBN558/WRKS/2019-2020/00001

Subject of procurement: Construction of a 2 classroom block at Rwomuhoro P/S in Kikyenkye S/C

Method of procurement: Open Domestic Bidding

Name of Best Evaluated Bidder: M/S Charm Partners Limited

Total Contract Price: UGX.82,291,312 (Eighty Two Million, Two Hundred Ninety One Thousand Three Hundred Twelve Shillings only) VAT Inclusive.

For the Procurement Plan, this was sampled;

S/N: 73

Subject of procurement: Construction of a 2 stance latrine

Department: Rwenkobwa TC

Estimated Cost (UGX): 7,000,000

Source of funding: GOU

Procurement Type: Works

Method of Procurement: Selective Bidding

Contract type: Admeasurement

Pre-qualified: Yes

The LG shares information with citizens (Transparency)

Total maximum 4 points on this Performance Measure

- 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.

Performance assessment results had been published on the budget website for the previous FY and also on the notice board on 2nd May 2019 by the Ag. District Planner.

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

- Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1

The DLG had a whatsapp group called 'IDLG Group New' that comprised of contacts of all HODs, Town Clerks and Sub-county Chiefs. There was also the TMM group for only HODs.

Example of communication shared included; A circular from MoFPED on 14th September 2018, the first budget call circular on preparation of the Budget Framework Papers (BFPs) and preliminary budget estimates for FY 2019/20

The other avenue was through the Extended Technical Planning Committee that comprised of all HODs, Sub-county Chiefs, Town Clerks and all Implementing Partners in the NGO world. Here policies, guidelines and/or letters were communicated after the meeting and responsible persons requested to either implement and/or comply. For instance DDEG guidelines for FY 2018/19 were communicated using this avenue.

There was also a practice whereby the Records Officer in liaison with the registry took letters to the LLGs and each individual signed on the communication as evidence of receipt. Examples of use of such a channel included;

1. Communication on submission of sub-standard work on performance appraisal exercise, performance agreement and performance assessment report for the calendar year 2018 that was delivered to all Head Teachers in government schools.
2. Another was a letter to all Sub-county Chiefs and Town Clerks reminding them about submission of the Annual Work plan, budget and procurement plans for FY 2019/20 sent out on 11th February 2019 on ref: CR/D/202/1
3. Also Circular no. 16/2019 dated 19th June 2019, ref: ADM/48/90/01 from the MOES about supply of text books was circulated to all Head Teachers of the 82 government aided schools.

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

- 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.

The DLG participated in a baraza on 20th August 2018 which was attended by the CAO and RDC where feedback on project implementation was provided.

During the FY 2018/19, the DLG conducted several radio talks on Rwenzori FM Eiraka Radio. The dates included; 30th April 2019 (8:30am – 9:00am), on 14th May 2019 (8:00am – 9:00am), on 23rd May 2019, (8:30am – 9:00am), on 21st May 2019, (8:00am – 9:00am), 11th June 2019 ((8:00am – 9:00am), on 18th June 2019 (8:00am – 9:00am) and on 25th June 2019 (8:00am – 9:00am).

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 District Community Development Officer (DCDO) provided guidance and support to various departments of the Local Government and these departments were; Education, Administration, Production, Human Resource, Finance, Health, Works and Audit, the training took place on 29th May 2019, agenda No 9, "Dissemination of gender information" Minute No, 91/DTPC/5/2019 the minute was on how heads of the departments will include gender mainstreaming into their departmental work plans and budget.</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 District Community Development Officer (CDO) planned two activities for FY 2019/2020, i.e.,</p> <ul style="list-style-type: none"> • Training women on how to access funds in the program of the Uganda Women Entrepreneurs Program at UGX 788,000 page 76 • Gender issues considered in planning for the 4 quarters at UGX 788,000 <p>And for the FY 2018/2019 the District planned, budgeted and implemented at UGX 1,000,000 the following;</p> <p>Sensitisation and orientation of the women councillors at UGX 648,000 voucher No 20740277, meals for the same activity UGX 334,101 Voucher No 21466569 therefore the implementation was above 90%</p>	2

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

- 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

Maximum 6 points on this performance measure

The Environmental officer carried out screening of the project, and five were sampled as mentioned below

1. Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C and the recommendations were; sock pit should be in place to collect urine from the urinals, pit latrine well covered with a curtain wall, contractor should protect the workers by providing protective gear, the contractor should fence the site and put up talking sign boards for the awareness of the community, all used materials at the site should be cleared and disposed off when the work is completed date 6th September 2018

2. Construction of two classroom blocks and an office at Muziza P/S in Ishongororo S/C, recommendations were; re-vegetate the exposed section of the site during land excavating by planting grass, provide protective wear like safety shoes, gloves, all used materials should be collected and disposed of when the work is completed - dated 7th August 2018

3. Construction of a classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District, recommendations were; re-vegetate the exposed section of the site during land excavating by planting grass, provide protective wear like safety shoes, gloves, all used materials should be collected and disposed off when the work is completed - dated 7th August 2018.

4. Renovation of two staff houses at Saaza Head Quotas in Ibanda Municipality, recommendations were; contractor to provide workers with protective wears like gloves, overalls, boots, remove all the debris from the site, vegetation cover by planting trees and grass, clearing the sight when the work is completed - dated 20th May 2019

5. Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, recommendations were; planting trees around the construction site to act as wind breakers, re-vegetate the exposed section of the site during land excavation by planting grass, all used materials during construction should be disposed off after work is completed, installation of lighting arrest, provide ramp for the disabled persons, contractor should put up talking sign boards for the community - dated 5th March 2019

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 ESMPs for the five sampled projects as evidenced by the 5 samples below.

1. Construction of a 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C Ref:IBAN558/WRKs/18-19/00005 BoQ item No H , allow a provisional sum of one hundred thousand shillings(100,000) for environmental action plan including mitigation measures as directed by the District Environmental Officer at UGX 150,000
2. Construction of a two classroom block and an office at Muziza P/S in Ishongororo S/C, Ref:IBNA558/WRKs/18-19/00002, BoQ item No I, allow a provisional sum of Shs. Six hundred thousand only(600,000) for environmental plan including mitigation measures as directed by the District Environmental Officer at UGX 600,000
3. Construction of classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District, Ref:IBNA558/WRKs/18-19/00003,BoQ item No I, Allow a provisional sum of six hundred thousand shillings only (600,000) for environmental action plan including mitigation measures as directed by the District Environmental Officer at UGX 600,000
4. Renovation of two staff houses at Saaza Headquarters in Ibanda Municipality,Ref:IBAN558/WRKs/18-19/00015 BoQ item No.1 allow a provisional sum of Three hundred thousand shillings only (300,000) for environmental action plan including mitigation measures as directed by District Environmental Officer at UGX 300,000
5. Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, Ref:MoHUGIFT/WRKs/18-19/00018 LOT 3 BoQ item No F, G, selected excavated materials in filling foundation trenches, around wall place in 200mm layers, watered and compacted to 95% at UGX 120,000, remove surplus excavated materials from site at UGX 548,640 and medical waste pit at UGX 11,655,500

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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

There was evidence that all projects were implemented on land where the LG had proof of ownership. For instance;

1. Construction of a 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C, there was an agreement between the community and the Local Government accepting them to put up the project that will be of help to the community, the agreement was dated 28th March 2018 and witnessed by Safari Wellen LC1, Magara Steven, and Tumwsigye Matovu B.
2. Construction of two classroom blocks and an office at Muziza P/S in Ishongororo S/C, the land title was still in the process as evidenced by the letter of approval dated 5th April 2018 & meeting held on date 13th March 2018 Min No IDLB55/18/05(A)(13) and the land is approximately 1 Ha
3. Renovation of two staff houses at Saaza Headquarters in Ibanda Municipality, the process of acquiring land title was still on-going as they await allocation from Uganda land Commission, letter dated 13th February 2013
4. Upgrading of Kahsozi Health Centre II to III in Ishongororo S/C, the land title was still in the process as evidenced on the later of approval dated 5th April 2018 meeting held on date 13th March 2018, Min No IDLB55/18/05(A)(16) and the land is approximately 3Ha
5. Construction of classroom blocks at Ryabatenga P/S in Kicuzi S/C in Ibanda District, it is a Government school

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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

The four projects were fully completed with their certification forms signed by the Environmental Officer and CDO. However the fifth project is still on-going as mentioned below;

1. Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C, Certificate signed and dated 19th December 2018
2. Construction of two classroom blocks and an office at Muziza P/S in Ishongororo S/C, certificate signed and dated 18th April 2019
3. Construction of a classroom block at Ryabatenga P/S in Kicuzi S/C, certificate signed and dated 10th June 2019
4. Renovation of two staff houses at Saaza Headquarters in Ibanda Municipality, Certificate signed and dated 10th June 2019
5. Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, still on going

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

Out of the five sampled projects only four had contract payment certificated includes prior environmental and social clearance but for the fifth project it's not yet completed as mentioned below;

1. Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C Ref:IBAN558/WRKs/18-19/00005, Certificate signed and dated 19th December 2018
2. Construction of two classroom block and an office at Muziza P/S in Ishongororo S/C, Ref:IBNA558/WRKs/18-19/00002, Certificate signed and dated 18th April 2019.
3. Construction of classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District, Ref:IBNA558/WRKs/18-19/00003, Certificate signed and dated 10th June 2019
4. Renovation of two staff houses at Saaza Headquarters in Ibanda Municipality, Ref:IBAN558/WRKs/18-19/00015, Certificate signed and dated 10th June 2019
5. Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, Ref:MoHUGIFT/WRKs/18-19/00018 LOT 3 still on going

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

There was evidence that the Environmental Officer and CDO report, included (a) completed checklists, (b) deviations observed with pictures (c) corrective actions, however they report quarterly as mentioned below;

1. Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C, report dated 18th December 2018.
2. Construction of two classroom block and an office at Muziza P/S in Ishongororo S/C, report dated 3rd June 2018
3. Construction of classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District, report date 20th June 2019
4. Renovation of two staff houses at Saaza Headquarters in Ibanda Municipality, 1st June 2019
5. Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, report dated 27th May 2019

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>	<p>• 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>	<p>There was evidence that the LG had 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</p> <p>Ibanda District Local Government had budgeted for ugx 5,278,870,000 for the FY as seen from the 'Ibanda DLG approved budget estimates FY 2019/2020 generated on 17th July 2019 at 06:45. (Page 26).</p> <p>804 teachers for 82 schools in the current FY as indicated in the Ibanda DLG Approved Annual work plan FY 2019/2020 generated on 17th July 2019 at 06:42 – (Page 46).</p> <p>804/82= 10.</p> <p>804 teachers covering 82 primary schools giving an average of 10 teachers per school.</p>	4

The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)

Maximum 8 for this performance measure

- 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

There was evidence that the LG had 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.

Ibanda DLG staff list 30th July 2019 showed a total of 758 teachers for 82 schools.

The assessment team visited 5 schools and found the following:

Katungu P/S had 10 government paid teachers and in the daily attendance of 28th November 2019, 9 teachers were present. Ahimbisibwe Vincent's personal file was randomly picked for further assessment. Posting instructions dated 10th April 2017, Ref. CR/D/156/1, showed that he was posted to Katungu P/S.

Kakinga 1 P/S had 9 government paid teachers and in the attendance of 26th November 2019, showed full attendance. Kansiime Rose personal file was randomly picked for review. She was posted to Kakinga 1 P/S in the letter titled 'Posting instruction' dated 10th April 2017, Ref. CR/D/161/1.

Nyamarebe P/S had 13 government paid teachers and their daily attendance of 27th November 2019 showed full attendance. Mpora Francis personal file was picked for further review and in the letter titled 'Lateral transfer' dated 14th January 2014, Ref. CR/D/161/1, showed transfer from Kibungo P/S to Nyamarebe P/S.

Kyengando 1 P/S had 7 government paid teachers and on 27th November 2019, there was full attendance of teachers. Ariika Bashiru personal file was picked for review. Posting instructions dated 3rd February 2012, Ref. CR/D/161/1, showed he was posted to Kyengando 1 P/S.

Katengyeto P/S had a total of 12 government paid teachers. On 29th November 2019, there was full attendance of teachers. Ssendegeya Fred personal file was picked for review and his posting instructions dated 10th April 2017, Ref. CR/D/161/1 showed he was posted to Katengyeto P/S.

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 <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>There was evidence to show that the LG had partially filled the structure for primary teachers with a wage bill provision.</p> <p>Of the 804 teachers with a wage bill provision of ugx 5,278,870,000, the 'Ibanda DLG staff list 30th July 2019' reviewed by the assessment team showed a total of 758 teachers in post.</p> <p>758/804=94% structure filled</p>	3
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <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>There was inadequate evidence to show that the LG had substantively filled all positions of school inspectors as per staff structure,</p> <p>Structure had 2 inspectors as shown in the 'Approved and costed staff establishment analysis of Ibanda and its town Council structures, ref ARC 135/306/01 dated 20th December 2018.</p> <p>The positions include: Senior Inspector of schools and Inspector of schools. By the time of the assessment, only one position of Inspector of schools was filled.</p> <p>In the letter dated 31st March 2015 Ref. CR/D/156/5 titled 'Appointment on transfer of service within service' Mr. Mwesigye Peter Nsiimire under minute no. 12(j)/03/2015 was appointed on transfer of service within service as Inspector of schools in public service of Ibanda DLG.</p> <p>In Mwesigye's file, letter dated 3rd January 2017 Ref. CR/D/153/3, he was assigned duties of Senior Inspector of schools. (Ag. Senior Inspector of schools).</p> <p>Twesiime JohnMary,s file, letter dated 3rd August 2017 Ref CR/D/156/1 (EDU/D/11663), he was assigned duties of Inspector of schools. (Ag. Inspector of schools).</p>	0

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 seen that the LG education department had submitted a recruitment plan for teachers for the current FY.</p> <p>In the document titled 'Submission of recruitment plan for Education department FY 2019/2020' dated 26th April 2019 submitted by the DEO – Ahimbisibwe Gaudius to Human resource.</p> <p>The following were to be recruited:</p> <ol style="list-style-type: none"> 1. Head teachers - 14 2. Deputy head teachers - 15 3. Education Assistants - 48 	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>Both positions of Senior Inspector of schools and Inspector of schools were in the recruitment plan as follows:</p> <p>Document titled 'Submission of recruitment plan for Education department FY 2019/2020' dated 26th April 2019 submitted by the DEO – Ahimbisibwe Gaudius to Human resource.</p> <ol style="list-style-type: none"> 1. Senior Inspector of schools – 1 position 2. Inspector of schools – 2 positions. 	2

Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There was evidence that all School Inspectors were appraised for the previous FY 2018/2019. There were two School Inspectors and they were appraised as follows;</p> <p>Mwesigye Peter Nsiimire (CR/D/10576) – Ag. Senior Inspector of Schools was appointed on 31/03/2015 under DSC Min 12(j)/03/2015. He was assigned duties as a Senior Inspector on 3/01/2017. He was appraised on 8/07/2019 by the DEO.</p> <p>Twesiime Johnmary (EDU/D/11663) – Ag. Inspector of Schools was assigned duties on 3/08/2017 ref CR/D/156/1. He was appraised on 29/11/2018 by the Sub county Chief.</p>	3
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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

There was evidence that all Head Teachers were appraised for FY 2018/19. There were 82 Schools and a sample of 10 Head Teachers were appraised as follows;

Asimwe Richard Dickens (EDU/D/11860) Head Teacher of Kashozi P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(i)(4). He was appraised on 19/12/2018 by the Sub county Chief.

Ssentale Fred (EDU/D/321686) Head Teacher of Katengyeeto P/S was appointed on 3/04/2017 under DSC Min 11(0)/03/2017(1). He was appraised on 11/12/2018 by the Sub county Chief.

Sanyu Hudson (EDU/D/12109) Head Teacher of Ntugamo P/S was appointed on 31/03/2014 under DSC Min 17(a)/03/2014(3). He was appraised on 4/12/2018.

Kamugisha Kesi Muhoozi (EDU/D/11139) Head Teacher of Igorora Day P/S was appointed on 20/01/2012 under DSC min 42/12/2011(55). He was appraised on 11/12/2018.

Bagabe Gaston (EDU/D/11870) Head Teacher of Sigrira P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(i)(9). He was appraised on 30/11/2018 by the Sub county Chief.

Ayebazibwe Vincent (EDU/D/31383) Head Teacher of Mushunga P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(i)(7). He was appraised on 12/12/2018 by the Sub county Chief.

Gumisiriza Robert (EDU/D/12037) Head Teacher of Rwenkobwa Muslim P/S was appointed on 7/03/2018 under DSC Min 65(c)(ii)/02/2018(1). He was appraised on 7/12/2018 by the Town Clerk.

Bainomugisha John Baptist (EDU/D/12281) Head Teacher of Kyenyena P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(i)(11). He was appraised on 19/12/2018 by the Sub county Chief.

Muhweezi Gratian (EDU/D/31882) Head Teacher of Bihembe P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(i)(37). He was appraised on 7/12/2018 by the Sub county Chief.

Muhairwe Isaac David (EDU/D/11918) Head Teacher of Kamigamba P/S was appointed on 3/02/2015 under DSC Min 05(b)/01/2015(ii)(8). He was appraised on 25/11/2018 by the Sub county Chief.

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

Maximum 3 for this performance measure

• 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

There was evidence that the LG Education department had communicated guidelines, policies, circulars issued by the national level in the previous FY 2018/2019.

From the Circulars' file in the DEO's office the following were seen for last FY 2018/2019:

1. Circular No. 12/2019, ADM/48/90/01, dated 13th March 2019 to all Chief Administrative Officers was on 'Ban of buying Examinations from commercial examination bureaus' signed by Ismael Mulindwa – Permanent Secretary.
2. Circular No. 2 of 2018 dated 19th December 2018, 'Withdrawal of letters assigning higher responsibilities, caretaker roles, head teacher, deputy head teachers of secondary schools and principles of BTVET AND TIET Institutions.
3. Circular Ref..EPD/139/287/01 dated 27th May 2019, "Avoid training fake teachers"
4. Circular dated 29th October 2018, 'Guidelines on school charges'
5. Guideline dated 7th May 2019 to all DEOs titled "Nomination of participants to the National primary schools teacher conference 4th – 7th September 2019. Signed by Alex Kakooza – PS.
6. Planning, Budgeting and implementation guidelines for Local Government for the Education Sector – May 2019.

The DEO shared the circulars with the head teachers during a training held on 17th May 2019. The above circulars were found in all the five schools visited of Katungu P/S, Kakinga 1 P/S, Nyamarebe P/S, Kyengando 1 P/S and Katengyeto P/S.

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

- Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2

There was evidence that the LG Education department held meetings with primary school head teachers explaining the circulars/guidelines as shown below:

In the departmental meeting held on 29th May 2019, attended by 5 member's minute 4/DM3/2019, teacher's conference, teachers were selected to participate in the teachers' conference as follows: 2 from Head teachers association, 4 from head teachers from best performing schools and 5 teachers from best performing schools. They also made recommendations to disseminate the other circulars to schools.

Training report for all the head teachers, sub-county chiefs, directors of studies and the heads of department dated 17th May 2019 but done on 21st March 2019 in Nyakatukura P/S hall. The training was attended by 580 people. Dissemination of 'Planning, Budgeting and implementation guidelines for Local Government for the Education Sector – May 2019,' budgeting and accountability presented by the CAO. Report was submitted by Bainomugisha Kosam to the CAO.

Issuing of circulars to school head teachers was seen in the issuing book/sheet where by head teachers received/signed for circulars on Ban of buying exams from private bureaus, Guidelines on school charges and Budget and accountability guideline.

Maximum 3 for this performance measure

The LG Education Department has effectively inspected all registered primary schools²

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

There was evidence that licensed or registered schools were inspected once a term.

Ibanda District Local Government had 82 government aided schools and 60 private licensed schools in the list of schools provided – June 2019.

Maximum 12 for this performance measure

- o 100% - score 12
- o 90 to 99% - score 10
- o 80 to 89% - score 8
- o 70 to 79% - score 6
- o 60 to 69% - score 3
- o 50 to 59 % score 1
- o Below 50% score 0.

The assessment team saw the inspection report for term III dated 7th December 2018 submitted through the CAO – Ahimbisibwe Nathan and DEO – Ahimbisibwe Gaudius and compiled by Peter Nsiimire – Inspector of schools. 143 both government aided and private licensed schools were inspected.

The inspection report for term I 2019, dated 16th May 2019, submitted through the CAO – Ahimbisibwe Nathan and DEO – Ahimbisibwe Gaudius and compiled by Peter Nsiimire – Inspector of schools. 141 both government aided and private licensed schools were inspected.

The inspection report for term II 2019 dated 30th August 2019 submitted through the CAO – Ahimbisibwe Nathan and DEO – Ahimbisibwe Gaudius and compiled by Peter Nsiimire – Inspector of schools. 142 both government aided and private schools were inspected.

A total of 426 visits of government and private licensed schools out of 426 visits were conducted.
 $426/426 \times 100 = 100\%$ school coverage.

Main recommendations presented included: SMC committee meetings to be held every term, institution and functionality of the SMC sub-committees, teachers to use teaching and learning aids during teaching delivery, head teachers should continue providing support supervision to teachers in class at least once a term, financial records should be updated, all private staff should be provided with contract agreements and the schools should desist from buying already made exam from the private bureaus.

Visits to the 5 sampled schools showed inspections had taken place as seen:

Katungu P/S was visited on 18th October 2018 for term III 2018 inspection by Asiimwe Grace – Associate Assessor. Term I 2019 visit was conducted on 27th February 2019 by Mutungi Patrick. Term II 2019 visit was conducted on 8th July 2019 by Mutungi Patrick – Education officer.

Kakinga 1 P/S was visited for term III 2018 inspection on 9th November 2018 by Asiimwe Grace – Associate Assessor. On 14th February 2019, term I 2019 inspection visit was conducted by Mutungi Patrick. Term II 2019 inspection visit was conducted on 10th June 2019 by Mutungi Patrick – Education Officer.

Nyamarebe P/S was visited on 19th October 2018 for term III 2018 inspection by Twesiime John Mary Ag Inspector of schools. Term I 2019 inspection visit was conducted on 26th February 2019 by Twesiime John Mary. And term II 2019 inspection visit was conducted on 10th July 2019 by Asiimwe Grace – Associate Assessor.

Kyengando 1 P/S was visited for term III 2018 inspection on 30th October 2018 by Asiimwe Grace – Associate Assessor. Term I 2019 visit was conducted on 25th February 2019 by Twesiime John Mary Ag Inspector of schools. And term II 2019 visit was conducted on 10th June 2019 by Mutungi Patrick – Education officer.

Katengyeto P/S was visited on 10th October 2018 for term III 2018 inspection. Term I 2019 inspection visit was conducted on 26th February 2019. Term II 2019 inspection was conducted on 21st June 2019. All inspections in the school were conducted by Twesiigwe John Mary – Ag. Inspector of schools.

Main recommendations from the reports included: maintaining proper sanitation and hygiene, completing the syllabus, provision of containers for drinking water, support supervision for the teachers, stakeholder should mobilize support for the renovation of some structures in schools.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

There was Evidence that the Education department had discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. For example

Departmental meeting held on 28th of December 2018 attended by 5 members, the inspection report of term III 2018 was discussed in minute 3/DM3/2018 'inspection and monitoring report' it was resolved that some of the head teachers be transferred to other schools to create sanity.

Departmental meeting held on 14th June 2019, attended by 5 members, the inspection report of term I 2019 was discussed in minute 3/DM4/2019 'presentation and discussion of term 1 2019 report' issues resolved on included: teachers should be recruited to address the issues of staffing gaps, SMCs to be inducted on their roles and responsibilities, fencing the schools among others.

Departmental meeting held on 28th October 2019, attended by 5 members, the inspection report for term II 2019 was discussed in minute 3/Oct/2019 'inspection report' and members resolved to train all teachers on discipline to avoid corporal punishment, mobilising resources for construction of class rooms among others.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

There was evidence that the LG Education department had submitted school inspection reports to the Directorate of Education Standards (DES) as shown below:

Inspection acknowledgement form for term III 2018, dated 16th January 2019, received by Kajumba Joseph – PI DES and submitted by Peter Nsiimire – Inspector of schools.

Inspection acknowledgement form for term I 2019, dated 11th June 2019, received by Kirenda Winnie – Secretary DES and submitted by Peter Nsiimire – Inspector of Schools.

Inspection acknowledgement form for term II 2019, dated 19th September 2019, received by Kirenda Winnie – Secretary DEO and submitted by Peter Nsiimire – Inspector of schools.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• Evidence that the inspection recommendations are followed- up: score 4.

There was evidence that inspection reports were followed up in the schools sampled.

In Katunga P/S inspection reports were discussed in the staff meetings. Staff meeting held on 3rd December 2018 attended by 17 teachers discussed term III 2018 inspection report in minute 35/10/2018, in head teachers communication, he shared recommendations from the inspection report. In the meeting held on 30th May 2019 attended by 15 members, term I 2019 inspection report was discussed in minute 6/5/2019, issues on compound cleaning, sign posts around the school compound and support supervision.

In Kakinga 1 P/S, staff meeting was held on 4th February 2019 attended by 12 members, term III 2018 inspection report was shared in minute 3/2019. In the staff meeting held on 30th May 2019, term I 2019 inspection report was shared in minute 2/2019, communication from the head teacher. Meeting held on 22nd July 2019 discussed term II 2019 inspection report in the head teacher's communication. Main issues were on support supervision for teachers, hygiene and sanitation and completing the syllabus.

In Nyamarebe P/S, staff meeting was held on 30th May 2019 attended by 15 members, in minute 2/2019 © inspection reports of term III 2018 and term I 2019. Meeting held on 17th September 2019 attended by 13 members, discussed the inspection report of term II 2019, in the head teachers communication. Reports reflected issues on sanitation and hygiene, school performance and proper accountabilities, tree planting among others.

Kyengando 1 P/S in the staff meeting held on 15th February 2019, inspection report of term III 2018 was discussed in minute 2/2019 head teachers communication. It was resolved that the stakeholders should be mobilised for the renovation of school structures.

Katengyeto P/S staff meeting held on 11th October 2018 attended by 12 members in minute 55/2018, discussed term III 2018 inspection report. Meeting held on 19th March 2019 attended by 10 members in minute 16/2019, discussed term I 2019 inspection report. Meeting held on 22nd August 2019 attended by 10 members in minute 43/2019, discussed term II 2019 inspection report. Reports reflected issues on sanitation and hygiene, management of school infrastructure, school performance and tree planting among others.

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>There was evidence that the LG had submitted accurate/consistent school numbers</p> <p>Ibanda District Local Government had a total of 82 schools listed in the enrollment data template received by the office of the Commissioner Education Planning on the 17th December 2018. This was the same number of schools in the MoES 2019/2020 Enrollment data</p> <p>Sampled names of schools in both records seen.</p> <p>Bihembe P/S</p> <p>Irimya P/S</p> <p>Kigunga P/S</p> <p>Muziza P/S</p> <p>Ryabuu P/S</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>There was evidence that LG submitted accurate/consistent data.</p> <p>Ibanda DLG had a total enrolment of 34,066 for 2019 according to the enrolment data template dated 17th December 2018. This was the same enrollment figures in the MoES 2019/2020 Enrolment data.</p> <p>The following schools had the same enrollment figures in both records as shown below:</p> <p>Bihembe PS – 102 same as MoES</p> <p>Irimya P/S - 417 “</p> <p>Kigunga P/S – 347 “</p> <p>Muziza P/S – 423 “</p> <p>Ryabuu – 819. “</p>	5

Governance, oversight, transparency and accountability

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

Maximum 4 for this performance measure

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

The committee responsible for education met and discussed service delivery issues as follows;

During the committee meeting held on **6th September 2018**, under Min 04/SoS/09/2018, the DEO informed members that Muziza primary school and Ryabatenga Primary school would be constructed in FY 2018/19. There was also a seed secondary school with support from World Bank that will be constructed. This was Rwenshambya Secondary School in Keihangara Sub-county.

During meeting held on **7th November 2018**, under Min.10/SoS/11/2018, The Senior Education Officer informed members about the completion of PLE where 2,998 candidates sat for exams. Also that selection of new school management committees and PTA committees had been done. Also committee recommended that the Acting School Inspectors be submitted to DSC for promotion.

During the meeting held on **12th February 2019**, under Min 14/SoS/2/2019, a recommendation was made for the Head Teacher of Kicuzi P/S who refused to leave office following a transfer to be dismissed from service. The DEO was also requested to consider gender balance for teachers at Nyarukiika P/S. The department also presented its annual work plan for discussion in the Committee and was recommended to Council for approval.

The Committee held another meeting on **18th April 2019**, under Min.20/SoS/4/2019, departmental presentations and draft budget estimates for FY 2019/20 were received. Education presented a budget of UGX. 7,939,029,138. Committee recommended that Council adopts the budget estimates.

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

Maximum 4 for this performance measure

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

There was evidence that the education sector committee had presented issues that required approval by Council. For instance, Committees' recommendation of constructing St. Richards's Rwenshambya as a seed school and class room blocks constructed at Ryabatenga and Muziza Primary schools was adopted during the council meeting held on **20th September 2018** under Min: C/05/09/2018.

Council on **28th February 2019** under Min: C/21/12/2019 approved the sector work plan that had been recommended for consideration during the Committee meeting held on 12th February 2019.

On **21st May 2019**, under Min: C/31/05/2019, Council approved the annual budget amounting to UGX. 7,939,029,138 that had been recommended by the Committee on 18th April 2019.

Primary schools in a

Evidence that all primary

There was evidence that all primary schools had

<p>LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>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>functional SMCs.</p> <p>At the DEO's office, SMC file was seen with lists of the SMC members for approval.</p> <p>Letter Ref. EDU/D/106/1 dated 3rd October 2018 by DEO – Ahimbisibwe Gaudius to all head teachers informing them to nominate the SMCs according to policy.</p> <p>In a file of submission, all the schools submitted their lists of SMC members. For example, Kihani C.O.U P/S in their list dated 2nd October 2019 had 12 members in the list submitted to the DEO's office.</p> <p>In the DEO's letter to all the head teachers according to their submission of SMC lists, dated 12th March 2019 ref. EDU/D/202, "Institution of new school management committees. Have approved and confirmed all the SMC committees under minute c/21/02/2019 (a) (v) of Ibanda district council meeting held on 28th February 2019. That members have been appointed and takes effect on 1st January 2019 to 31st December 2021. All the 82 SMCs were approved once.</p> <p>In DEO's office, files of SMC minutes (photocopies) were seen from different schools. For example Nkondo P/S submitted minutes dated 22nd October 2018.</p> <p>All schools submit photocopied minutes of the SMC meetings to the DEO's office.</p> <p>At school level visits, minutes of SMC meetings were seen for the last 3 terms. Issues discussed were on budget approvals and estimates, work plan approval, support supervision for teachers, school inspection reports, improving academic performance, accountability for UPE grants, infrastructure development, hygiene and sanitation in schools, stakeholders to be mobilized for the renovation of the structure among others.</p> <p>Katungu P/S had 12 (3 women) members in committee and in foundation body had 3 women represented. Minutes for SMC meetings included: meeting held on 29th September 2018 for term III 2018, attended by 10 members. On the 12th March 2019 for term I 2019, attended by 11 members. And on 5th July 2019 term II 2019, attended by 7 members.</p> <p>Kakinga P/S had 12 (3 women) members in the committee and in foundation body had 3 women represented. Minutes for SMC meetings included the following: meeting held on 11th October 2018 for term III 2018, attended by 13 committee members. On the 18th February 2019 held a meeting for term I 2019 attended by 11 members. On 5th July 2019 held a meeting for term II 2019 and was attended by 10 members.</p> <p>Nyamarebe P/S had 12 (3 women) members in the SMC committee and in the foundation body 2 women. Meetings conducted include the following: on 28th September 2018 held a meeting for term III 2018 attended by 9 members. On 26th February 2019 held a meeting for term I 2019 attended by 14 members and on 18th June 2019 held a meeting for term II 2019 and was attended by</p>
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11 members.

Kyengando 1 P/S had 12 SMC members with 2 women from the foundation body. On 10th October 2018 meeting was held for term III 2018 attended by 10 members. On 9th April 2019 meeting was held for term I 2019 and was attended by 11 members. Term II 2019 didn't provide any evidence of the meeting held.

Katengyeto P/S had 12 (3 women) members of the SMC and in the foundation body 2 women were represented. On 9th November 2018, meeting was held for term III 2018 attended by 12 members. On 20th February 2019, meeting was held for term I 2019 which was attended by 12 members. And term II 2019 meeting was held on 17th June 2019 attended by 15 members.

12

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

Maximum 3 for this performance measure

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

There was evidence to show that the LG had publicized all schools receiving non-wage grants

Ibanda district local government UPE IPFs FY 2018/2019 for term III, II, I were displayed at the Education Department notice board.

Katungu P/S UPE release was displayed and term III 2018 received 2,303,333. Term I 2019 and term II 2019 received the same amount.

Kakinga P/S UPE release for term III 2018 and term I 2019 was 2,122,000. Term II 2019 was 2,922,000.

Nyamarebe P/S UPE release for term III 2018 was 2,292,667. Term I 2019 and term II 2019 release had the same amount.

Kyengando 1 P/S UPE release for term III 2018 was 1,844,667, term I 2019 was 1,844,660, and term II 2019 was 1,844,667.

Katengyeto P/S UPE release for term III 2018 was 2,063,333. Term I 2019 and term II 2019 had the same release.

3

Procurement and contract management

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

Maximum 4 for this performance measure

• 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

There was evidence that the sector had submitted procurement in put to the Procurement Unit that covered all investment items in the approved sector annual work plan and budget on 12th March 2019 which was within timeline set by April 30th.

Submission of the document titled "Ibanda DLG User Department Procurement work plan for Education Department FY 2019/2020 dated 12th March 2019 and received on 19th March 2019 by the Head of Procurement and disposal unit. Items included: construction of classrooms, construction of 5 stance lined pit latrine, printing services, fuel and stationery

Financial management and reporting

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

Maximum 3 for this performance measure

Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.

The LG Education departments timely (as per contract) certified and recommended suppliers for payment:

For Example:

(i) A payment request was submitted on 18th April, 2019. Certification and approval of the payment was done by the DEO on 10th May, 2019. Payment against voucher number 23099009 was effected to Byaahi Technical Services Limited on 13th May, 2019. Payment was for construction of two class rooms block with office at Muziza Primary School in Ishongororo sub county.

Receipt number 099 dated 15th May, 2019 was issued by the contractor.

(ii) A payment request was submitted on 23rd January, 2019. Certification and approval of the payment was done by the DEO on 6th February, 2019. Payment against voucher number 21917143 was effected to Byaahi Technical Services Limited on 21st February, 2019 for certificate number 01. Payment was for construction of two class rooms block with office at Muziza Primary School in Ishongororo sub county.

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>	<ul style="list-style-type: none"> • 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>There was evidence that the department had submitted the annual performance report for the previous FY 2018 / 2019 on 10th July 2019.</p> <p>Then quarterly reports were as follows;</p> <ul style="list-style-type: none"> • Q1 was submitted on 26th October 2018 • Q2 was submitted on 24th January 2019 • Q3 was submitted on 30th April 2019 • Q4 was submitted on 10th July 2019 	4
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 <ul style="list-style-type: none"> 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>Evidence that the sector provided information to the internal audit on the status of implementation of all audit findings for FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>12 12 00</p> <p>There were in total twelve queries that were raised by the Internal Auditor during FY 2018/2019 all of which were appropriately addressed and cleared at the time of the assessment. Some of the queries raised by the Internal Auditor included among others:</p> <p>(a) Lack of certification and failure to comply with BOQs at the district; quarter four in FY 2018/2019.</p> <p>(b) Failure to post and reconcile cash books with bank statements at Ryabatenga Secondary School, in Kicuzi sub county; quarter three in FY 2018/2019.</p> <p>(c) Under staffing and failure to appoint a Head Teacher for Rwembogo Primary School in Kijongo sub county.</p> <p>Responses:</p> <p>(i) The Head Master of Rwenkobwa Secondary School through letter unreferenced and dated 18th September, 2019 responded to the audit query in education sector as directed by CAO.</p> <p>(ii) Letter by DEO to CAO dated 18th September, 2019 referenced EDU/D/101 responded to the query on BOQs for quarter four in FY 2018/2019.</p> <p>(iii) The Head Teacher of Ryabatenga Secondary School communicated to the CAO through letter dated 19th September, 2019 referenced RSS regarding the posting of cash books etc.</p>	2

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the 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 evidence that the LG Education department in consultation with the gender focal person had disseminated gender guidelines.</p> <p>In the DCDO's circular to all Head teachers of government Aided and private primary schools ref CBS/D/123, dated 7th February 2019 titled "Dissemination of guidelines on Gender, Hygiene and sanitation in schools" Guidelines were listed to all schools for example, every school should have senior women and senior man, school environment should be child friendly – provision of separate labeled latrine stances for girls and teachers and boys among others.</p>	2
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no evidence that LG Education department in collaboration with gender department had issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools</p> <p>The LG did not provide evidence of guidelines being issued and explained by the education department in conjunction with the gender office on sanitation for girls and PWDS</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 that the School Management Committees met the guideline on gender composition. According to the Education Act 2008 that specifies two women from the foundation body.</p> <p>Katungu P/S had 12 (3 women) members in committee and in foundation body had 3 women represented.</p> <p>Kakinga P/S had 12 (3 women) members in the committee and in foundation body had 3 women represented.</p> <p>Nyamarebe P/S had 12 (3 women) members in the SMC committee and in the foundation body 2 women.</p> <p>Katengyeto P/S had 12 (3 women) members of the SMC and in the foundation body 2 women were represented.</p> <p>Kyengando 1 P/S had 12 (3 women) SMC members with 1 woman from the foundation body, others didn't have qualification.</p>	1

LG Education department has ensured that guidelines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

- 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:

There was evidence that the LG Education department in collaboration with Environment department has issued guidelines on environment (tree planting waste management, formation of environmental clubs and environment education).

A report to the District Education Officer dated 10th September 2018 Ref. NR/D/550 by Akankwasa Confidence – Environment Officer, made recommendations to the schools on environment management. Another thing was on receiving tree seedlings from Ministry of Water and Environment.

There were distribution lists of tree seedlings to schools, for instance, acknowledgement form for Rwijogoro P/S received Eucalyptus 300 seedlings on 17th September 2019. Acknowledgement form for Rihembe P/S received prunus Africana 30 seedlings on 17th September 2019. Acknowledgement of Mutuure P/S received prunus Africana 40 tree seedlings on 17th September 2019.

In the DCDO's circular to all Head teachers of government Aided and private primary schools ref CBS/D/123, dated 7th February 2019 titled "Dissemination of guidelines on Gender, Hygiene and sanitation in schools" Guidelines were listed to all schools for example, every school should have senior women and senior man, school environment should be child friendly – provision of separate labeled latrine stances for girls and teachers and boys among others.

Out of the 5 primary schools visited, 3 had Environmental clubs of between 40 to 80 members and involved in tree planting at school, compound design and cleaning and beautification, sanitation and hygiene activities and holding parades. For example; Katunga P/S had 80 members in the club, Nyamarebe P/S had 40 members and Katengyeto P/S had 54 members.

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: <p>Score 1</p>	<p>There was evidence that all school infrastructure projects were screened before approval for construction as mentioned below;</p> <ol style="list-style-type: none"> 1. Construction of two classroom block and an office at Muziza P/S in Ishongororo S/C, recommendations were; re-vegetate the exposed section of the site during land excavating by planting grass, provide protective wear like safety shoes, gloves, all used materials should be collected and disposed off when the work is completed, date 7th August 2018 2. Construction of a classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District, recommendations were; re-vegetate the exposed section of the site during land excavating by planting grass, provide protective wear like safety shoes, gloves, all used materials should be collected and disposed off when the work is completed, date 7th August 2018. 	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 checked whether the mitigation plans are complied with: <p>Score 1</p>	<p>The environmental officer and community development officer had visited the sites to check whether the mitigation plans were complied with. The projects visited were;</p> <p>Construction of two classroom blocks and an office at Muziza P/S in Ishongororo S/C, Ref:IBNA558/WRKs/18-19/00002, , report dated 3rd June 2018</p> <p>Construction of a classroom block at Ryabatenga P/S in Kicuzi S/C in Ibanda District,Ref:IBNA558/WRKs/1819/00003 report date 20th June 2019</p>	1

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>Ibada DLG filled the structure for primary health care workers with a wage bill provision from PHC wage for the current FY 2019/20.</p> <p>The health department had an approved staffing structure of 297 staff, of which only 177 positions were filled. Hence a staffing coverage of 57.6%% (with gap of 120 staff).</p> <p>Ugx. 1,683,300/= was provided for wage in FY2018/19 and all (100%) was spent (FY2018/19 quarter 4 report, page 15). There was thus no adequate funds for recruitment in FY2018/19.</p> <p>In FY2019/20, Ugx. 1,863,186,000/= was provided for wage, an additional of Ugx.131,629,000/= for PHC wage (FY2019/20, LG approved budget estimates, Page 20).</p> <p>However, there was no evidence was provided regarding efforts to recruit staff with available additional funds.</p>	0
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 a comprehensive recruitment plan to HRM for financial year 2019/20, covering vacant positions of PHC workers.</p> <p>The DHO submitted the recruitment plan addressed to the Chief Administrative Officer, dated 4th March 2019. The request proposed recruitment of 15 staff (with 6 enrolled nurses and 6 enrolled midwives) at an annual cost of Ugx.139,957,920/=.</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 was evidence that all Health Facility In-charges were appraised for FY 2018/2019. There were 27 Health Facilities and a sample of 10 was assessed as follows;

Muhebwa Charles(CR/D/10510) In-charge of Bihanga HCII was appointed on 7/01/2013 under DSC Min 42(u)/12/2012(11). He was appraised on 01/07/2019 by the SCO.

Baguma Damazo Ikyenga (CR/D/10293) In-charge of Kikyenkye HC III was appointed on 7/01/2013 under DSC Min 42(b)/12/2012(1). He was appraised on 01/07/2019 by the SCO.

Kajunju Tom Mwende(CR/D/10283) In-charge of Nyamarebe HC III was appointed on 3/09/2007 under DSC Min 21L/2007(1). He was appraised on 10/07/2019 by the SCO.

Kamugisha Starko (CR/D/10303) In-charge of Rukiri HC II was appointed on 3/09/2007 under DSC Min 21L/2007. He was appraised on 11/07/2019 by the Sub county Chief.

Birungi Wilson (CR/D/10519) In-charge of Ishongororo HC IV was appointed on 4/01/2018 under DSC Min 50(a)12/2017(1). He was appraised on 2/07/2019 by the DHO.

Nsaasirwe Immaculate (CR/D/10530) In-charge of Kijongo HC II was appointed on 7/01/2013 under DSC Min 42(p)/12/2018(8). She was appraised on 30/06/2019 by Nursing Officer.

Kyosabire Frida (CR/D/10579) In-charge of Rugaaga II was appointed on 31/03/2015 under DSC Min 12(b)/03/2015(5). She was appraised on 30/06/2019 by the Nursing Officer.

Amuza Florence(CR/D/10469) In-charge of Nyarukiika HC II was appointed on 6/05/2011 under DSC Min 8(ix)7/2011. She was appraised on 7/07/2019 by the SMCO.

Turyatunga Yoweri (CR/D/10464) In-charge of Kanywambogo HC III was appointed on 6/05/2011 under DSC Min 8(ix)25/2011. He was appraised on 2/07/2019 by the MCO.

Ninsiima Mary Irene (CR/D/10584) In-charge of Katembe HC II was appointed on 31/03/2015 under DSC Min 12(b)/03/2015(4). She was appraised on 2/07/2019 by the Sub county Chief.

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

Maximum 4 points for this performance measure

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

There was evidence that the health department had deployed staff in line with lists submitted for the budget in FY 2019/20.

Ishongororo HCIV – PBS (47 staff), Facility staff list (45 staff)

Kashozi HCII – PBS (3 staff), Facility staff list (3 staff)

Kikyenkye HCIII – PBS (20 staff), facility list (17 staff)

Nyarukika HCII – PBS (2 staff), Facility staff list (2 staff)

Rukiira HCIII – PBS (16 staff), Facility staff list (17 staff)

The DHO explained that some staff had been transferred between facilities hence that observed changes. Copies of the transfer instructions were seen e.g. 3 staff were transferred out of Ishongororo HCIV and one staff transferred in. 4 staff had since been transferred from Kikyenkye and 1 transferred to Rukiira HCIII.

Monitoring and Supervision

5

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

Maximum 6 for this performance measure

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

There was inadequate evidence that the DHO had communicated guidelines, policies and circulars issued by MOH to facilities. The revised HIV/AIDS treatment guidelines, 2018, had been distributed. A distribution list and a letter (dated 4th October 2018, Ref: H/D/103/1), were seen.

However, there was no evidence of distribution of the "Primary Health Care Grant Guidelines and Allocation FY 2019/20." In addition, there was no copy of these guidelines at the DHO office or facilities visited.

0

5

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

Maximum 6 for this performance measure

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

There was evidence that the DHO held meetings with in-charges and among the issues discussed were guidelines issued by MOH.

Minutes of a DHT meeting, dated 10th January 2019 under min06/1/2019/HEA; reference was made to the Consolidated guidelines for the prevention and treatment of HIV/AIDS in Uganda, the National Sanitation and Hygiene Guidelines, Uganda Public health protocols and a circular of switching from tetanus toxoid to Tetanus Diphtheria vaccine.

3

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

Maximum 6 points for this performance measure

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

Ibanda district had one HC IV and one hospital that is, Ishongororo HCIV and Ibanda Hospital, a PNFP facility.

There was evidence that the DHT had supervised both facilities during the FY 2018/19.

Supervision reports were seen for all quarters. It was evident from all these reports that both Ibanda Hospital and Ishongororo HCIV had been supervised every quarter.

Quarter 1: report dated 30th September 2018

Quarter 2: report dated 18th January 2019.

Quarter 3: report dated 28th April 2019

Quarter 4; reported dated 8th July 2019.

Support supervision booklets at the facility showed that various DHT members had visited and supervised the HCIV and hospital as expected.

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

Maximum 6 points for this performance measure

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

- 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

Ibanda DLG had 2 HSDs, Ibanda North and Ibanda South. Ishongororo HCIV headed Ibanda North. There was no HCIV in Ibanda South.

There was evidence that all the 9 facilities in Ibanda North had been supervised during FY2018/19 as per supervision reports seen:

Quarter 1 report: 20th September 2018

Quarter 2 report: 3rd January 2019

Quarter 3 report: 02nd April 2019

Quarter 4 report: 11th July 2019

However, there was no evidence presented that the 15 facilities in Ibanda South had been supervised.

In summary, only 10 out of a total of 25 facilities (40%) were supervised.

The DHO was advised to assign this supervision role to Ibanda Hospital, a facility within Ibanda Municipal, in the meantime.

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>There was evidence that quarterly support supervision reports were discussed and recommendations made.</p> <p>Minutes of DHT meeting were as follows:</p> <p>Quarter 1: 25th July 2018, Min3/EDHMT/7/2018</p> <p>Quarter 2: 10th October 2018, Min41/DHT/10/2018</p> <p>Quarter 3: 1st March 2019, Min4/IC/3/2019</p> <p>Quarter 4: 22nd April 2019, Min4/4/2019</p>	4
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 the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>There was evidence that recommendations made during support supervision were followed up and specific actions taken.</p> <p>For all the quarterly support supervision reports, a status on previous recommendations from last supervision was reported per facility visited. For example, during the quarter 4 support supervision, it was noted that perinatal death audits and meetings at Ibanda Hospital were not being done as had been recommended previously. In addition, one staff had been deployed to manage the neonatal unit, a recommendation from previous supervision visits.</p>	6
8	<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>There was evidence that the LG had submitted accurate data regarding PHC receiving facilities, which was consistent with both HMIS reports and PBS.</p> <p>26 facilities were submitted to receive PHC in PBS, (25 public facilities and 1 PNFP facility – Ibanda Hospital). These facilities were consistently reporting in the HMIS system. In addition, 3 PNFPs and 5 PFPs also reported HMIS data but were not approved to receive PHC.</p>	10

Governance, oversight, transparency and accountability

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

- 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

There was evidence that LG committee responsible for health met and discussed service delivery issues. In a committee meeting held on **6th September 2018**, under Min. 05/SoS/09/2018, the DHO informed the Committee that resources were being mobilized for the completion of the mortuary and maternity ward at Ishongororo HC IV. The Committee also resolved and put mitigation to prevent Rift Valley Fever; i.e. to have all animals inspected before slaughter and that slaughtering be done during day.

Maximum 4 for this performance measure

During the meeting held on **7th November 2018**, under Min.10/SoS/11/2018, members recommended that Sub-county Chiefs should take over monitoring of Health facilities to ensure improved service delivery. The DHO also called for regularization of salaries of health workers by MoH and MoPS. Members recommended for increased PHC funding to complete works at Ishongororo HC IV

On **12th February 2019**, under Min. 14/SoS/2/2019, the Ass DHO gave a progressive report on implementation. He informed members that Rift Valley Fever was under Control, that no life was lost. That the department was able to secure a second hand vehicle from UNICEF and this was expected to boost the supervision component extending to private Health facilities.

During the meeting held on **18th April 2019**, under Min. 20/SoS/4/2019, the health sector presented the draft budget for FY 2019/2020 amounting to UGX. 2,708,492,706. The committee recommended it to be approved by Council.

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

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

There was evidence that the health sector committee presented issues that required approval to Council. For instance during the council meeting held on **21st November 2018**, under Min: C/16/11/2018, the district adopted the committee recommendation to lobby additional funding for completion of the maternity ward at Ishongororo HC IV

Maximum 4 for this performance measure

During the meeting on **28th February 2019** under Min: C/21/12/2019, Council approved the sector work plan that had been recommended for consideration during the Committee meeting held on 12th February 2019.

On **21st May 2019**, under Min: C/31/05/2019, Council approved the annual budget amounting to UGX. 2,708,492,706 that had been recommended by the Committee on 18th April 2019.

The Health Unit Management Committees and Hospital Board are operational/functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):	<p>There was evidence that HUMCs were in place and functional.</p> <p>An updated HUMC members' list was found at all facilities visited. In addition, review of the HUMC meeting minutes revealed that all committees met at least once a quarter in the FY2018/19.</p>
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 	<p>For example:</p> <p>Kashozi HCII:</p> <p>Quarter 1: 29th September 2018</p> <p>Quarter 2: 5th December 2018</p> <p>Quarter 3: 22nd March 2019</p> <p>Quarter 4: 5th June 2019.</p> <p>Accountability of PHC funds was shared and discussed in all meetings e.g. under Min3/HUMC/9/2018 of 1st quarter meeting, the facility had received Ugx.790,861/= and spent 740,000/=</p> <p>Ishongororo HCIV:</p> <p>Quarter 1: 27th September 2018</p> <p>Quarter 2: 19th December 2018</p> <p>Quarter 3: 18th April 2019</p> <p>Quarter 4: 27th June 2019</p> <p>During quarter 4 meeting, HUMC discussed the financial report (Min8/6/2019) and workplan and budget for FY2019/20 (Min9/6/2019).</p> <p>Rukiiri HCIII:</p> <p>The HUMC sat regularly and discussed finances and resources e.g. during quarter 4 meeting that sat on 25th June 2019, HUMC discussed budget and workplan for FY2019/20 under Min6/HUMC/6/2019 and approval of supplementary budget of Ugx.1,255,016/= (Min7/HUMC/6/2019).</p> <p>Nyarukika HCII:</p> <p>The HUMC sat quarterly and discussed finance and resources. During the quarter 3 meeting that sat on 18th March 2019, the budget and workplan for FY2019/20 was presented and approved (Min72(b)/HUMC/Nyar/3/2019).</p> <p>Kikyenkye HCIII:</p> <p>The committee met regularly in all the 4 quarters. The committee approved the FY2019/20 work plan and Budget for the facility under Min6/6/HUMC/2019, during a meeting that sat on 27th June 2019.</p>

11	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was evidence that the LG publicized all health facilities receiving PHC NWR grants.</p> <p>A list of facilities that received quarter 1 PHC NWR was seen at the DHO noticeboard, dated 9th August 2019, declaring quarterly allocations per facility for FY2019/20. A total of Ugx.78,510,223/= was received (24 health units, Ibanda Hospital and DHO office).</p>	4
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Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>There was evidence that the sector had submitted input into procurement plan to PDU to cover items in the approved workplan.</p> <p>The health department procurement plan was submitted to procurement on 5th March 2019 (within expected timelines). The plan included partial completion of Maternity ward at Ishongororo HCIV (60,000,000/-), construction of 2 stance pit latrine at Kigunga HCII (10,000,000/-) and completion of Mortuary at Ishongororo HCIV (5,500,000/-)</p>	2
12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was evidence that the health department submitted PR requests to PDU for the FY 2019/20.</p> <p>Copies of the procurement requests availed indicated that the DHO submitted the requests and these were signed by CAO on 19th August 2019.</p>	2

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

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

The LG Health departments timely (as per contract) certified and recommended suppliers for payment:

Example: (i) M/s P and D Traders and Contractors was paid shs 130,334,717 on voucher number 22215353 of 14th March, 2019 in respect of up grading Kashozi Health Centre II to HC III in Ishogororo sub county. Initiation of payment was done on 4th March, 2019 and approval effected on 7th March, 2019 by the DHO and CAO. Receipt number 287 dated 20th March, 2019 was issued by the contractor.

(ii) A payment request was submitted on 19th June, 2019, certification and approval was done on 21st June, 2019 by DHO. Actual payment was effected to M/s Byaahi Technical Services Limited for shs 26,534,550 on voucher number 24326584 dated 24th June, 2019 in respect of completion of a mortuary at Ishongororo Health Centre IV in Ishongororo TC. Receipt number 100 dated 24th June, 2019 was issued by the contractor.

(iii) M/s P and D Traders and Contractors was paid shs 83,123,425 on voucher number 24326581 of 24th June, 2019 in respect of up grading Kashozi Health Centre II to HC III in Ishogororo sub county. Initiation of payment was done on 18th June, 2019 and approval effected on 18th June, 2019 by the DHO. Receipt number 288 dated 28th June, 2019 was issued by the contractor.

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

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

- Quarter one was submitted on 25th October 2018
- Quarter two was submitted on 20th January 2019
- Quarter three was submitted on 24th April 2019
- Quarter four was submitted on 10th July 2019

Maximum 4 for this performance measure

LG Health department has acted on Internal Audit recommendation (if any)	Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year	Evidence that the sector provided information to the internal audit on the status of implementation of all audit findings for FY 2018/2019:
Maximum 4 for this performance measure	<ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>14 14 00</p> <p>There were in total fourteen queries that were raised during FY 2018/2019 all of which were addressed and cleared at the time of the assessment.</p> <p>Examples of queries raised included among others:</p> <p>(i) Non disposal and mixing of expired drugs with drugs in use at Rukiri Health Centre III in Rukiri sub county; quarter three for FY 2018/2019.</p> <p>(ii) Irregular purchases and non-compliance to procurement guidelines when shelves, tables, office stationeries and paper and two tables and five chairs were purchased at Ishongororo HC IV in Ishongororo TC; quarter two in FY 2018/2019.</p> <p>(iii) Inadequate internal controls put in place at Nyamareba Health Centre III to monitor and control operations in the health centre in Nyamareba sub county; quarter four in FY 2018/2019.</p> <p>Responses:</p> <p>(i) The in charge of Kicuzi Health Centre II responded to quarter one audit findings for FY 2018/2019 through letter dated 28th February, 2019 reference HC/20/2 – incomplete record keeping, missing vouchers and accountability documents overriding internal control.</p> <p>(ii) The in charge of Rukiri Health Centre III communicated to the LGPAC in two letters dated 17th and 19th September, 2019 in respect of queries regarding missing drugs and overriding controls.</p>

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 <p>% women: score 2</p>	<p>The evidence reviewed indicated that the composition of the HUMC consistently met the required minimum gender composition (at least 30% female) except at Ishongororo HCIV.</p> <p>Kashozi HCII: 3 out of 5 members were female (60%)</p> <p>Ishongororo HCIV: 2 out of 8 members were female (25%)</p> <p>Rukiira HCIII: 4 out of 9 members were female (44.4%)</p> <p>Nyarukika HCII: 3 out of 5 members were female (60%)</p> <p>Kikyenkye HCIII: 3 out of 7 members were female (42.9%)</p> <p>Therefore, at least one facility sampled and visited did not met the minimum requirement for gender composition of HUMC.</p>	0
16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There were no new guidelines that were issued by Ministry in FY2018/19.</p> <p>However, copies of the National Sanitation and Hygiene Guidelines, 2017, were found at the facilities. All facilities visited have separate sanitary facilities (latrines) for men and women, with soapy water for hand washing.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was evidence that the Health facility infrastructure project was screened before approval for construction as mentioned below;</p> <p>Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, recommendations were; planting trees around the construction site to act as wind breakers, re-vegetate the exposed section of the site during land excavation by planting grass, all used materials during construction should be disposed off after work is completed, installation of lighting arrest, provide ramp for the disabled persons, contractor should put up talking sign boards for the community date 5th March 2019.</p>	2

17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 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 2 	<p>There was evidence that Environmental Officer and Community Development Officer had visited the site to check whether the mitigation plans were complied with however the project is still ongoing, that is;</p> <p>Upgrading of Kashozi Health Centre II to III in Ishongororo S/C, Ref: MoHUGIFT/WRKs/18-19/00018 LOT 3 report dated 27th May 2019</p>	2
18	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</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>There were no new guidelines issued during FY2018/19.</p> <p>However, copies of the infection Prevention and Control guidelines, 2013, were found at facilities. There were posters and job aids on proper waste segregation and management on the walls and on file at the health facilities visited. Medical waste was segregated using colour coded bins, in preparation for disposal. Combustible refuse was burnt at the facilities whereas sharps and empty vials were collected by Green Label Company for final disposal.</p>	4

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"> If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 If 80-99%: Score 7 If 60-79: Score 4 If below 60 %: Score 0 	<p>The district water coverage for Ibando district LG was 63.8% by the time of planning for FY 2019/20</p> <p>The following Sub counties were served;</p> <ol style="list-style-type: none"> Kijongo S/C (55.1%) Drilling production well at UGX 44,000,000 and Design for production well at UGX 21,000,000 Ishogororo S/C (49%) constructing of Kashozi mini solar piped water system at UGX 145,000,000 Kicuzi S/C (58.3%) construction of Kogabi GFS at UGX 225,000,000 <p>All water resources for FY 2019/20 were allocated by the LG to S/Cs with water coverage below the district average of 63.8%, therefore they qualified for full score award.</p>	10
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 If 80-99%: Score 10 If 60-79: Score 5 If below 60 %: Score 0 	<p>There was evidence that the district Water department had implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY 2018/19 as seen here below;</p> <ol style="list-style-type: none"> Kijongo S/C (55.1%) Construction of 3 stance lined pit latrine with Urinal at UGX Omurushoro Weekly market at UGX 20,000,000 Kicuzi S/C (58.3%) construction of Kogabi GFS at UGX 82,000,000 Ishongororo S/C (49.8%) construction of Kashozi mini solar piped water system UGX 323,733,447 <p>The LG allocated all water resources to only S/Cs with water coverage below the district average of 63.8%, therefore they qualified for full score award.</p>	15

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.	Examples of monthly monitoring of project investments reports clearly indicate when the visits were carried out.
Maximum 15 points for this performance measure	<ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Monitoring reports for various facilities</p> <ol style="list-style-type: none"> 1. District water and sanitation conditional grant monitoring report dated 17th July 2019 for Kogabi GHS in Kicuzi S/C, a 3 stance line latrine with urinal in Kijong S/C and Construction of a piped water system in Ishongoro S/C signed Evelyn Tushabe. 2. Monitoring Report for Kogabi GFS in Kicuzi S/C and 3 stance lined latrine in Kijongo S/C dated 11th Feb 2019 by Evelyn Tushabe 3. Supervision Report for implementation of Kogabi GFS dated 13th Nov 2018 and signed by Evelyn Tushabe. 4. Inspection report on construction of Mini solar piped water system in Kashozi dated 5th Sept 2018

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

The DLG regularly submitted accurate and consistent data for the previous FY 2018/2019 as confirmed by the following reports.

i) Quarter 1 data submitted on 18th Oct 2018 signed off by CAO under Ref CR/D/213/4 and received by MoWE on 22nd Oct 2018

ii) Quarter 2 data submitted on 15th Jan 2019, signed off by CAO under Ref CR/D/213/4 and received by Mo WE on 21/01/2019.

iii) Quarter 3 data was submitted on 18th April 2019, signed off by CAO under Ref, CR/D/213/4 and received by the MoWE on 12th April 2019.

iv) Quarter 4 data on 15th July 2019, signed off by CAO under Ref CR/D/213/4 and received by MoWE on 22nd July 2019

Seen copies of MIS data reports that were submitted to MoWE for the quarter One, and Four for 2018/2019 on 17th August 2018 and on 22nd August 2019 respectively.

The following was a list of the major water facilities under implementation during the FY 2018/19;

1. Construction of public latrine at Kijongo S/c,
2. Construction of Kashozi Mini solar piped water system
3. Construction of Kogabi GFS

AT further confirmed that the above projects were consistent both in sector MIS reports and PBS.

Maximum 10 for this performance measure

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

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

List of water facilities which were consistent in both sector MIS reports and PBS were;

- construction of public latrine at Kijongo S/c,
- construction of Kashozi Mini solar piped water system
- construction of Kogabi GFS

We confirmed that the above projects were consistent both in sector MIS reports and PBS.

Maximum 10 for this performance measure

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</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>The sector submitted in put for the district procurement plan to PDU that covered all investment items in the approved Sector annual work plan and budget on 16th April 2019 just before the deadline of April 30th.</p> <p>The requisition form was signed by Abel Turyahumura and it comprised of the following submissions.</p> <ol style="list-style-type: none"> 1. Construction of Kashozi Mini solar piped water system at UGX 323,733,000 2. Construction of Kogabi GFS at UGX 82,000,000 3. Construction of a 3 stance lined latrine at Kijongo S/C at UGX 20,000,000 	4
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</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>Sample monthly site visits for the different WSS infrastructure projects as per the contract management plan. confirm existence of the contract management plan.</p> <ol style="list-style-type: none"> 1. Seen a copy of Project Manager Appointment letter (Ref CR/D/153/3) for MS Tushabe Evelyn to oversee the construction of 3 stance lined pit latrine signed by the CAO dated 22nd Oct 2018. • Seen a contract implementation plan generated by Evelyn Tushabe construction of a 3 stance lined pit latrine, dated 20th October 2018. • Seen a sited supervision Report on 3 stance construction of a 3 stance lined pit latrine, dated 7th Nov 2018 Ms Tushabe Evelyn 2. Seen a copy of appointment letter for Kashozi mini solar piped water system for the DWO Mr Abel Turyahumura as its project manager, dated 6th April 2017 (project rolled over to 2018/19) 	2

6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The projects were designed with specific BOQs and the appointed PMs were mandated to generate parallel measurement sheets to those of the Contractor as a way of keeping to the original design and as internal control measures. The measurement sheets were applied by the appointed PMs for the respective projects listed below;</p> <ol style="list-style-type: none"> Measurement sheets for Kogabi GFS generated by the DWO (appointed PM) dated 22nd Feb 2019 and signed by CAO, DWO and Assistant Eng Officer Measurement sheet for construction of 3 stance lined pit latrine in Kijongo S/C generated on 17th Dec 2018 by DWO and counter signed by CAO and Asst Eng Officer 	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>The DLG had one water facility that was duly completed and handed over by the Contractor to the district.</p> <p>Seen a handover report for a completed construction of a 3 stance lined pit latrine in Kijongo S/C signed by Tumukunde Jacob for Legitimate Eng & Tech services Co Ltd</p>	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO appropriately certified all WSS projects and prepared and filed interim and completion reports accordingly as shown below;</p> <ol style="list-style-type: none"> Completion Certificate for construction of a 3 stance lined latrine at Kijong S/C dated 17th Dec 2018 prepared by DWO and counter signed by Assistant Eng Officer and CAO Interim certificated No 1 for Kogabi GFS dated 22nd Feb 2019 signed by DWO and CAO and Assist Eng Officer. Interim Certificated No 5 for Construction of Kashozi Mini solar piped water system dated 6th Nov 2018 prepared by DWO and counter signed by CAO and Assistant Eng Officer 	2

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

The LG Water departments timely (as per contract) certified and recommended suppliers for payment:

Examples:

(i) M/s Legitimate Engineering and Technical Services Limited was paid shs 17,345,945 on voucher number 21680973 of 30th January, 2019 in respect of construction of three stances VIP pit latrine with urinal at Omurosoro market in Kijongo sub county. Initiation of payment was done on 3rd December, 2018 and approval effected on 18th December, 2018 by the DWO. Receipt number 067 dated 7th February, 2019 was issued to the district.

(ii) A payment request was submitted on 20th February, 2019. Certification and approval of the payment was done on 22nd February, 2019. Payment was effected against voucher number 22175022 dated 4th March, 2019 to M/s Zhongyuan Advanced Technology Corporation Limited for shs 77,487,648 for supply of fittings and pipes for Kagobe Water Supply System. Receipt number 024 dated 12th March, 2019 was issued by the contractor.

Financial management and reporting

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 department submitted the Annual performance report for the previous FY 2018/2019 on **11th July 2019**. Quarterly reports were submitted as follows;

1. Quarter 1 was submitted on 8th October 2018
2. Quarter 2 was submitted on 9th January 2019
3. Quarter 3 was submitted on 11th April 2019
4. Quarter 4 was submitted on 11th July 2019

The District Water Department has acted on Internal Audit recommendation (if any)	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 	<p>Action by the Water Department on queries raised by the Internal Auditor during FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p>
Maximum 5 for this performance measure	<ul style="list-style-type: none"> 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>0 0 0</p> <p>There were no queries raised by the Internal Auditor Internal Auditor for the sector during FY 2018/2019.</p>

Governance, oversight, transparency and accountability

10

3

The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that the committee responsible for water met and discussed service delivery issues.</p> <p>During the meeting on 6th September 2018, under <u>Min: 5/WRKS/09/2018</u>, Nyambare Sub-county had concerns over user fees paid for using water from the piped water system in the area yet the president had provided solar for free. They were informed that user fees were necessary for maintenance purposes.</p> <p>In the meeting held on 7th November 2018, under <u>Min: 12/WRKS/11/2018</u>, it was recommended that Burungi Bwansi community participatory approach be revived to maintain infrastructure such as roads and water. The committee also recommended that lobbying should start for the current Kikyenkye – Nyabuhikye GFS project vehicles he handed over to DLG after implementation.</p> <p>In the meeting held on 12th February 2019, under <u>Min:18/WRKS/02/2019</u>, the department presented its work plan and budget for discussion. This was recommended for approval by Council.</p> <p>In the meeting held on 17th April 2019, under <u>Min.23/WRKS/04/2019</u>, the department informed members that Kanyarugiri GFS was no longer under the control of the District but SW Umbrella on water and sanitation. Issues of O & M should therefore be directed to this agency. The department also presented their draft budget estimates amounting to UGX. 450,171,000 and this was recommended to Council for approval.</p>
Maximum 6 for this performance measure		

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the water sector committee had presented issues that required approval to Council. For instance, during the Council meeting held on 21st November 2018, under <u>Min: C/16/11/2018</u>, Council adopted the Burungi Bwansi ordinance, a community participatory approach to be revived to maintain infrastructure such as roads and water. This was recommended during committee meeting held on 7th November 2018, under Min: 12/WRKS/11/2018</p> <p>Council meeting on 28th February 2019 under <u>Min: C/21/12/2019</u> approved the sector annual work plan that had been recommended for consideration during the Committee meeting held on 12th February 2019 under Min:18/WRKS/02/2019</p> <p>On 21st May 2019, under <u>Min: C/31/05/2019</u>, Council approved the sector annual budget amounting to UGX. 450,171,000 that had been recommended by the Committee on 17th April 2019.</p>	3
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Provide examples of publicity of grant releases and expenditures including advocacy meetings</p> <p>Notice Board Releases:</p> <ol style="list-style-type: none"> 1. Quarter 1 work-plan revenue and expenditure for the Water grants <ul style="list-style-type: none"> • Wage UGX 7125,999 • Non-Wage 7815,000 • Domestic development UGX 145,436, • Signed by DWO and dated 8th Oct 2018. 2. Quarter 2 Overview of Work-plan revenues and expenditure for the Water grants 3. Notice Board: Quarterly expenditure releases, all were signed by DWO, shown below: <ul style="list-style-type: none"> • Quarter 1: 0n16 Oct 2018 • Quarter 2: 21st/01/2019 • Quarter 4: 26th 07/2019 	2

11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<ol style="list-style-type: none"> 1. Construction of Kogabi GFS <ul style="list-style-type: none"> • Client: Ibanda DLG • Contractor: Zhogyuan Advanced Technology Engineering Corporation U Ltd • Funding Agency: DWSSCG • FY: 2018/19 • Supervisor DWO • Contract Sum: UGX546,858,842 • Project duration: 2. Construction of a 3 stance line Latrine with a Urinal. <ul style="list-style-type: none"> • Client: Ibanda DLG • Contractor: Legitimate Eng' & Tech Service Co. Ltd • Funding Agency: DWSSCG • FY: 2018/19 • Supervisor: DWO • Contract Sum: UGX546,858,842 • Project No: IBAN558/18-19/00005 	2
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> • Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<ol style="list-style-type: none"> 1. Notice Board: Summary of major procurement items for Water sector for 2018/19 Displayed on 15 June 2018 signed by DWO on 15th June 2019 2. Best Evaluated Bidders' Notice by DPU Notice Board signed by CAO on 18/09/2019 	2

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Communities applied for water/public sanitation facilities. This was clear during field visits supported by relevant minutes in current FY 2019/2020.</p> <p>Community applications:</p> <ol style="list-style-type: none"> Application for GFS services at Kagorogoro in Kicuzi S/C produced by Community members and village council dated 9th/08/2017. Community contribution was piece of land 30M X 30M Kogabi village application for GFS extension to Kicuzi Parish prepared by Village council and dated 16th Sept 2017. Community contribution was a piece of land approximately 30M X 30M Application for a public latrine located at Kayanja in Kijongo parish in Kijongo S/C prepared by LC Council dated 28th March 2018 community contribution was a piece of land. 	1
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>There was evidence that Water and Sanitation Committees were functional evidenced by meetings held by the Water and Sanitation Committees as follows;</p> <ol style="list-style-type: none"> Community minutes of Kabulo village held on 9th March 2019 chaired Byamugisha Ben main resolutions maintenance of Kaboro shallow well. local contributions collected was UGX 122,000 Minutes of village meeting of Rukingi village held on 27th Nov 2018 chaired by Tomushabe Jane. Key resolution maintenance of Rushinga Shallow well contribution of UGX 260,000 	2

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 screening for the WSS was conducted as required by the Environmental Office as mentioned below;</p> <ol style="list-style-type: none"> Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C and the recommendations were; sock pit should be in place to collect urine from the urinals, pit latrine well covered with a curtain wall, contractor should protect the workers by providing protective gear, the contractor should fence the site and put up talking sign boards for the awareness of the community, all used materials at the site should be cleared and disposed off when the work is completed, date 6th September 2018 	2
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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>The environmental Officer informed the assessor that there was no need for follow up support because the contractor fulfilled all the environmental concerns as it was agreed in the contracts</p>	1
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 construction and supervision contracts have clause on environmental protection: score 1 	<p>There was evidence that construction and supervision contracts had a clause on environmental protection as mentioned below;</p> <p>Construction of 3 stance line pit latrine at Omurushoro market at Kayanja Cell, Kijongo Parish in Kijongo S/C Ref:IBAN558/WRKs/18-19/00005,</p>	1
14	<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</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>We noted that the water and sanitation committee were at least 50% female.</p> <p>1. Central committee for Kogabi GFS: The Vice Treasurer and secretary and 2 committee members were females while C/P, Care taker and 2 members were male</p> <p>2. Ryabatenga COU tap-stand; Treasurer, Secretary and one Members were female while C/P and Secretary were males.</p>	3
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The public sanitation facilities at Omurushoro market at Kayanja Cell had adequate access and separate stances for men and women. One of the Pit Stances was dedicated to PWDs with a Ramp facility provision.</p>	3