



## **LGPA 2019/20**

Kabarole District

(Vote Code: 513)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	%
Crosscutting Performance Measures	80%
Educational Performance Measures	71%
Health Performance Measures	79%
Water & Environment Performance Measures	72%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
<b>Annual performance contract</b>				
1	LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	<ul style="list-style-type: none"> <li>From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> <li>If LG submitted before or by due date, then state 'compliant'</li> <li>If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>The LG submitted an Annual Performance Contract on <b>24th July 2019</b> under Ref: CR/101/2 and was received by MoFPED on <u>29th July 2019</u></p> <p>The submission was within the extended deadline of 31st August 2019</p>	Yes
<b>Supporting Documents for the Budget required as per the PFMA are submitted and available</b>				
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"> <li>From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> <li>The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>The LG submitted a Budget for the FY (2019/2020) on <b>24th July 2019</b>. The Budget contained a LG Procurement &amp; disposal Plan as an appendix. Submission was submitted within the extended deadline of 31st August 2019.</p>	Yes

**Reporting: submission of annual and quarterly budget performance reports**

3	<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>The LG submitted the Annual Performance Report for the previous FY 2018/2019 on <b>2nd August 2019</b> online and received by MoFPED on the same date</p> <p>The submission was within the revised deadline of 31st August 2019</p>	Yes
4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<ul style="list-style-type: none"> <li>• Submission of the quarterly budget performance reports during FY 2018/2019 was as follows;</li> <li>•</li> </ul> <ol style="list-style-type: none"> <li>1. Quarter 01 was submitted on November 13th 2018</li> <li>2. Quarter 02 was submitted on 30th January 2019</li> <li>3. Quarter 03 was submitted on 31st May 2019</li> <li>4. Quarter 04 was submitted on 2nd August 2019</li> </ol>	Yes
<b>Audit</b>				
5	<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address</p>	<p>The Kabarole District Local Government provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's</p>	Yes

Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.

Internal Auditor General's findings",

Check:

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

findings for the previous financial year 2017/2018 as detailed below:

The CAO submitted to the PS/ST information on the status of implementation of Internal Auditor General or Auditor General's findings through letter dated 29th April, 2019 under reference CR/251/4 which was received by MOFPED on 5th May, 2019. However, the Internal Auditor General as well as the Ministry of Local Government received the same letter on 2nd May, 2019 respectively. The above mentioned CAO's letter was copied to the Permanent Secretary Ministry of Local Government, the Internal Auditor General, the Chair Person of the District as well as the Resident District Commissioner.

The Internal Auditor General raised five queries which were followed up and cleared. The details of the queries raised were as follows:

(a) Unaccounted for funds totalling shs 2,473,872,239;

(b) Unbanked local revenue collections amounting to shs 19,097,200;

(c) Non-remittance of shs 17,794,354 by sub counties to the district (HLG) being the 35% component of the local revenue collections by LLGs;

(d) Non-recovery of UWEP funds amounting to shs 126,938,000.

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

04 04 00

The OAG raised eight queries for FY 2017/2018. The CAO communicated response to the OAG queries through letter dated 18th March, 2019 under reference CR/109/1. The letter was copied to the Chair person of the district as well as the LGPAC. All the queries were cleared and the DLG got Unqualified OAG Opinion in respect of the audited financial statements for FY 2017/2018.

Examples of the queries included among others the under listed:

(a) Low recovery of the YLP because only shs 55,747,600 had been collected;

(b) Failure to transfer shs 124,536,170 to the account in the Bank of Uganda promptly as required;

(c) Low collection of local revenue;

(d) Low funding of the health sector in the district.

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

08 08 00

6

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

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

**Yes**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>The Physical Planning Committee was fully constituted as per Part III (9) of the Physical Planning Act, 2010. It had 13 members as stipulated in the Act</p> <p>In Kabarole DLG, the committee was constituted on 27th September 2018 under ref: CR/212/8. The following were appointed to that committee.</p> <p>Members included:</p> <ol style="list-style-type: none"> <li>1. Emmanuel Sempala D/CAO (Chairperson)</li> <li>2. Samuel Musana, Physical Planner (Secretary)</li> <li>3. Bruno Basudde, District Water Officer</li> <li>4. Patrick Rwakaikara, District Education Officer</li> <li>5. Eunice Kamyiginya, Environment Officer</li> <li>6. Peninah Bahizi, District Agricultural Officer</li> <li>7. Solomon Asiimwe, Actg. District Health Educator</li> <li>8. Stephen Wakataama, District Engineer</li> <li>9. Miya Godfrey Ruyonga, DNRO</li> <li>10. Simon Bagonza Staff Surveyor - Kabarole</li> <li>11. Mande Chris Actg. D.Community Development Officer</li> <li>12. Physical planners of town councils ...details here were not ascertained during assessment.</li> <li>13. Town Clerks for Kiko,Karago, Mugusu and Kijura Town Councils</li> </ol> <p>The Committee was partially functional during the FY 2018/2019 evidenced by the following: (Examples)</p> <p>There was a meeting that was held on <b>6th June 2018</b> and attended by 13 members during which 85 land applications were discussed.</p> <p>The second meeting was held on <b>30th November 2018</b> attended by 13 members that discussed approval of files of land applicants.</p> <p>Another was held on <b>12th December 2018</b> attended by 9 members during which 25 submissions were considered and discussion on a check list for submission of building plans for approval.</p> <p>There was also a meeting on <b>4th January 2019</b> attended by 15 members were 25 files were presented and approved.</p> <p>The current Physical Development Plan was</p>	1

recommended by Council and submitted to the National Physical Planning Board for approval on 22nd March 2019. A meeting was held on 11th February 2019 to discuss this approval. The plan was then forwarded to the Permanent Secretary MoLHUD for approval but the board had expired in April 2019.

There was a registration book maintained since 2015 and a building plans register opened in January 2008. The turnaround time for applications was said to be not more than 30 working days.

1

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

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

4 sets of minutes of the Physical Planning Committee submitted to MoLHUD as follows:

(a) 6th June 2018 minutes were submitted to zonal office on 13th June 2018

(b) 30th November 2018 minutes were submitted to zonal office on 3rd October 2019

(c) 12th December 2018 minutes were submitted to zonal office on 29th October 2019

( d ) 4th January 2019 minutes were submitted to zonal office on 3rd October 2019

Maximum 4 points for this performance measure.

1

1

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

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

There was evidence that these infrastructure investments are consistent with the approved Physical Development Plan as seen below.

(a) Construction of Mountains of the Moon lecture building

(b) Toro Mityana tea Co. Ltd land for estate

( c )Construction of Kicwamba sub-county administration block

(d) Construction of Kabende sub county market

Maximum 4 points for this performance measure.

1

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"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>Action Area plan for FY 2018/2019 had been prepared by Musana Samuel the Physical Planner</p>	1
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was evidence that the priorities in the AWP for FY 2019/2020 were based on outcomes of the budget conference held on <b>30th October 2018</b>. These included;</p> <ol style="list-style-type: none"> <li>1. Upgrade infrastructure for Kataraka, Nyabuswa and Kicwamba Health center IIIs was on P.59 of the AWP</li> <li>2. Construction of classroom blocks at Kibyo Hill primary school in Karangura sub-county and at St. Kizito primary school in Ruteete sub-county was also seen on P. 67 of the AWP</li> <li>3. Extension of water to Harugongo, Kijura and Kasenda sub-counties on P.90 of the AWP</li> <li>4. Rehabilitation of 20 shallow wells at Hakibaale, Busoro and Katamba on P.90 of the AWP</li> <li>5. General roads maintenance of district feeder roads on found on P.70 -78 of the AWP</li> </ol>	2



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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

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.

There was evidence that the capital investments in the approved work plan for FY 2019/2020 were derived from the approved five year development plan. Examples include;

• **Under health**, construction of an OPD ward at Nyakitokoli HCII found on P.59 of the AWP and P. 237 of the District Development Plan.

• **Under education**, provision of furniture to Kibyo Hill and St. Kizito Primary schools was on P. 67 of the AWP and on P.251 of the District Development plan. There was also the construction of a classroom block at St. Paul's Nyabweya SS found on P.70 of the AWP and on P. 251 of the DDP.

• **Under works and technical services**, routine maintenance of district feeder roads was found on P.70 – 78 in the AWP and on P.254 of the DDP.

• There was construction of piped water systems at Isunga, Mandako, Burungu, Karambi, Harugongo sub-counties in Masongora parish found on P.93.of the AWP and on P.72 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 were discussed in the TPC meeting held on **2nd May 2019**, item 6, under Minute 06/05/KAB/ TPC/2019 presented as per LG Planning guidelines.

3	<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>The Annual Statistical Abstract was developed but not presented to and discussed by the TPC.</p>	0
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence that 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 MIN KAB COU/193/05/18</u> of meeting held on <b>11th May 2018</b>. For instance;</p> <p>(a) Construction of the OPD ward at Nyantabooma HC III was found on P.142 of the AWP and on P.28 of the approved budget.</p> <p>(b) Construction of general OPD ward at Nyantabooma HC III was found on P.141 of the AWP and on P.29 of the approved budget.</p> <p>(c) Construction of classroom blocks at Magungu and Kasenda Primary schools was found on P.147 of the AWP and on P.36 of the approved budget.</p> <p>(d) Construction of a classroom block at St. Paul's Nyabweya SS was found on P.150 and on P.39 of the approved budget.</p> <p>(e) Construction of piped water systems at Isunga, Mandako, Burungu, Karambi, Harugongo sub-counties in Masongora parish was found on P. 60 of the AWP and on P.50 of the approved budget.</p> <p>(f) Shallows well construction at Kiguma, Kijura, Hakibaale and Karambi sub-counties was found on P.159 of the AWP and on P.50 of the approved budget.</p>	2

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

• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.

Maximum 6 points on this performance measure.

- o 100%: score 4
- o 80-99%: score 2
- o Below 80%: 0

There was evidence that investment projects implemented in the previous FY 2018/19 were completed as per work plan as shown below.

1. Construction of a maternity ward at Nyantabooma HC III was completed as per work plan
2. Construction of a general OPD ward at Nyantabooma HC III was completed as per work plan
3. Construction of classroom blocks at Magunga and Kasenda Sub-county primary schools was completed as per work plan
4. Construction and rehabilitation of a classroom and administration block at Nyabweya SS was completed as per work plan
5. Construction of shallow wells at Kasenda, Kiguma, Kijura Hakibaale and Karangura Sub-counties was completed as per work plan
6. Construction of piped water systems at Nyakitokoli, Hakibaale and Karangura sub counties was completed as per work plan

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

Maximum 4 points on this Performance Measure.

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

Investment projects in the previous FY 2018/19 were completed but at only 71% as follows;

1. Construction of a maternity ward at Nyantabooma HC III had been budgeted at UGX. 200,000,000 and actual expenditure was UGX. 200,000,000
2. Construction of a general OPD ward at Nyantabooma HC III had been budgeted at UGX. 200,000,000 and actual expenditure was UGX. 150,000,000
3. Construction of classroom blocks at Magunga and Kasenda Sub-county schools had been budgeted at UGX. 172,994,000 and actual expenditure was UGX. 24,000,000
4. Construction and rehabilitation of a classroom and administration block at Nyabweya SS had been budgeted at UGX. 728,782,000 and actual expenditure was UGX. 617,000,000
5. Construction of shallow wells at Kasenda, Kiguma, Kijura Hakibaale and Karangura Sub-counties had been budgeted at UGX. 63,000,000 and actual expenditure was UGX. 18,970,000
6. Construction of piped water systems at Nyakitokoli, Hakibaale and Karangura sub counties had been budgeted at UGX. 356,333,000 and actual expenditure was UGX. 212,569,000

Total budgeted amount was UGX. **1,721,109,000** while total actual expenditure was UGX. **1,222,539,000**

Percentage =  $1,222,539,000 / 1,721,109,000 \times 100$   
= **71%**

- 5 The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY
- Maximum 4 points on this Performance Measure.
- Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2
- The LG had budgeted and spent on the O& M budget for infrastructure as follows;
- (a) Under education there was maintenance of vehicles budgeted at UGX. 6,900,000 and actual expenditure was UGX.6,683,000
- (b) Under water, the Rehabilitation of shallow wells in Karambi, Kasenda and Karago trading centers was budgeted at UGX. 45,000,000 and actual expenditure was UGX. 45,000,000
- (c) Under health, the maintenance of vehicles was budgeted at UGX. 3,001,000 and actual expenditure was UGX.4,310,000
- (d) Under works and roads, the maintenance of machinery, equipment and furniture was budgeted at UGX. 42,000,000 and actual expenditure was UGX. 38,854,000.
- Total budgeted amount was UGX. **116,901,000** while total actual expenditure was UGX. **104,157,000**
- Percentage** =  $104,157,000 / 116,901,000 \times 100 = 89\%$

## Human Resource Management

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

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

There was evidence that all HOD position were substantively filled. According to the approved structure, there were 10 HoDs positions and these were as follows;

- Principal Human Resource Officer-Mwirumubi Elizabeth, appointed on 9th April 2014 on ref. CR/D/10063.
- Chief Finance Officer, Nkojo Robert, appointed on 14th February 2007 on letter ref.. CR/D/11417.
- District Engineer, Wakatama Stephen, appointed on 7th July 2006 on ref. CR/D/11403.
- District Education Officer, Rwakaikara Patrick, appointed on 5th August 2011 on ref. CR/156/5
- District Natural Resources Officer, Ruyonga Godfrey Miya, appointed on 20th May 2015 on ref. CR/D/11607.
- District Production Officer- Abigaba Salvatory, appointed on 14th June 2019, on ref. CR/D/10558.
- District Internal Auditor, Ndibalema Rwabuhoro Charles appointed on letter dated 28th June 2012 ref. CR/D/10076.

The HOD positions vacant included;

- District Health Officer
- District Commercial Officer
- District Planner
- District Community Development Officer

There was evidence of an effort where the positions were re-advertised in the newspapers and did not attract substantive people as seen in the New Vision advert dated 28/12/2017 – External Advert 3/2017 and External Advert 1/2018 in the New vision dated on 30th April 2018.

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>There was evidence that all HoDs were appraised as per MoPS guidelines in the previous FY 2018/2019 as follows;</p> <ul style="list-style-type: none"> <li>• Principal Human Resource Officer- Mwirumubi Elizabeth, file no. CR/D/10063, was appraised on 30/8/2019 by CAO.</li> <li>• Chief Finance Officer, Nkojo Robert, file ref. CR/D/10095 was appraised on 15th July 2019 by CAO.</li> <li>• District Engineer, Wakatama Stephen file ref. CR/D/11402 was appraised on 30th August 2019 by CAO.</li> <li>• District Education Officer, Rwakaikara Patrick, file ref. CR/D/11648. was appraised on 30th August 2019 by CAO.</li> <li>• District Natural Resources Officer, Ruyonga Godfrey Miya., file ref. CR/D/11607 was appraised on 30th August 2019 by CAO.</li> <li>• District Production Officer, Abigaba Salvatory file no. CR/D/10558 was appraised on 29th August 2019 by CAO..</li> <li>• District Internal Auditor- Ndibalema Rwabuhoro Charles, file no. CR/D/10076.was appraised on 30/08/2019 by the CAO.</li> </ul>	2
			<p>The HoD who were in acting capacity were also appraised as follows;</p> <ul style="list-style-type: none"> <li>• Acting District Health Officer. -Asiimwe Solomon, file no. CR/D/11744 was appraised by CAO on 30/8/2019.</li> <li>• Acting District Commercial Officer. Mugume Kabango John, file no. CR/D/11220 was appraised by CAO on 30/8/2019..</li> <li>• Acting District Planner, Musinguzi Daniel file no. CR/D/12227 was appraised by CAO on 30/9/2019.</li> <li>• Acting District Community Development Officer. - Monday Christopher(CDO) file no. CR/D/11231 was appraised on 30/8/2019 by CAO.</li> </ul>	
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>82 positions were submitted for recruitment as per letter from CAO to MoPS on ref. CR/156/5 dated on 5th October 2018. This was received by the Local Government Registry on 8th October 2018 and by MoPS. Out of 82, 68 positions were cleared as per the response from the Ministry of Public Service Ref ARC 6/293/05 dated on 10th December 2018. These positions were submitted to the LG DSC and there was evidence that they were considered as seen in the Kabarole District Service Commission external advert 1/2018 dated on April 30th 2018 in New Vision and external advert 2/2018 of New Vision dated on 24th December 2018.</p>	2

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>There were 25 Staff submitted for confirmation and 24 of them were confirmed but one was not because their appraisal was not up to date. There was evidence that the LG DSC considered all staff as follows;</p> <p>In the Minutes of the DSC 278th Meeting held on 27th and 28th May 2019, the following staff were confirmed;</p> <p>Works department;</p> <p>Mugenyi Manyiraho Joshua confirmed as Engineering Assistant DSC Minute no. 124/2019, arising out of DSC Min. 33/2018.</p> <p>Mugabo Moses Kindo confirmed as Machine Attendant Min. 125/2019 arising out of DSC Min. 30/2018.</p> <p>Nuwabeine Johnson confirmed as Plant/Grader Operator Min. 126/2019, arising out of DSC Min. 29/2018.</p> <p>Health department;</p> <p>Murungi Richard confirmed as Driver Min. 127/2019, arising out of DSC Min. 46/2018.</p> <p>Mwirumubi Richard confirmed as Driver Min. 128/2019 arising out of DSC Min. 51/2017.</p> <p>Trade department;</p> <p>Rwekamba Patrick confirmed as Asst. Commercial Officer Min. 129/2019, arising out of DSC Min. 36/2018.</p> <p>Natural Resources department;</p> <p>Mujuni Christopher confirmed as Forest Guard Min. 130/2019, arising out of DSC Min. 37/2018</p> <p>Production department;</p> <p>Birungi Richard confirmed as Veterinary Officer Min. 131/2019, arising out of DSC Min. 41/2018.</p> <p>Education department;</p> <p>Nyakana Apollo and Kayondo Fred confirmed as Drivers under Min 132/2019 and arising out of DSC Min. 154/2018(a)</p> <p>Kwikiriza Christopher confirmed as Education Assistant II under Min. 133/2019 arising out of DSC Min. 221/2002.</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"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>There was only one case submitted to the DSC and was considered for disciplinary action as below;</p> <p>Mirembe Clif Richard (CDO), Case-Abandonment of duty, Submission by CAO to DSC Ref. CR/D/11879 dated on 18th April 2019 for dismissal of Mirembe from Public Service for abandonment of duty and should be regarded as having resigned on his own. Personnel File. CR/D/11879. This Case was considered by the DSC under the 278th Meeting held on 27th to 28th May 2019 dated 10th June 2019. Action under Minute 134/2019- He should be severely reprimanded for negligence of duty and persistent absenteeism and be redeployed and activated on payroll.</p>	1
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>There was evidence that 100% of the staff recruited during the previous FY had accessed payroll in two months as detailed in the following;</p> <p>Musinguzi Solomon Musana appointed as Agricultural Officer by CAO in a letter Ref. CR/156/5 dated 28th March 2019 and by DSC under Minute no. 28/2019 from Personnel File no. CR/D/12239. Assumption of duty was on 18th April 2019 and accessed payroll in July 2019 IPPS no. 1041486.</p> <p>Nyakaisiki Florence appointed as Enrolled Nurse in a Letter dated 28th March 2019 Ref CR/156/5 by CAO and DSC Minute 25/2019. Assumption of duty was on 10th April 2019 from Personnel File no. CR/D/12237. She accessed payroll in May 2019 IPPS no. 1040174.</p> <p>Koowe Solomon appointed as Laboratory Assistant in a letter dated on 28th March 2019, Ref. CR/156/5 by CAO and by DSC under Minute 26/2019 from Personnel File no. CR/D/12236. Assumption of duty was on 19th April 2019. Accessed payroll in May 2019 IPPS no. 1040152.</p> <p>Akatukwatsa Jirah appointed as Assistant Animal Husbandry Officer by CAO Letter dated on 4th January 2019 Ref. CR/156/5 and by DSC under Minute 162/2018. Assumption of duty was on 5th February 2019. File number no. CR/D/12231. Accessed payroll in March 2019 IPPS no.1038868</p> <p>Kahunde Oliver appointed as Education Assistant II by CAO in a letter Ref. CR/156/2 dated on 5th March 2019 and by DSC under Minute 23/2019. Assumption of duty was on 8th April 2019 from personnel File no. CR/D/32418. Accessed payroll in May 2019 IPPS no.1040150.</p> <p>Keneema Irene appointed as Education Assistant II by CAO in a letter Ref. CR/156/2 dated on 4th January 2019 and by DSC under Minute no 165/2018(h) Assumption of duty was on 15th February 2019 from Personnel File no. CR/D/32415. Accessed payroll in March 2019 IPPS no.1038812.</p> <p>Kyota Monica appointed as Theatre Assistant by CAO Ref. CR/156/5 dated on 28th March 2019 and DSC under Minute 24/2019. Assumption of duty was on 10th April 2019 from Personnel File no. CR/D/12238. Accessed payroll in May 2019 IPPS no.1040155.</p>	3



Kobugabe Immaculate appointed as Education Assistant II by CAO in a Letter Ref. CR 156/2 dated on 4th January 2019 and by DSC under Minute 165/2018(a) Assumption of duty was on 22nd February 2019 from Personnel File no CR/D/32410. Accessed payroll in March 2019 IPPS no.1038894.

Kobusinge Sarah appointed as Education Assistant II by CAO in a letter Ref. CR/156/2 dated on 4th January 2019 and by DSC under Minute 165/2018(g). Assumption of duty was on 20th March 2019 from Personnel File no. CR/D/32413. Accessed payroll in May 2019 IPPS no.10401181.

Natumanya Rhitah appointed as Education Assistant II appointed by CAO in a Letter Ref. CR/156/2 dated 4th January 2019 and by DSC under Minute 165/2018(e). Assumption of duty was on 25th February 2019 from Personnel File no. CR/D/32412. Accessed payroll in March 2019 IPPS no.1038891.

8	Staff recruited and retiring access the salary and pension payroll respectively within two months	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	There was no evidence that 100% of the staff that retired during the previous FY 2018/2019 had accessed the payroll in two months. There were 4 that retired and only 3 had accessed payroll in two months as in the following;	0
Maximum 5 points on this Performance Measure.		Kabahenda Mary (Head Teacher), date of retirement was on 10/2/2019, accessed payroll in March IPPS no. 564018.	Isingoma Joseph (Head Teacher), date of retirement was on 8/04/2019, accessed payroll in May 2019 IPPS no. 564053.	Kabagambe K. Harriet (Head Teacher), date of retirement was on 30/1/2019, accessed payroll in February 2019 IPPS no. 564051.

**However, one person did not access payroll in two months as in details below;**

Mugowa John (Driver). Date of retirement was on 16/8/2018, accessed pension payroll in March 2019 IPPS no. 748239. His pension was delayed due to the change of the HRO and this had a backlog on the process.

## Revenue Mobilization

The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)

Maximum 4 points on this Performance Measure.

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

The total of OSR realised during FY 2017/2018 amounted to Shs 427,112,115 (after deducting disposal of assets valued at shs 57,650,470) as per page 28 of the audited financial statements for FY 2017/2018. The total of the OSR realised during FY 2018/2019 amounted to Shs 769,923,410 as indicated on page 7 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 26th August, 2019, through letter referenced CR/103/2 and copied to the PS MoLG, RDC and District Chair Person.

There was an increase of Shs 339,811,295 in revenue collection performance i.e shs. 769,923,410 less shs 430,112,115 = shs 339,811,295.

Computation:  $339,811,295 \times 100 = 79\%$

430,112,115

Local revenue increment of shs 339,811.

Good performance in revenue collection was attributed to:

(i) Sensitisation of tax payers on the purpose of paying tax.

(ii) Collection of royalties from the two national parks of Kibaale and Semliki during FY 2018/2019 but the royalties covering two financial years 2017/2018 and 2018/2019.

(iii) Revenue from a commercial property owned by the district on Plot 13 Rukidi III Street in Fort Portal Municipal Council. The property is rented by Post Bank Uganda Limited.

10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>• 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>	<p>The original local revenue budget of the DLG for FY 2018/2019 amounted to Shs 559,500,000 as indicated on page 1 of the approved district budget.</p> <p>The total local revenue collected during FY 2018/2019 amounted to shs 769,923,410 as indicated on page 7 of the FY 2018/2019 financial statements.</p> <p>Computation:</p> $\frac{769,923,410}{559,500,000} \times 100 = 137.6\%$ <p>This translates into a revenue collection beyond the allowable range of +/- 10%.</p> <p>It was explained that revenue realised over and above the budgeted amount for FY 2018/2019 was as a result of a wind fall after vigorous activation of the tourism industry that facilitated the district to collect revenue from foreign tourists especially in Semliki and Kibaale national parks.</p>	0
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<p>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</p>	<p>Kabarole District Local Government comprised of 11 sub counties and 4 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. This was done in compliance with the approved formulae as provided in section 85 and 5th Schedule in the Local Government Act CAP 243.</p> <p>It was noted that sub counties collected the local revenue on behalf of the district and remitted the 35% to the district head quarters as required by the law but retained 65% for each one of them.</p> <p>Sec 85 of LGA (2) CAP 243 "In rural areas, revenue shall be collected by the sub county councils, and a sub county council shall retain 65%, or any other higher percentage as the district council may approve, of the revenue collected by it and pass the remaining percentage over to the district".</p> <p>In respect of the above, the sub counties remitted shs 45,597,130 to the district as 35% component due to the district detailed as follows:</p> <p>No. Sub county Amount in shs</p> <ol style="list-style-type: none"> <li>1. Karambi 5,393,500</li> <li>2. Mugusu 1,823,460</li> <li>3. Kicwamba 14,178,511</li> <li>4. Hakibale 735,850</li> <li>5. Ruteete 3,305,000</li> <li>6. Karangura 1,096,831</li> <li>7. Kasenda 3,000,000</li> <li>8. Kabende 3,000,000</li> </ol>	2

9. Busoro 2,020,482
  10. Harugongo 10,142,246
  11. Bukuku 901,250
- Total 45,597,130

Amounts remitted to the District Head Quarters were verified and confirmed through the official district receipts acknowledging the 35% component of the local revenue from various sub counties.

Examples:

No. Receipt number Amount in shs Sub county

1. 00363899 of 16th April, 2019 754,789 Kicwamba
2. 00369686 of 24th June, 2019 1,000,000 Mugusu
3. 00369656 of 14th May, 2019 1,779,660 Harugongo
4. 00368522 of 2nd November, 2018 1,223,875 Busoro
5. 00363898 of 10th April, 2019 1,600,000 Karambi

Examples of local revenue accrued from Royalties transferred to LLGs during FY 2018/2019:

(i) Shs 42,020,685 was remitted to Busoro sub county on payment voucher number 24065579 dated 19th June, 2019.

(ii) Kasenda sub county received shs 74,288,521 on payment voucher number 24065577 dated 19th June, 2019.

Examples of local revenue accrued from the Local Service Tax transferred to LLGs at 65% during FY 2018/2019:

(i) Shs 2,323,301 was transferred on voucher number 23016731 dated 6th May, 2019 to Harugongo sub county.

(ii) Shs 2,473,708 was transferred to Karambi sub county on voucher number 23016729 dated 6th May, 2019 as 65% remittance in respect of the LST.

(iii) Mugusu sub county received shs 3,990,000 on voucher number 23016727 dated 6th May, 2019 as 65% on LST.

(iv) Kiko Town Council received shs 457,990 on voucher number 22482475 dated 25th March, 2019. In total, shs 25,669,310 was remitted to LLGs as 65% accrued from the Local Service Tax.

11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The DLG spent shs 78,180,000 on Council allowances and emoluments during FY 2018/2019 as extracted from the District Accounts Analysis Report pages 15, 23, 33 and 45 for FY 2018/2019.</p> <p>The local revenue realised during FY 2017/2018 amounted to shs 430,112,115 as reflected on page 28 of the FY 2017/2018 audited DLG financial statements.</p> <p>Computation:</p> $78,180,000 \times 100 = 18.1\%$ $430,112,115$ <p>Payment of allowances and emoluments was effected within the 20% limit.</p>	2
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## Procurement and contract management

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence that the District had the position of a Senior Procurement Officer and Procurement Officer substantively filled. The Senior Procurement Officer, - Kabanyaka Christine was appointed on letter Ref. CR/D/11507 dated 11th May 2017 by CAO.</p> <p>The Procurement Officer- Byaruhanga Robert, file no. CR/D/12233 was appointed on transfer on ref. CR/156/5 dated 4th January 2019.</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

There was evidence that the reports of the Evaluation Committee were submitted to the Contracts.

The following 5 sampled files proved that TEC made recommendations to Contracts Committee;tee as follows.

The TEC report submitted to the Contracts Committee dated 30/08/2019 and duly endorsed by the Contract members, its members, was presented

a) For the Extension of water GFS to Nyakitokole Parish Karangura Sub County under Contract Ref No KABR/513/WRKS/2018-19/00006, EC sitting on 30th/08/2018 recommended Bamuhumbu Water and construction Co LTD, the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 120,008,905.

b) For the Extension of piped water to Muhoire & Rwenkuba in Nakibale S/C, EC sitting on 2rd/01/2019 recommended Elon Water & Construction Co LTD the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 38,254,200.

c) For the construction of Crop Market facility at Karanca Town Council under procurement Ref No KABR/513/WRKS/2018-19/00020, EC sitting on 25th January, 2019, recommended Daystar Engineering Co LTD and recommended them to be awarded a contract at a contract sum of UGX 26,458,700.

d) For the construction of 2 Classroom Block in Mugusu S/C under procurement Ref No KABR/513/WRKS/2018-19/00002, EC sitting on 30th/08/2018, recommended Kamu Kamu Civil Works LTD the best evaluated bidder and recommended them to be awarded a contract at a construct sum of UGX 78,598. 384.

e) For the construction of Wamuhire Bridge in Harugongo S/C under procurement Ref No KABR/513/WRKS/2018-19/00008, EC sitting on 30th/08/2019, recommended Vesta Enterprises LTD the best evaluated bidder and recommended them to be awarded a contract at a contract sum of UGX 74,419792

TEC Reports presented were based on list of approved Procurement infrastructure projects. Evaluation Committee during FY 2018/2019 presented several reports to the Construct Committee.

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

There was evidence that the Contracts Committee considered recommendations of the respective ECs and provided justifications for any deviations from those recommendations:

The Contracts Committee at its meeting dated 27th September, 2018 attended by 4 out of 5 members, approved 27 TEC recommendations to Contracts Committee

All the TEC recommendations were approved by the CC as evidenced by the following sampled projects;

a) For the Extension of water GFS to Nyakitokole Parish Karangura Sub County under Contract Ref No KABR/513/WRKS/2018-19/00006, CC sitting on 27th/10/2018 under MIN: KDLGCC /04/09/2018 upheld the EC recommendation and awarded a tender to Bamuhumbu Water and construction Co LTD, as the successful bidder at a contract sum of UGX 120,008,905.

b) For the Extension of piped water to Muhoire & Rwenkuba in Nakibale S/C, Contract Ref No KABR/513/WRKS/2018-19/000018 the CC sitting on 6th/02/2018 under MIN: KDLGCC /79/02/2018 upheld the EC recommendation and awarded a tender to Elon Water & Construction Co LTD as a successful bidder at a contract sum of UGX 38,254,200.

c) For the construction of Crop Market facility at Karanca Town Council under procurement Ref No KABR/513/WRKS/2018-19/00020, the CC sitting on 6th/02/2019 under MIN: KDLGCC /81/02/2019 upheld the EC recommendation and awarded a tender to Daystar Engineering Co LTD at a contract sum of UGX 26,458,700.

d) For the construction of 2 Classroom Block in Mugusu S/C under procurement Ref No KABR/513/WRKS/2018-19/00002, the CC sitting on 27th/09/2018 on MIN: KDLGCC/02/09/2018 upheld the EC recommendation and awarded a tender to Kamu Kamu Civil Works LTD the best evaluated bidder at a construct sum of UGX 78,598. 384.

e) For the construction of Wamuhire Bridge in Harugongo S/C under procurement Ref No KABR/513/WRKS/2018-19/00008, the CC sitting on 6th/02/2019 under MIN: KDLGCC /06/02/2018 upheld the EC recommendation and awarded a tender to Vesta Enterprises LTD as the best evaluated bidder at a contract sum of UGX 74,419,792.

From the 5 sampled EC evaluation report to the CC we therefore confirm that CC approved TEC evaluation reports.

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

There was evidence that the procurement and Disposal Plan for the financial year (2019/2020) covered all infrastructure projects in the approved DLG Annual Work Plan and budget. There were altogether 225 Items listed in a Consolidated DPU Procurement Plan covering all Sectors. For instance, Education 20; Water 6; Health 5; Admin 4 procurement projects etc).

The DPU Procurement Work plan was prepared by Senior Procurement Officer, approved by CAO, submitted to MOF/PPDA on 27th/06/2019 and acknowledged by PPDA on 15th/07/2019.

The DLG had all major infrastructure projects and all of them appeared in the Procurement Work Plan FY 2019/20

b) Evidence that the LG made procurements in previous FY (2018/19) and in adherence as per plan.

The Contract Register for FY 2018/19 register had a sum total of 98 Procurement projects that were approved by DLG/AWP. Of these 27 major infrastructure procurement projects that the TEC recommended, Contract Committee approved all of them. There was no evidence of deviations in the LG approved the AWP and the Procurement assignment in previous FY 2018/19 as per plan AWP and Procurement.

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

For the FY (2019/2020) the DLG prepared a consolidated District Procurement Work Plan covering all the district sectors with a total of 225 infrastructures and other procurement items in the procurement Plan. The Work Plan was duly prepared by SPO and approved by CAO on 27th June 2019. A copy of the Register was submitted to PPDA that acknowledged receipt on 15th July 2019.

The Contract Register FY: 2019/20 was in place, updated with total of 34 major infrastructure bid documents were prepared and entered into the Contract Register and made ready before 30th August, 2019.



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 District LG had an updated Contract Register for FY: 2018/19

The DLG prepared a consolidated and updated District Procurement Work Plan covering all the district sectors with a total of 238 infrastructures and other procurement items in the procurement Plan. It was prepared by SPO and approved by CAO on 14/01/2019. A copy of the Register was submitted to PPDA that acknowledged receipt on 18th/06/20119.

Sample of 3 Files with complete procurement Activity File are presented:

1. Construction of piped water at Karangura Sub County. Contract No KABR/513/WRKS/18-19/00007. Payment completion Certificate No 1 dated 25th January, 2019 signed by DWO, D. Engineer, DIA and CAO.
2. Repair of 15 shallow wells in S/Cs of Karambi, Kasenda, & Karango Town Council. Contract Ref, KABR/513/WRKS/18-19/00019. Payment completion Certificate No 1 dated 25th/07/2019 signed by DWO, D. Engineer, DIA and CAO. Contractor Elon water & construction Eng Co LTD. Contract value UGX 44,732,000. Start date 31st /11/2018. Completion date 25th July 2019 and handover date 25th July 2019.

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.

Kabarole DLG had adhered with procurement thresholds for the FY 2018/19. The Open bidding and Selective methods were the only methods exercised and were applied appropriately as shown in the sampled files below.

#### Procurement Method Open bidding

1. Reconstruction of 2 Classrooms in in Maguga P/S in Mugusu S/C. Procurement Ref, KABR 513/WRKS/18-19/00002. Contract value was 78,598,384, awarded to Kamu Kamu Civil Works LTD under open domestic method.
2. Extension of water from Karangura GFS to Nyakitokoli Village. Procurement Ref, KABR 513/WRKS/18-19/00006, Contract value 70,674,785, awarded to Bamuhumbu Water and construction Co LTD under open bidding procurement method.
3. Construction of 2 Classroom Block in Mugusu S/C under procurement Ref No KABR/513/WRKS/2018-19/00002, construct sum of UGX 78,598. 384, awarded to Kamu Kamu Civil Works LTD under open bidding procurement method.

#### Procurement Method Selective Bedding

1. Construction of a Crop Market Facility at Karangaura Town Council. Procurement Ref, KABR 513/WRKS/18-19/00019, Contract value UGX 26,458,700, awarded to Contractor Kamu Kamu Civil Works LTD, under selective bidding.
2. Extension of piped water to Muhoire & Rwenkuba in Nakibale S/C, Contract Ref No KABR/513/WRKS/2018-19/000018, contract value UGX 38,254,200. awarded to Elon Water & Construction Co LTD under selective bidding

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	<p>There was evidence that projects for FY 2018/19 were appropriately certified for both interim and completion certificate.</p> <p>The following sampled projects prove the point;</p> <ol style="list-style-type: none"> <li>1. Interim Completion Certificate dated 22 April 2019 for Extension of water from Karangura GFS to Nyakitokoli Village. Procurement Ref, KABR 513/WRKS/18-19/00006. Contract value was 70,674,785. Start date: 22nd October, 2018 and Completion date 22 April 2019. Interim Certificate signed by Auditor, District. Engineer and CAO (date 25th/02/2019).</li> <li>2. Practical Completion Certificate dated 22 April 2019 for Reconstruction of 2 Classrooms in in Maguga P/S in Mugusu S/C. Procurement Ref, KABR 513/WRKS/18-19/00002. Contract value was 78,598,384. Start date: 22nd October, 2018 and Completion date 22 April 2019. The Certificate was signed by Auditor, District. Engineer and CAO (date 25th/02/2019).</li> <li>3. Practical Completion Certificate dated 30th April 2019 for Construction of a Crop Market Facility at Karangaura Town Council. Procurement Ref, KABR 513/WRKS/18-19/00019. Contract value was 26,458,700. Start date: 22nd October, 2018 and Completion date 30th April 2019. The Certificate was signed by Auditor, District. Engineer and CAO (date 25th/02/2019).</li> </ol>	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>AT visited some of the project at the Extension of Hakibal S/C GFS project site and found the following information; All the Tap-stands had no site board particularly the following;</p> <ol style="list-style-type: none"> <li>1. Tule Parish, Muhoire village tap stand</li> <li>2. Tule Parish, Muhoire Trading Centre tap stand</li> <li>3. Rwenkuba Tap Stand</li> <li>4. Kyrwagonya Parish Two tap stands.</li> </ol>	0

## Financial management

The LG makes monthly and up to-date bank reconciliations

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

Maximum 4 points on this performance measure.

Kabarole District Local Government maintained 8 bank accounts by closure of FY 2018/2019. The district used the IFMS computerised soft ware to prepare the monthly bank reconciliation statements throughout FY 2018/2019 up to 30th September, 2019 at the time of the assessment. All the statements were dully authenticated by relevant authorities namely; the official who prepared the statements, the CFO as head of Finance and CAO as Accounting Officer up to 30th September, 2019.

Examples on reconciliations: (i) Account number 1300046416 for the District maintained by Bank of Africa Youth Livelihood Programme (YLP), Fort Portal branch. The reconciled balance on 31st July, 2019 was shs 76,372,105;

(ii) The District UNICEF account reconciled balance on 31st August, 2019 was shs 2,395,733 account number 0905000389 with Bank of Africa Fort Portal branch;

(iii) The TSA Account number 005130528000000 with Bank of Uganda

The reconciled balance was shs 68,000 on 31st August, 2019.

(iv) The District UWEP RECO Account number 1300074458 with the Housing Finance Bank, Fort Portal branch. The reconciled balance was shs 6,756,400 on 30th June, 2019.

(v) The District General Fund Account number 1300043032 with the Housing Finance Bank, Fort Portal branch. The reconciled balance was shs 156,830,836 on 31st January, 2019.

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

- 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.

The district of Kabarole 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.

For Example: (i) M/s K. David and Friends Limited was paid shs 74,011,297 on voucher number 24288042 of 24th June, 2019 for up grading of Nyantabooma from HC II to HC III. Receipt number 224 dated 28th June, 2019 for shs 74,011,297 was issued to the district by the service provider

The initial request for payment was submitted on 20th June, 2019 and certification was done on 21st June, 2019. Average of 2 days.

(ii) A payment request was submitted on 27th May, 2019. Certification and approval of the payment was done on 17th June, 2019. Payment was effected against voucher number 23899880 dated 24th June, 2019, to M/s Wasswa and Sons for repair of vehicle registration number LG 0131 – 14 Nissan Hard Body. Average of 30 days.

(iii) Kagu Construction Company Limited was paid shs 50,808,735 on voucher number 22668568 dated 8th April, 2019 in respect of roofing and finishing stages for renovation and extension of staff house at Nyabuswa HC II in Mugusu sub county. Payment was initiated on 8th February, 2019 and was approved on 22nd February, 2019. Average of 2 months.

(iv) The National Water and Sewerage Corporation was paid shs 81,720,014 on voucher number 24288036 of 24th June, 2019 in respect of extension of water pipes to Masongora in Masongora parish. Payment was initiated on 10th June, 2019 and approved on 14th June, 2019. Receipt number 2082385 dated 9th July, 2019 was issued by NW&SC to the district. Average 5 days.

(v) M/s Namago Investments Limited was paid shs 17,702,937 on voucher number 24314637 dated 24th June, 2019 in respect of construction of a chain link fence around Nyabuswa Health Centre III in Mugusu sub county. Receipt number 011 dated 27th June, 2019 was issued by the contractor to the district. Average of 14 days.

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The DLG had a substantive District Principal Internal Auditor in the names of Mr Ndibalema Rwabuhoro Charles who was appointed on 04/10/2006 under minute DSC Min.388/2006. The CAO's letter referenced CR/D/10076 and dated 28th June, 2012 confirmed the position of Mr Ndibalema as District Principal Internal Auditor on promotion from the position of Senior Internal Auditor</p> <p>The LG had the Internal Audit Department functional in accordance with the LGA CAP 243 section 90 and the Local Governments Procurement Regulations.</p>	1
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Quarterly Internal Audit Reports for FY 2018/2019:</p> <p>Quarter Date of report Reference</p> <p>Quarter 1 26th October, 2018 AUD/251/3</p> <p>Quarter 2 22nd January, 2019 AUD/251/3</p> <p>Quarter 3 23rd April, 2019 AUD/251/3</p> <p>Quarter 4 29th July, 2019 AUD/251/3</p> <p>It was noted that all the quarterly internal audit reports were produced within the prescribed time frame. Copies of the reports were circulated to:</p> <p>PS MoLG, PS MoFPED, Internal Auditor General, CAO,RDC, Chair Person LGPAC, CFO and OAG – Western Region.</p>	2

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.

Information to Council and LG PAC on Internal Audit Queries raised during FY 2018/2019:

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

28 28 00

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

Quarter One:

(i) Delayed banking of local revenue collections totalling shs 16,617,624;

(ii) Unaccounted for expended amount totalling shs 229,000,094.

Quarter Two:

(i) Delayed remittance of the 35% of local revenue to the HLG/District amounting to shs 16,617,624;

(ii) Unaccounted for expended amount totalling shs 229,000,094.

(i) COUNCIL:

There was no evidence that Council met to review quarterly reports and queries raised by the Internal Audit during FY 2018/2019. There were no minutes as an indication that Council met to discuss the quarterly reports.

At the time of the assessment, preparations were being made to hold a Council meeting on Thursday, 31st October, 2019. Review of the LGPAC reports inclusive of the quarterly internal audit findings were noted as part of the Agenda under item 10 referenced COU/212/1 and dated 24thOctober, 2019.

(ii) LGPAC:

The LGPAC meeting held on 10th September, 2019 reviewed and discussed all the four quarterly internal audit report for FY 2018/2019 under reference minute COU/214/1

It was noted that implementation of the audit findings by the internal audit through the quarterly reports were not timely addressed by both Council and the LGPAC. There were delays in reviewing the reports allegedly due to lack of funds.

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 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.</li> </ul>	<p>Action by the Accounting Officer, LG PAC on Internal Audit Queries raised during FY 2018/2019:</p> <p>Quarter Date of submission Reference for report review</p> <p>Quarter 1 26th October, 2018 Delivery Book</p> <p>Quarter 2 22nd January, 2019 Delivery Book</p> <p>Quarter 3 24th April, 2019 Delivery Book</p> <p>Quarter 4 7th August, 2019 Delivery Book</p> <p>Whereas the Accounting Officer received the quarterly internal audit reports, review of the submitted reports was not timely done.</p>	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"> <li>• 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</li> </ul>	<p>The DLG did not maintain a detailed and updated Assets Register as a requirement in accordance with the format provided in the LG Accounting Manual at the time when the assessment was conducted.</p> <p>Assets acquired during the FY2018/19 were manually recorded in counter books which did not follow the format provided in the Local Governments Accounting Manual 2007.</p> <p>Print outs of the partly computerised Assets Register indicated gaps that required to be immediately addressed.</p>	0
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"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>The 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

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>In the meeting held on <b>23rd Aug 2018</b> and discussed under <u>Minute no KAB.COU 218/08/18</u> was the presentation and discussion of sectoral committee reports with the following deliberations; The committee recommended that the office of the CAO should avail an audit report on the supply of coffee. On works, the rehabilitation of shallow wells and water extension to Busoro and Bubandi works be done using Forced On Accounts instead of contracting as the works were scattered and needed repairs in different sections. From finance, there was a proposal</p>	2
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for fees to be charged on trading licences on different trading operations. Gender and community development came up with a recommendation on registration fees for community development projects.

During the meeting held on **31st October 2018** and discussed under MIN KAB COU 230/10/18, the following were discussed; the committee recommended that all implementing partners should ensure that their work plans and budgets were incorporated in the District work plan and also report timely to their line sector for information sharing. Also that proper launching of projects funded under Youth Livelihood Programme and Uganda Women Entrepreneurship Programme be done at Sub county level as had earlier been done before implementation takes off. From gender, it was recommended that a conducive place within the District complex be earmarked to cater for breast feeding mothers including the general public. From works and roads, whenever municipality, division and/or town councils use the District equipment, they should contribute directly to the pre-qualified supplier for spare parts such as blades instead of paying to the District general account. Also that grounded vehicles, which the District cannot afford to repair, be boarded off and funds realised be topped up to buy a smaller low bed to be used to move the roller to the field and a service van for the department. From production and natural resources, It was resolved that a stake holders meeting be held to resolve issues in the mining sector.

From education, the committee resolved that in the next FY the District considers construction in schools, Kibyo primary school in Karangura sub county, St. Kizitio in Rutete sub county and Kicwamba SS in Kicwamba sub-county.

From finance, It was reported that a number of contractors were doing shoddy works specifically Rwetera water Project where a faulty transformer had been installed so the committee called for an interface with contractors before work commences. Also a number of sub county chiefs were reported absent from duty station so called for DEC through CAO to take action.

Another meeting was held on **18th December 2018** and under MIN KAB COU 246/12/18 the following were discussed; A detailed update of the recovery status be produced by the Youth Livelihood program by the focal person and be distributed to all District Councillors. From works and roads, Contractors were being urged to adjust their schedules since rains had begun. From Production and natural resources, it was advised that the process of recruitment of staff across the board be quickened for it has negative impact on service delivery.

In a meeting held on **5th March 2018** and discussed under MIN KAB COU 260/03/19, the following were discussed. From finance, they recommended the construction of Kabende sub county headquarters. From gender, it was recommended that there be proper follow up of recovery under Youth Livelihood Program funds. From education, the department was requested to reign over the practice of

accommodation of students during the term 3 as they prepare for PLE. On works, it was lobbying for funds from central government to procure new vehicles. From production, It was recommended that a tree nursery be started at the District level because it was costly to travel to Karuguttu for seedlings.

22

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.

There was a person designated to coordinate response to feed back. This was Nsembo Michael, who was assigned this role on letter ref.CR/223/13 dated 5th July 2018 in which he was assigned duties of a Complaints desk Officer. He received complaints from staff and the general public and followed them to ensure they were handled adequately. For instance;

There was a complaint from farmers on the quality of apple seedlings distributed. The CAO wrote to NAADS in a letter dated 24th April 2019, ref: CR/222/1 rejecting the apple technology delivered by Farmsifide enterprises limited.

There were allegations brought in from the public on the operations of the town council on issues such as laxity in supervision, mismanagement of property tax and alleged financial mismanagement for the period 2017/2018. The CAO then officially wrote to the concerned individuals.

1

22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The LG had a system for recording, investigating and responding to grievances. For instance, all labour related complaints were handled by the labour office and then he/she made referrals to the industrial court. Then the family related complaints were handled by the Probation Officer.</p> <p>There was also the Social audit or joint monitoring; an activity organised by Rwenzori Anti-corruption Coalition where all complaints from the public were registered, compiled and then responsible persons were identified and invited for a meeting in which to address all complaints raised. One such a meeting was held on <b>4th September 2018</b>.</p> <p>There was also an initiative with the Rwenzori anti-corruption Coalition that sat quarterly. Such an interface included the Minister of State for ethics and integrity, CAOs, RDCs and members of the general public. One was held on <b>16th April 2019</b> at Kabarole public library. Another was held on 8th February 2019.</p> <p>The district also had an integrity promotion forum that provided a coordinating mechanism for promoting accountability and effective leadership at District level. This was coordinated by the RDCs' office and one such forum was held on <b>14th September 2018</b>. There was a report from RAC dated 16th July 2018 under ref: CR/101/2 in which a number of issues were raised</p> <p>For evidence of response to feedback and complaints, there was a letter ref: CR/261/2 dated 22nd February 2019 in which 6 cases were handled</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>There was evidence that the LG published the September 2019 payroll and pensioner schedule on the notice board at head office and stamped by the Principal Assistant Secretary.</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>There was evidence that the procurement plan and awarded contracts and amounts were published. These were pinned on the notice board and signed by Kabanyaka Christine on 19th August 2019</p>	1

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>There was evidence that the performance assessment results and implications were published on the procurement notice board and signed by the District Planner. These were also discussed during a meeting held on 19th September 2019 under minute no. MIN.03/09/KAB/DTPC/2019.</p>	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was no evidence of distribution of any guidelines and/or circulars to LLGs</p>	0
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>The LG during the previous FY 2018/19 did not independently conduct discussions with the public to provide feed-back on status of activity implementation but instead worked with other stake holders. For instance there was a baraza organised by the Rwenzori Anti- Corruption Coalition as evidenced by an invitation to CAO's office on ref: RAC09/46/2018 dated 2nd October 2018. The activity was held on 11th October 2018 and attended by a representative from the DLG.</p>	0

### Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>The District Gender Focal Person (DGFP) Ms.Mbabazi Beth provided guidance and support to various departmental sector of the Local Government such as; Management, Health, Education, Community Based Services, Production and Natural Resources in mainstreaming gender in to their departmental and the training was on how to include gender mainstreaming in their work plans and Budget as per the evidenced by report dated 17th April 2019,</p>	2
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The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

- Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability

and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.

The Gender Focal Person (GFP) planned two activities for FY 2019/2020 to strengthen women's roles as evidenced in the Local Government Estimates and these activities were conducting mainstreaming through training leaders, Financial management, proposal writing, resource mobilization and group management techniques and its budget line is UGX 1,500,000 and Mentoring of LLG CBS staff in gender mainstreaming and the budget line was UGX 500,000 on Page 46 of the of the Local Government Draft Estimates FY 2019/2020 and in the departmental budget its page 3 of the work plan and budget

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

Maximum 6 points on this performance measure

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

The District carried out screening of activities and had evidence of ESIA reports and checklist for some of the 5 sampled projects indicated below

Construction of two staff quarter at Nyabuswa Health Centre in Mugusu Sub County Ref: KABI/513/Wrks/18-19/00003 report dated 6th November 2018

and recommendation by the Environmental Officer was planting trees, more improved pit latrines, level the ground ready for planting grass, several pit latrines not in use were demolished to create space

Constriction of two class room blocks at Kasenda P/S KABI/513/Wrks/18-19/00001 report dated 4th October 2018 and the recommendations were to plant trees, level the cart away debris from the excavation site and plant grass to control soil erosion, fine measure to minimise air and noise pollution

Extension of Karungura water system to Nyakitokoli in Karungura Sub County KABI/513/Wrks/18-19/00006 report dated 23rd November 2018, Planting of indigenous tree species ,planting of grass around water tank and tap stands , level soils along the pipe line and plant grass, plant trees along the line to mark the pipe line

Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County KABI/513/Wrks/18-19/00018 report dated 6th March 2019 levelling and filling the excavated top soil and planting trees and grass to protect the pipe line from erosion and on the tap stands to fence and plant grass around

Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County KABI/513/Wrks/18-19/00023 report dated, levelling and filling the excavated top soil and planting trees and grass to protect the pipe line from erosion and around the tap stands to fence and plant grass around

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

Out of the five sampled projects, only four projects were found to have integrated environmental and social management and health and safety plan for the projects and the safety measures. These were;

Construction of two staff quarters at Nyabuswa Health Centre in Mugusu Sub County Ref KABI/513/Wrks/18-19/00003.

Construction of two class room blocks at Kasenda P/S  
Planting trees in the school compound Ref. KABI/513/Wrks/18-19/00001 BoQ Item No 9 planting 25 trees in school compound page 3 cost 200,000

Extension of Karungura water system to Nyakitokoli in Karungura Sub County Ref KABI/513/Wrks/18-19/00006. Page 6 the EO to do EIA scoping of the project

Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00018 Page 1 the Environmental Officer to do EIA scoping of the project

For extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00023 Page 1, the Environmental Officer was to do EIA scoping of the project

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

Only three MoUs for the three water projects were seen. For the other two sampled projects, nothing was provided during the assessment time as mentioned below; The MOU were for the following projects;

Extension of Karungura water system to Nyakitokoli in Karungura Sub Count Ref KABI/513/Wrks/18-19/00006. MoU was signed on 15th May 2019 between Kakindo SDA church and Karungura S/C and Kabarole District Local Government Voucher No 24306591 payment date 21st June 2019

Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00018 Page 1 the EO to do EIA scoping of the project. MoU had been signed on 13th May 2019 between Harriet Kiiza and Hakibale S/C and Kabarole District Local Government Voucher No 23899877 payment date 17th June 2019

Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00023 Page 1 the EO to do EIA scoping of the project. MoU was signed on 27th April 2019 between Singura Danel and Hakibale Sub County and Kabarole District Local Government Voucher No 24261401 payment date 21th June 2019

However, these two sampled projects land ownership could not be ascertained;

Construction of two staff quarters at Nyabuswa Health Centre in Mugusu Sub County Ref KABI/513/Wrks/18-19/00003.

Construction of two class room blocks at Kasenda P/S Planting trees in the school compound Ref. KABI/513/Wrks/18-19/00001 BoQ Item No 9 planting 25 trees in school compound page 3 cost 200,000



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

All completed projects had Environmental and Social Mitigation Certification form completed and signed by the Environmental Officer and CDO , as mentioned below

Construction of two staff quarters at Nyabuswa Health Centre in Mugusu Sub County KABI/513/Wrks/18-19/00003 signed 28th February 2019 certification No 04

Construction of two class room blocks at Kasenda P/S Ref. KABI/513/Wrks/18-19/00001 signed 25th February 2019 certification No 03

Extension of Karungura water system to Nyakitokoli in Karungura Sub County Ref. KABI/513/Wrks/18-19/00006 signed 11th June 2019 certification No 08

Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00018 signed 11th June 2019 certification No 10

Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00023 signed 11th June 2019 certification No 09

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was evidence that the contract payment certificated included prior environmental and social clearance as mentioned below</p> <p>Construction of two staff quarters at Nyabuswa Health Centre in Mugusu Sub County KABI/513/Wrks/18-19/00003 signed 28th February 2019</p> <p>Construction of two class room blocks at Kasenda P/S Ref. KABI/513/Wrks/18-19/00001 signed 25th February 2019</p> <p>Extension of Karungura water system to Nyakitokoli in Karungura Sub County Ref. KABI/513/Wrks/18-19/00006 signed 11th June 2019</p> <p>Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00018 signed 11th June 2019</p> <p>Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00023 signed 11th June 2019</p>	1
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was no evidence to show that the CDO and the Environmental Officer do monthly reporting since there were no reports availed to the assessor by the time of assessment</p>	0

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Human resource planning and management</b>				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>There was evidence that the LG had budgeted for a Head Teacher and minimum of 7 teachers per school</p> <p>According to the LG approved budget FY 2019/2020 extracted on 24th July 2019, Kabarole had a wage bill of 4,954,874,000 for 832 primary teachers for 63 schools giving a ratio of a school to over 12 teachers.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>There was evidence that the LG had deployed a Head Teacher and minimum of 7 teachers per school</p> <p>School level verifications were done, including random review of posting instructions for one teacher in each school to confirm deployment. The findings showed that:</p> <p>Kigarama P/S had 18 teachers (verified using teacher daily attendance register at school, sampled date of 1st October 2019). Random verification of posting instructions for Kiriisa Ssenyonga Robert dated 6th March 2007, ref CR/161/2 confirmed posting to Kigarama</p> <p>Nyakasura Junior school had 17 teachers (verified using teacher daily attendance register at school). Random posting instructions verification was confirmed for Mpanja Sarah to Nyakasura dated 23rd January 2004</p> <p>Kitarasa P/S had 15 teachers (verified using teacher daily attendance register at school). One teacher sampled was Kahuli Conssy, posting instructions to Kitarasa P/S dated 1st May 1994 were confirmed.</p> <p>Kichwamba had 13 teachers (verified using teacher daily attendance register at school). Random verification of posting instructions for Kyakyo Zam dated 18th February 2005 to Kichwamba was confirmed</p>	4

2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision               <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<p>There was partial evidence to show that the LG had filled the structure for primary teachers with a wage bill provision</p> <p>The wage bill of ugx 4.9bn was for 832 primary teachers but currently only 808 teachers are in place as seen from the 2019/2020 teachers staff list as at 30th June 2019. This represents 97% full</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"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>There was evidence to show that the LG had substantively filled all positions of school inspectors as per staff structure</p> <p>The LG has a structure of 2 school inspectors as per the approved structure ARC 135/306/01 dated 18th September 2017</p> <ul style="list-style-type: none"> <li>• 1 Senior Inspector of schools</li> <li>• 1 Inspector of Schools (at county level)</li> </ul> <p>Both positions were filled. The senior inspector of schools is Rujumba Joseph and the Inspector of Schools is Mutembuzi William</p>	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>There was evidence to show that the LG Education department had submitted a recruitment plan to HRM for the current FY. According to Kabarole District Education recruitment plan, addressed to CAO through letter ref Educ/156/5 dated 18th July 2019, the following positions were presented for recruitment by the DEO</p> <p>Deputy Head teachers- 6</p> <p>Senior Education Officers- 9</p> <p>Education assistants- 9</p>	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>Inspectorate structure for Kabarole DLG was filled. There was no need for a recruitment plan.</p>	2

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

Maximum 6 for this performance measure

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

- 100% school inspectors: score 3

There was evidence that all School Inspectors were appraised in calendar year 2018. There were only two School Inspectors as below;

Rujumba Joseph- Senior Inspector of Schools appointed in a letter ref. CR/156/5 dated on 18th March 2010. He was appraised for calendar year 2018 on 02/08/2018 by DEO and signed on 08/08/2018 by CAO. File no. CR/D/11611.

Mutembuzi William- Inspector of Schools appointed on transfer in a letter ref. CR/156/6 dated on 12th April 2018. He was appraised for calendar year 2018 on 3/08/2019 by the DEO. File no. CR/D/12215

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 the calendar year 2018. There were 63 Head Teachers, and a sample of 10 was made as follows;

Kyota Thomas, Head Teacher of Mituuli Primary School, appraised on 17/12/2018 by Sub County Chief and on 9/01/2019 by DEO. Personnel File no. CR/D/31803.

Rwakaija Adolf, Head Teacher of Nyakitokoli Primary School, appraised by Sub County Chief on 31/12/2018. File no. CR/D/30043.

Mwesige Richard, Head Teacher of Mpumbu Primary School, appraised by Sub county Chief on 18/12/2018 and by DEO on 18/12/2018. File no. CR/D/30017.

Kakwezi Harriet, Head Teacher of Harugongo Primary School, appraised by Sub-County Chief on 17/12/2018 and the DEO on 17/12/2018. File no. CR/D/31615.

Kajumba Hellen, Head Teacher of Kichwamba Primary School, appraised on 12/12/2018 by Sub County Chief and on 12/12/2018 by DEO. File no. CR/D/30095.

Kihunde Margret, Head Teacher of Nyansozi Primary School, appraised by Town Clerk on 31/12/2018 and DEO on 29/01/2019. File no. CR/D/30130.

Muhenda Thomas, Head Teacher of Haibaale Primary School, appraised by Sub County Chief on 4/07/2019 and by DEO on 4/07/2019. Personnel File no. CR/D/31617.

Kabajwisa Peluce, Head Teacher of Mugusu Primary School, appraised on 31/12/2018 by Town Clerk and on 31/12/2018 by DEO. Personnel File no. CR/D/31311.

Bright Robert, Head Teacher of Bukuuku Primary School, appraised by Town Clerk on 18/12/2018 and by DEO on 20/12/2018. File no. CR/D/31539. Personnel File no. CR/D/31539.

Ntimba Harriet, Head Teacher of Bagaaya Primary School, appraised on 18/12/2018 by Town Clerk and by DEO on 18/12/2018. File no. CR/D/30027.

6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>There was no evidence that the LG Education department had communicated all guidelines, policies, circulars issued by the national level in the previous FY</p> <p>From the circulars file in the DEO's office for the last FY only one circular no. 12/2018, ref ADM/137/157/01 on 'National efforts to strengthen school health, mass action against malaria and MDD' received by Kabarole DEO on 17th October 2018 was seen</p> <p>However no evidence was seen to show that the education department had communicated this circular to schools</p>	0
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>There was no evidence that the LG Education department had held meetings with primary school head teachers</p> <p>No minutes of meetings with head teachers seen or any other evidence discussing/sensitizing on MoES issued policies, guidelines circulars for last FY</p> <p>Verification visits to the schools of Kichwamba P/S, Kasisi P/S, Nyakasura P/S, Kigarama P/S and Kitarasa P/S did not find any evidence of copies of the said circular nor head teachers able to make concrete recollections.</p>	0
7	<p>The LG Education Department has effectively inspected all registered primary schools<sup>2</sup></p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>There was partial evidence that all licenced or registered schools were inspected. For the 63 UPE and 50 licensed private schools in Kabarole, a total of <b>273</b> inspections for primary schools were conducted for third term 2018, 1st and 2nd term 2019 instead of the expected <b>339</b> representing <b>81%</b> as per reports referenced below</p> <p>According to the third term 2018 schools inspection report dated 5th January 2019, ref Educ/213/4 prepared by DIS, Rujumba Joseph, a total of 72 primary schools were inspected (21 private). Another report dated 5th January 2019 by Harriet Angwena, Education Officer Special needs, 40 primary schools were inspected (7 private)</p> <p>First term 2019 inspection report by Joseph Rujumba date 10th May 2019 ref. Educ/213/5 submitted to CAO had a total of 60 primary schools inspected (10 private). Another report by Harriet Angwena dated 15th April 2019 showed a record of 35 schools inspected (6 private)</p> <p>Second term inspection report dated 31st July ref. Educ/213/5 (please note reference no. repeated), 23 primary schools were inspected (5 private) by Rujumba Joseph. Another report dated 7th August 2019 by</p>	8

Harriet Angwena reaching 15 primary schools (2 private), a third report dated 7th August 2019 by Mutembuzi William reaching 28 primary schools (10 private)

Visits to the 5 sampled schools showed inspections had taken place as seen from school level feedback forms:

Kasisi P/S, Kiko town council had been visited by Mutembuzi William, Inspector of schools on 30th October 2018 for third term 2018, another visit by Mutembuzi William on 15th February 2019 for term 1 2019 and on 28th June 2019 for term 2 2019 by Mutembuzi William, Inspector of schools.

Kigarama P/S, Kiko town council had been visited by Mutembuzi William, Inspector of schools on 3rd October 2018 for third term 2018, another visit by Rujumba Joseph, DIS on 7th February 2019 for term 1 2019 and on 3rd July 2019 for term 2 2019 by Ochoo Joseph, CCT Buhinga

Nyakasura Junior School, Karagwo town council had been visited by Mutembuzi William, Inspector of schools on 11th October 2018 for third term 2018, another visit by Mutembuzi William on 10th April 2019 for term 1 2019 and on 15th June 2019 for term 2 2019 by Karungi Monica, CCT Bukuku

Kitarasa P/S, Karagwo town council had been visited by Kyota Norah, Education Officer on 17th October 2018 for third term 2018, another visit by Ddumba Luke, CCT on 19th March 2019 for term 1 2019 and on 18th July 2019 for term 2 2019 by Rujumba Joseph, DIS

Kichwamba P/S, Kichwamba Sub county had been visited by Kasenene Elizabeth, Senior Education Officer on 9th November 2018 for third term 2018, another visit by Norah Kyota, Education Officer on 22nd February 2019 for term 1 2019 and on 22nd May 2019 for term 2 2019 by Mutembuzi William

8

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

For example in all meetings, a typical agenda had a slot for the DIS. In the meeting of 24th September 2018, attended by 6 education departmental staff, min 30/EDM/SEPT/2018 discussed the third term inspection reports

4



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

Third term 2018 inspection report was received by DES on the 28th May 2019 as seen from the 'Received' stamp by the Commissioner Basic Education Standards, DES

1st term 2019 inspection report submitted to DES as seen from the 'Received stamp' by Commissioner Basic Education Standards, DES. Unfortunately the date on the stamp was too faint to be read.

2nd term 2019 inspection report received by Commissioner Basic Education Standards, DES on 2nd August 2019 as seen from DES acknowledgement note signed by Winnie Kirenda- Secretary and submitted by Rujumba Joseph

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 partial evidence seen that inspection reports were being followed up in the schools sampled.

In all the **5 schools** visited **only Kasiisi** and **Kichwamba** had shown evidence of following up inspection recommendations.

For example in Kasiisi term 2, 2019 inspection on 28th June, the Inspector (Mutembuzi William) had recommended more focus on scheming including supporting two teachers- Twine and Gaba to increase their commitment. This issue was discussed in a staff meeting on 12th August 2019, under minute 23/2019 with a resolution for the two teachers to sit together with the head teacher to do the scheming

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data:               <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>There was evidence that the LG had submitted accurate/consistent school numbers</p> <p>According to the MoES EMIS enrollment data for Kabarole 2019/2020 there were 63 government aided primary schools. This was the same number in the PBS extract of 24th July 2019.</p> <p>A random sample of the following schools were found in both records</p> <p>Bagaya P/S</p> <p>Buhara P/S</p> <p>Bukuku P/S</p> <p>Bunyonyi P/S</p> <p>Burungu 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"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The LG submitted inaccurate/inconsistent data. The MoES enrollment data 2019/2020, Kabarole had total enrolment of 35,395. While the PBS extract had 35,281 for the FY 2019/2020 enrollment</p> <p>A random sample of the following school records showed the difference in enrolment below</p> <p>Bagaya P/S 587 (PBS), 617 (MoES record)</p> <p>Buhara P/S 390 (PBS), 316 (MoES record)</p> <p>Bukuku P/S 801 (PBS), 816 (MoES record)</p> <p>Bunyonyi P/S 518 (PBS), 509 (MoES record)</p> <p>Burungu P/S 379 (PBS), 371 (MoES Record)</p>	0

## Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and pre-sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that the Committee responsible for education met and discussed service delivery. In a meeting held <b>26th June 2019</b>, it noted that enrollment was reducing in government schools. On awarding of PLE best performers, it was agreed that the department works with the standing committee. In the 16th May 2019 report, they discussed about the distribution of desks to Magunga, Nyakitokoli and Kasenda primary schools.</p> <p>During the meeting held on <b>13th February 2019</b>, they noted mismanagement of nutrition funds</p>	2
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10	<p>The LG committee responsible for education met, discussed service delivery issues and pre-sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the education sector committee had presented sector implementation plan for approval by Council. For instance in a meeting held on <b>5th March 2018</b>, under minute no. MIN KAB COU 256/03/2018, the education sector was allocated UGX. 6.3 Billion to construct two class room blocks at Magungu and Kasenda primary schools.</p>	2
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence that all primary schools had functional SMCs</p> <p>Sample of files in the DEOs office showed all schools had SMCs, and in early October a new set of SMCs were inducted for all the 63 schools</p> <p>At school level visits, minutes of (the old) SMC meetings were seen for the last 3 terms. Key discussions were around workplan approval, budget estimates, and accountability for UPE grants among others.</p> <p>In Kasiisi P/S minutes for meeting on 20th September 2018 (third term) attended by 9 members, 15th February 2019 (first term) attended by 7 members, 29th July 2019 (second term) attended by 7 members were seen</p> <p>In Kigarama Boys P/S minutes for meeting on 4th September 2018 (third term) attended by 10 members, 14th February 2019 (first term) attended by 9 members, 6th June 2019 (second term) attended by 12 members were seen</p> <p>In Nyakasura Junior minutes for meeting on 19th October 2018 (third term) attended by 12 members, 28th February 2019 (first term) attended by 11 members, 4th July 2019 (second term) attended by 11 members were seen</p> <p>In Kitarasa P/S minutes for meeting on 21st September 2018 (third term) attended by 8 members, 22nd February 2019 (first term) attended by 8 members, 7th July 2019 (second term) attended by 12 members were seen</p> <p>In Kichwamba P/S minutes for meeting on 31st October 2018 (third term) attended by 9 members, 1st March 2019 (first term) attended by 12 members, 11th June 2019 (second term) attended by 12 members were seen</p>	5

12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p> <p>There was evidence to show that the LG had publicized all schools receiving non-wage grants</p> <p>On the district notice board there was a notice titled 'Kabarole district local government UPE, secondary and tertiary releases 2018/2019', stamped by the CAO. This provided a record of all schools and non-wage transfers in different quarters of last FY</p> <p>Additionally all the 5 sampled schools had publicized non-wage transfers on the head teachers office walls for the last FY</p>	3
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### Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p> <p>There was evidence that the sector had submitted procurement in put to the Procurement Unit on time, by April 30th:</p> <p>According to the Kabarole DLG user department procurement work plan, the DEO, Rwakakara Patrick submitted a procurement plan detailing construction and supplies requests on the 15th April 2019 and received by Byaruhanga Robert from the procurement unit on the same day</p>	4
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### Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The LG Education departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>For Example:</p> <p>(i) A payment request was submitted on 26th April, 2019. Certification and approval of the payment was done by DEO on 6th May, 2019. Payment against voucher number 23324707 was done on 21st May, 2019. Payment was made to M/s Kamu Kamu Civil Works for shs 20,693,797 for construction of a 2 at Magunga Primary School in Mugusu sub county. Average of 5 days.</p> <p>(ii) M/s International Company Limited was paid shs 71,793,308 for construction of a class room block at Kasenda Primary School on interim certificate number 01. Voucher number 22215632 dated 14th March, 2019. Initiation for payment was done on 26th February, 2019 and approval by DEO on 27th February, 2019. Average of 8 days.</p> <p>(iii) Initiation of payment was done on 25th September, 2019 and approval by DEO effected on 5th October, 2019. Payment was effected on 5th October, 2019 per voucher number 8586 in respect of retention funds for construction of Masojo VIP latrine. Average of 10 days.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was no evidence that the department submitted the annual performance report as well as quarterly reports for the previous FY 2018/19 to the planner for consolidation by 15th of July.</p>	0

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year               <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>Action on queries raised by the Internal Auditor during FY 2017/2018:</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>06 05 01</p> <p>The Internal Auditor raised no query in quarter one; 6 queries in quarter two; no query in quarter three and no query in quarter four in FY 2018/2019. There were in total six queries that were raised during the year out of which five were addressed and one query remained pending. The letter dated 24th June, 2019, under reference CRD/101/1 from the Education Officer to the CAO was verified as supporting evidence.</p> <p>Some of the queries raised by the internal auditor included among others the failure by many primary schools to provide lightening arrestors to the school buildings; high pupil desk ratio, lack of adequate pit latrines to cater for the large numbers of pupils.</p>	0
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## Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There was evidence that the LG Education department in consultation with the gender focal person had disseminated gender guidelines</p> <p>A report of training of senior women and senior men teachers on the 12th of October 2018 was seen. The training was on roles and responsibilities. This was attended by 109 members.</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"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>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>	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"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>There was evidence that the School Management Committees met the guideline on gender composition. All the 5 schools visited fully met the requirement of at least 2 women among the foundation body representatives as per the Education Act 2008 as shown below</p> <p>Kasiisi P/S old SMC (previous FY) had 12 members of which 3 were women, all part of the Foundation body)</p> <p>In Kigarama Boys old SMC (previous FY) had 12 members of which 3 were women. 2 of the women were part of the Foundation body.</p> <p>In Nyakasura Junior old SMC (previous FY) had 12 members of which 4 were women. 2 of the women were part of the Foundation body.</p> <p>In Kitarasa P/S old SMC (previous FY) had 12 members of which 3 were women. 2 of the women were part of the Foundation body.</p> <p>In Kichwamba P/S old SMC (previous FY) had 12 members of which 3 were women. 2 of the women were part of the Foundation body.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was evidence that the LG Education department in collaboration with Environment department had issued guidelines on environmental management to the schools</p> <p>According to minutes of a meeting of KADIPSHA (Kabarole District primary schools Head teachers Association) held on 26th September 2018 at Kitumba district council chambers, min 5/9/18- planting of trees to improve school environment was discussed in detail including passing a resolution for head teachers to provide the DEO updates on the same in their termly reports.</p> <p>Reports from 5 schools of Kiamara, Kiburara, Mituuli, Mt. Gessi and Mt. of the Moon provided updates of tree planting in their 1st term 2019 reports to the DEO</p>	1

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions:</li> </ul> <p>Score 1</p>	<p>There was evidence that all school infrastructure projects were screened using the checklist for screening of projects</p> <p>There were two primary school projects for the last FY.</p> <p>2 classroom block at Kasenda primary school. Environmental screening report that included risks and proposed mitigation was seen, dated 4/10/2018 prepared by Kanyiginya Eunice, Environment Officer</p> <p>Another project was 2 classroom block in Magunga primary school. Environmental screening report dated 2nd January 2019 by Kanyiginya Eunice, Environmental Officer was seen</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with:</li> </ul> <p>Score 1</p>	<p>There was evidence that the environment officer and the CDO had visited the sites to check whether the mitigation plans were complied with</p> <p>The Kasenda 2 classroom joint site visit report dated 25th February 2019 signed by CDO, Mbabazi Beth and Kanyiginya Eunice was seen</p>	1



No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 - 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>There was evidence that Kabarole DLG had filled the structure for PHC workers with the wage provided.</p> <p>3,460,020,013/= had been provided for salary for health workers in the FY 2019/2020 (Approved Performance Contract, Page 14)</p> <p>According to the approved structure at the DHO office and reference to the sector grant and budget guidelines FY2019/20 (page 17), the district had an approved staffing structure of 364 staff in the health department. 329 positions were currently filled, hence a staffing of 90.38%.</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the health department submitted a comprehensive recruitment plan to HRM for this current FY 2019/20.</p> <p>A letter submission from DHO (ref: Health/156), stamped and dated, 23rd July 2019, and received by Central registry on 24th July 2019, was seen. As per wage analysis seen:</p> <p><b>Wage approved FY2019/20:</b> Ugx. 3,460,020,013</p> <p><b>Wage expenditure FY 2018/19</b> Ugx. 3,328,391,000</p> <p><b>Available wage for recruitment:</b> Ugx. 131,629,013</p> <p>The plan proposed recruitment of 6 new position at an annual cost of 165,202,944/= and recruitment of 5 additional staff on replacement of staff who retired (2) or are due to retire (3).</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 facilities in-charges were appraised in the previous FY 2018/2019. There were 23 health facilities and a sample of 10 was done as follows;

Tuhaise Priscilla (Clinical Officer) of Kijura Health Centre III, appraised on 29/08/2019 by Sub County Chief. File no. CR/D/11425.

Rusoke George (Clinical Officer) of Kidubuli Health Centre III, appraised on 26th June 2019 by Sub County Chief. File no. CR/D/11038.

Musinguzi Andrew Balinda (Senior Clinical Officer) of Kaswa Health Centre III, appraised by the Sub County Chief on 8/07/2019. File no. CR/D/11330.

Gumisiriza Moses (Enrolled Nurse) of Nyabuswa Health Centre III, appraised by the Sub County Chief on 8/07/2019. File no. CR/D/12051.

Mugisa Thomas (Clinical Officer) of Ruteete Health Centre III, appraised by Sub County Chief on 03/07/2019. File no. CR/D/11772.

Natukunda Paul (Clinical Officer), of Nyantabooma Health Centre III, appraised By Town Clerk on 12/07/2019. File no. CR/D/11014.

Kansiime Stella (Enrolled Nurse), of Nyakitokoli Health Centre II, appraised by Sub County Chief on 02/07/2019. File no. CR/D/11241.

Katamagi Victoria (Enrolled Nurse), Kahangi Health Centre II, appraised by Sub County Chief on 24/06/2019. File no. CR/D/11800.

Mugume Jimmy Belvin (Enrolled Comprehensive Nurse) of Nsorro Health Centre II, appraised by Sub County Chief on 01/07/2019. File no. CR/D/11514.

Magezi Jackson (Clinical Officer), of Bukuuku Health Centre IV, appraised by the DHO on 12/07/2019. Personnel File no. CR/D/10285.

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 health workers had been deployed in line with lists submitted with the budget for the current FY.

At Kiguma HCII, PBS had 8 staff while staff list had 6 staff

Bukuku HCIV PBS had 53 staff, while health staffing was 49.

Nyabuswa HCIII: PBS had 17 staff while Staff list also had 17 staff

Karambi HCIII: PBS had 17 staff while actual staff list had 19.

The DHO explained that the changes noted were due to inter-facility transfers that occurred after PBS list was made. In addition, at Bukuku HCIV, 2 staff were away for study leave, 1 serves as acting DHO and 1 staff was still on interdiction.

## 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 evidence that the DHO communicated guidelines to health units, though late!

The DHO availed copies of letters to in-charges informing them to pick these guidelines and discuss them during staff meetings e.g. Sector Grant and budget guidelines 2019/20 (letter dated 28th June 2019), Medical waste management guidelines (Letter dated 28th June 2019) and National Sanitation and Hygiene guidelines (letter dated 15th January 2019).

The DHO also shared Sector Grant and Budget Guidelines FY2019/20 on the health whatsapp forum (seen; shared on whatsapp on 3rd July 2019). At the health facilities, incharges acknowledged receipt of these guidelines. This was noted to be late.

Although the in-charges acknowledged reading and referring to the sector grant and budget guidelines shared on WhatsApp, none had printed them for easy access.

The district and health facility in-charges were encouraged to print hard copies for filing and easy reference.

0

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The DHO held one meeting with facility in-charges (on 12th June 2019 at DHO boardroom). Whereas the meeting discussed performance and updates from various technical areas, there was no evidence that the meeting discussed and explained key guidelines, policies or circulars.</p>	0
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The DHT supervised HCIV and hospitals quarterly last year. The district had 2 PNFP hospitals and 1 HCIV. These include Bukuku HCIV, Kabarole Hospital and Virika Hospital.</p> <p>Review of the 4 quarterly supervision reports showed:</p> <p>Quarter 1: Supervision was done on 13th-17th August 2018, report dated 28th August 2018 (1HCIV, no hospitals)</p> <p>Quarter 2: Supervision was done on 19th – 23rd November 2018, report dated 23rd November 2018 ( No HCIV, 2 hospitals)</p> <p>Quarter 3: Report dated 28th March 2019 ( 1 HCIV, 2 hospitals – All visited.)</p> <p>Quarter 4: Supervision was done on 21st – 27th May 2019, report dated 27th May 2019 ( 1 HCIV, 1 hospital – Virika Hospital)</p> <p>Therefore, the HCIV and Virika Hospital were supervised 3 times, and Kabarole Hospital was supervised 2 times.</p>	0

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

This was evidence that the HSD has supervised lower level units during the previous FY. Stamped summary copies of supervision findings were shared with the DHO and these were availed to the supervision team. These 4 summary reports (action plans) were all submitted on 23rd October 2019.

3 facilities were visited. Only 2 out of these 3 facilities (67%) were supervised last year, as per supervision reports at the HSD (Bukuku HCIV)

Nyabuswa HCIII - 11th October 2018 and 24th May 2019. (Recommendations as per facility Support supervision book included repair of water tap, need for more beds for admission and completion of fencing of the health facility)

Karambi HCIII - 28th February 2019 and 22nd May 2019 ( recommendations as per facility support supervision book included proper documentation in vaccine control book, staff encouraged to improve documentation)

There was no evidence that Kiguma HCII was supervised. It was not included in the submitted reports and the supervision book could not be accessed as the in-charge was away from station!

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

Maximum 10 points for this performance measure

- 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

There was evidence that all quarterly reports had been discussed and recommendations obtained.

DHT meeting on .4th September 2018 under min2/09/2018 discussed quarter 1 supervision findings (lack of porters in Kabende and Nsorro hCs, absenteeism of staff, irregular staff meetings and lack of annual leave rosters in 30% of the facilities visited)

A DHT meeting on 18th December 2018 discussed Quarter 2 supervision findings under min2/12/2018 (Nonfunctional QI committees found at Nyabuswa and Kabende HCIIIs, Absenteeism of staff at Nyantabooma HCIII, stock out of mosquito nets at Kijura HCII, faulty water purifier at Virika Hospital and lack of laboratory staff at Kabende HCIII)

A DHT meeting held on 9th April 2019, discussed quarter 3 supervision findings under Min2/04/2019 (No data display at facilities, staff absenteeism and late coming, among others)

A DHT meeting held on 4th June 2019 discussed quarter 4 supervision findings under min2/06/2019 (staff not yet appraised, pending accountability and absenteeism)

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

Maximum 10 points for this performance measure

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

There was evidence that recommendations were followed up and specific actions taken.

During DHT meetings, the action points of the previous meetings (including actions from supervision) are reviewed to track progress. This was done under review of previous minutes section.

During a DHT meeting that sat on 4th September 2018, the poor sanitation and leadership gap at Nyantabooma and Mugusu HCIII was discussed. A recommendation to change incharges was made and new incharges were subsequently posted by the CAO.

Following supervision and discussion of findings that 3 HCIIIs were sharing pit latrines with the parishes (Bwanika, Ibaale and Rubingo HCIIIs), a submission was made to the sectorial committee (on 18th May 2019) under min 3.1/18/5/2019 (health department report). At the council meeting, it was agreed that construction of pit latrines at these health facilities is prioritized for funding.

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

Maximum 10 for this performance measure

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

There was evidence that the LG submitted accurate and consistent data of list of facilities receiving PHC funding.

According to DHIS2 list of facilities, 36 facilities submitted HMIS reports to DHIS2 (under Kabarole district). Of these, 8 were private for profit facilities that don't receive PHC. 5 facilities were PNFP (NGO) facilities. Hence, 23 facilities were Public/government facilities.

According to list of facilities that receive PHC funding, all 23 public/government facilities were consistently included.

In addition, 4 out of 5 NGO facilities receive PHC funding.

2 NGO hospitals, Virika Hospital and Kabarole hospital receive PHC funding under Kabarole district. These submit HMIS reports though their reports were captured under Fort Portal Municipal Council.

Therefore, all facilities that received PHC funding in Kabarole district submitted HMIS reports.

9	<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence that the Council Committee responsible for Health met and discussed service delivery. In a meeting held <b>26th June 2019</b>, the committee discussed about the outbreak of Ebola and how the District was prepared to handle. The committee also deliberated on the target age group for the measles rubella immunization ahead of the upcoming national exercise. In the 16th May 2019 report, here they recommended that a 2 stance V.I.P latrines be constructed at Bwanika, Rubingo and Ibaale HC IIs.</p> <p>During the meeting held on <b>13th February 2019</b>, they discussed about the issue of missing drugs at Kasenda HC II that was still under investigation by the state house</p>	2
9	<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>During a Council meeting held on <b>11th May 2018</b>, under <u>minute no. MIN KAB COU/ 193/05/18</u>, the health sector received 360M as PHC development to support construction of a maternity ward at Nyantabooma HC III and Karangura HC II and also received support from MoH under global financing facility to construct a maternity center at Kiguma HC II. The department was also allocated 2.4 Billion shillings to fill two positions of As. DHO, recruit a Dental Officer , Dispenser and Theatre Assitant for Bukuku HC IV.</p>	2

The Health Unit Management Committees and Hospital Board are operational/functioning

Maximum 6 points

Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):

- If 100% of randomly sampled facilities: score 6
- If 80-99 %: score 4
- If 70-79: %: score 2
- If less than 70%: score 0

There was evidence that health facilities had functional HUMCs.

4 facilities were sampled and visited.

**Bukuku HCIV** – 19 members. Functional and met quarterly. During the quarter 3 meeting that sat on 29th March 2019, under min134/03/HSD/2019, the committee discussed use of resources from Baylor and Enabel, need for painting, and challenges such as lack of accommodation, and no kitchen for maternity ward.

**Kiguma HCII** (5 members) – Functional and met quarterly. Minutes of meeting held on 13th September 2019, under minute KHC/Min/011/2019 discussed resources for land expansion, and funds for facility locks to improve security. In addition, the meeting resolved to have a management meeting with all staff before the end of the year (date had not yet been decided)

**Nyabuswa HCIII** ( 7 members) During the quarter 2 meeting that sat on 20th December 2019, discussed construction of staff house, use of electricity and allocation of PHC (1,860,000/= received).

**Karambi HCIII** (7 members) During the quarter 1 HUMC meeting that sat on 4th October 2018, the committee discussed PHC fund releases which were delayed, resources for HUMC function were inadequate and review performance of the key service delivery indicators.

The LG has publicised all health facilities receiving PHC non-wage recurrent grants

Maximum 4 for this performance measure

- 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

There was evidence that the district had publicized all health facilities receiving PHC NWR grants.

The FY 2018/19 quarter 4 PHC releases for health units were displayed on the general noticeboard at the office of the DHO, showing both NGO and public facilities.

At the facilities visited, PHC releases were displayed at Karambi HCIII (2,200,000/= received for quarter1 FY2019/20, displayed on 20th September 2019), and Nyabuswa HCIII (1,930,000/= received for quarter 4 FY2018/19, displayed 3rd June 2019), and at Bukuku HCIV, (15,143,754/= was received)

## 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"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>There was evidence of timely submission of health sector inputs to the LG procurement plan before 30th April, 2019. The Procurement Plan for FY: 2019/20 containing all approved Health AWP procurement items was duly submitted to DPU on 25th April, 2019 and counter signed by Accountant Health Department, DHO and SPO. The submission was therefore done before the deadline of 30th April 2019.</p>	2
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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"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>The Health Department submitted Procurement Request (LG PP Form I) to DPU on time on 5th June 2019. This was signed by DHO, Health Department Accountant and the CAO. The submission was therefore done before the end of first quarter and as such was on time.</p>	2
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13

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

Maximum 4 for this performance measure

- 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 K, David and Friends Ltd was paid shs 137,045,015 on voucher number 24306597 of 6th June, 2019 in respect of construction for upgrading Nyantabooma from Health Center II to Health Centre III.

Initiation of payment was done on 26th June, 2019 and approval by DHO effected on the same day. Average of 3 days.

(ii) A payment request was submitted on 10th June, 2019, certification and approval by DHO done on 17th June, 2019. Actual payment was effected to M/s Ahiwa Company Limited for shs 8,541,545 on voucher number 24314643 dated 24th June, 2019 in respect of construction a three stance emptiable pit latrine with bath room at Kasenda Health Center III. Average of 14 days.

(iii) The actual payment to M/s Namago Investments Limited was done vide voucher number 24314637 dated 24th June ,2019 for shs 17,702,927 in respect of chain link fence around Nyamuswa Health Center III in Mugusu sub county. Initiation of payment was done on 10th June, 2019 and approval by DHO effected on 10th June, 2019. Average of 14 days.

4

## Financial management and reporting

14

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

Maximum 4 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 4

There was no evidence that the Health department submitted annual performance report as well as quarterly reports for the previous FY 2018/19 to the Planner for consolidation.

0

15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul>	<p>Action taken 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> <p>07 06 01</p> <p>The Internal Auditor raised no query in quarter one; nil queries in quarter two; nil query in quarter three and 7 queries in quarter four during FY 2018/2019. There were in total seven queries that were raised during the year out of which six queries were addressed and cleared as one query was still pending at the time of the assessment.</p> <p>Response to the queries was done through the acting DHO's letter dated 13th September, 2019 under reference Health/251/1 which cleared all the six queries leaving one regarding the minimal supplies of medicaments and equipment to health facilities in the district.</p> <p>Other quarter four queries covered:</p> <p>i) Poor book keeping at health facilities;</p> <p>ii) Late submission of monthly management reports;</p> <p>iii) Delayed accountability of funds totaling shs 331,297,352;</p> <p>iv) Lack of PHC support to the newly opened health facilities by the National Medical Stores.</p>	0
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### Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30</li> </ul> <p>% women: score 2</p>	<p>The composition of some HUMC did not meet the minimum required gender composition.</p> <p>Kiguma HCII – 2/5 female (40%)</p> <p>Bukuku HCIV – 4/19 female (21%)</p> <p>Nyabuswa HCIII – 1/7 female (14.2%)</p> <p>Karambi HCIII – 3/7 female (43%)</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"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>There were no new guidelines issued during FY2018/19.</p> <p>All facilities had separate sanitary facilities (latrines) for male and female clients.</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"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>The District Environment Officer and CDO carried out appropriate screening of health infrastructural projects for environmental and risk</p> <p>Construction of two staff quarters at Nyabuswa Health Centre in Mugusu Sub County report dated 6th November 2018</p> <p>Up grading Nyantabooma health Center 11 to 111 not completed by 4th April 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"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>	<p>The District Environment Officer and the Community development Officer participated in the monitoring /visiting the site to check whether the mitigation plans were complied with as mentioned below</p> <p>Report dated 20th June 2019 how far the construction had reached and if the workers had got protective gears hoarding of the construction site,</p> <p>On 18th September 2019 Workers had protective gears , presence of the sign post showing the work on going in the sight</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"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li> </ul>	<p>There were no new guidelines issued during FY 2019/20.</p> <p>At all health facilities visited, waste management charts and posters were displayed on walls. Medical waste was segregated using the colour coded bins as expected.</p>	4

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Planning, budgeting and execution</b>				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> <li>If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>If 80-99%: Score 7</li> <li>If 60-79: Score 4</li> <li>If below 60 %: Score 0</li> </ul> </li> </ul>	<p>At the time of preparation of the 2019/20 Annual Work Plan, safe water access for Kabarole district stood at 58% (Ref District Water access status report 2019/20). The approved DLG FY: 2019/20 allocated water infrastructure a total Budget of UGX 361,493,000. From the available Water status report, and 6 out of the 12 sub-counties were below the district water average/access. The Approved Work plan FY 2019/20 further breakdown the water coverage by sub county as follows;</p> <p>Construction of Shallow Wells at Kasenda S/C (access 71%);</p> <p>Construction of Shallow Wells at Kigumba S/C (access 40%); Construction of Shallow Wells at Hakibale S/C (access 71%);</p> <p>Construction of Shallow Wells at Busoro S/C (access 59 %);</p> <p>Construction of Shallow Wells at Karambi S/C (access 71%);</p> <p>Extension of GFS piped water to Harugongo S/C (access 66%);</p> <p>Extension of GFS piped water to Kiguma S/C (access 40%);</p> <p>Extension of GFS piped water to Kabende S/C (access 54%);</p> <p>Extension of GFS piped water to Kasenda S/C (access 71%);</p> <p>From the water sector AWP &amp; Budget. The total budget was UGX 361493,000 and the allocation to Sub Counties below district average was UGX 168,410,000. Calculated to be 46% of the total annual Budge allocated to S/Cs below district average</p>	0

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

Maximum 15 points for this performance measure

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

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

Score 15

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

At the time of preparation of the 2018/19 Annual Work Plan, safe water access for Kabarole district was at 58% (Ref District Water access status report 2018/19). The Water status report showed that 4 Town Councils (3 of them below district average) and 11 Sub-counties (4 of them below district average). The DLG targeted both below and above district water average coverage sub counties as show Files below;

From the DWO progress and supervision reports the FY: 2018/19 planned projects implementation and completion status for the respective individual projects was as follows;

1. Extension of water to Kabende Sub County (water coverage 54%),
2. Extension of water to Kiguma Sub County (water coverage 40%),
3. Extension of water to Mugusu Sub County (water coverage 49%),
4. Rehabilitation of Kiguma GFS in Bukuku Sub County (water coverage 40%),
5. Rehabilitation of 5 shallow Wells in Karambi Sub County (water coverage 71%),

From the above sampled water facilities, the DLG allocated 4 out of 5 infrastructural resources to the sub counties below district water coverage average of 58%.

## Monitoring and Supervision

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

Maximum 15 points for this performance measure

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

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

There was sufficient evidence that the District Water department regularly carried out project monitoring visits, at least annually, for water projects in the targeted sub counties in the FY 2018/2019. Of the 13 water DLG implemented water facilities, three sampled projects were monitoring as follows;

1. M&E report on construction of piped water at Karangura Sub county. Contract No KABR/513/WRKS/18-19/00002. Site inspection Report, dated 22 March 2019. Supervisor, District Water Officer. prepared by Eng Basude Bruno (DWO)
2. Monitoring Report on Repair of shallow wells, Contract Ref, KABR/513/WRKS/18-19/00001, dated 15th February, 2018, Supervisor, Supervisor, District Water Officer. Prepared by Eng Basude Bruno (DWO)
3. Monitoring Report on Construction of Kasenda piped Water supply at Kasenda Sub County (Reservoir & 5 Taps), Contract Ref, KABR/513/WRKS/18-19/00002, dated 22 March, 2018, Supervisor, Supervisor, District Water Officer. Prepared by Eng Basude Bruno (DWO).

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

Maximum 10 for this performance measure

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

MIS Consolidated reports with Form 1 and Form 4, covering period quarter 1, 2, 3 & 4 as prepared by and signed by DWO and counter signed by D Engineer were reviewed by the AT

All the four Quarterly progress reports for FY 2018/19 were produced by the DWO and duly submitted to the respective Offices particularly the MoWE, OPM and to Min of Finance as follows;

First Quarter Report. Signed by CAO, dated 7th November, 2018. Ref Letter to MoWE: CR/212/5. Acknowledged by PS MoWE on 19th Nov 2018

Second Quarter Report. Signed by CAO on 20th January, 2019. Ref Letter to MoWE: CR/212/5. Acknowledged by PS MoWE on 9th 09, 2018

Third Quarter Report Signed by Deputy CAO dated 20th April, 2019. Ref Letter to MoWE CR/212/5. Acknowledged by PS MoWE on 9th 09, 2019

Fourth Quarter Report. Signed by Deputy CAO on 30th July 2019 Ref Letter to MoWE: CR/212/5. Acknowledged by PS MoWE, 09th 09, 2019

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

Maximum 10 for this performance measure

During FY 2019/20, the District Water Office reported on the water facilities which were consistent in both the sector MIS reports and PBS. A copy of a well compiled MIS Report was availed to AT and was verified accordingly. AT confirmed that MIS information existed and was consistent with PBS and also information in the Quarterly Report. The following sampled water facilities were found consistent in both Sector MIS report and PBS;

1. Extension of water to Kabende Sub County.
2. Extension of water to Kiguma Sub County (water coverage).
3. Extension of water to Mugusu Sub County.
4. Rehabilitation of Kiguma GFS in Bukuku Sub County.
5. Rehabilitation of 5 shallow Wells in Karambi Sub County.

## Procurement and contract management

The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget

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

Maximum 4 for this performance measure

DWO provided a Form titled: 'User Department Work Plan' for the Water sector FY: 2019/20. The requisition form included all 13 major infrastructure Procurement Items for water department as approved by the District Council

The Water procurement workplan was prepared by Water Officer, approved by Head Of Department and received by the DPU, dated 10th Aug 2019.

Sampled in the list of the said items are;

1. Extension of piped GFS Water facility to Harugale S/C Budgeted at UGX 70,000,000
2. Extension of GFS water to Mugusu S/C valued at UGX 80,000,000
3. Extension of GFS water to Karambi S/C at valued at UGX 33,587,532

This was an evidence that the Water Sector submitted their approved AWP procurement projects to the Procurement Unit



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"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>The DLG (CAO Office) appointed contract managers for individual projects who prepared the contract management plans and routinely conducted monthly site visits. The following sampled projects provided some details to that effect.</p> <ol style="list-style-type: none"> <li>Monitoring report on construction of piped water at Karangura Sub County. Contract No KABR/513/WRKS/18-19/00002. Site inspection Report, dated 22 March 2019. Project Manager, District Water Officer was Eng Basude Bruno (DWO)</li> <li>Monitoring Report on Repair of shallow wells, Contract Ref, KABR/513/WRKS/18-19/00001, dated 15th February, 2018, Project Manager, District Water Officer was. was Eng Basude Bruno (DWO)</li> <li>Monitoring Report on Construction of Kasenda piped Water supply at Kasenda Sub County (Reservoir &amp; 5 Taps), Contract Ref, KABR/513/WRKS/18-19/00002, dated 22 March, 2018, Project Manager, District Water Officer was Eng Basude Bruno (DWO).</li> </ol>	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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>The water facility projects executed in FY 2018/19 were entirely based on the approved BOQ that provided the project design;</p> <ol style="list-style-type: none"> <li>Construction of water to Karangura S/C. Valued at Contract No KABR513/WRKS/18-19/00007. Contractor Ms VISOCOL LTD. Attached was BOQ approved by Contracts committee.</li> <li>Rehabilitation of 15 shallow wells in S/Cs of Karambi, Kasenda, &amp; Karango Town Council. Contract No KABR513/WRKS/18-19/00019. Contract value UGX: 45,110,869. Attached was BOQ approved by Contracts committee, dated 25th/07/2019.</li> <li>Extension of water GFS to Mugusu A&amp;B in Busuro S/C. Contract No KABR513/WRKS/18-19/000011. Valued at UGX 44,732,000.</li> </ol>	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"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>There was no evidence of formal handover of completed projects from the Contractors to the DLG of Kabarole.</p>	0

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"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>The DWO appropriately certified all the WSS projects and prepared and filed payment completion reports and yet there huge outstanding balances as shown in the sampled projects below;</p> <ol style="list-style-type: none"> <li>Construction of piped water at Karangura Sub County. Contract No KABR/513/WRKS/18-19/00007. Payment completion Certificate No 1 dated 25th January, 2019 signed by DWO, D. Engineer, DIA and CAO.</li> <li>Repair of 15 shallow wells in S/Cs of Karambi, Kasenda, &amp; Karango Town Council. Contract Ref, KABR/513/WRKS/18-19/00019. Payment completion Certificate No 1 dated 25th/07/2019 signed by DWO, D. Engineer, DIA and CAO.</li> <li>Contractor Elon water &amp; construction Eng Co LTD. Contract value UGX 44,732,000. Start date 31st /11/2018. Completion date 25th July 2019 and handover date 25th July 2019.</li> <li>Construction of Kasenda GFS piped Water supply at Kasenda Sub County (Reservoir &amp; 5 Taps), Contract Ref, KABR/513/WRKS/18-19/00002. The Payment Certificate No 1, dated 25th January, 2019 signed by DWO, D. Engineer, DIA and CAO.</li> </ol>	2
7	<p>The district Water depart- ment has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>The LG Water departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Examples: (i) M/s Elon Water and Construction Engineering Company Limited was paid shs 35,269,510 in respect of extension of water to Muhoire Rwenkuba villages in Hakibale sub county. The initial request for payment was submitted on 20th May, 2019; certification done by the DWO on 22nd May, 2019. Payment was effected on voucher number 23899877 dated 17th June, 2019. Average of 30 days.</p> <p>(ii) A request was submitted on 19th June, 2019 and approved by the DWO on the same day. Payment to M/s Kabiito Hardware for shs 2,675,500 on voucher number 24261405 dated 21st June, 2019 for supply of equipment and paper to the works department. Receipt number 001 of 1st July, 2019 was issued to the district. Average of 3 days</p> <p>(iii)Kakamatu Business Solutions was paid shs 15,552,980 per voucher number 24327074 dated 24th June, 2019 in respect of construction a three stance lined VIP latrine at Hakibaale sub county. Payment was initiated on 11th June, 2019 and approved by DWO for payment on 14th June, 2019. Average 21 days.</p>	3

8	<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>The water department submitted the annual performance report for the previous FY 2018/2019 on 30th July 2019.</p> <p>Quarterly reports were submitted as follows;</p> <ol style="list-style-type: none"> <li>Quarter 1 was submitted on 7th November 2018</li> <li>Quarter 2 was submitted on 20th January 2019</li> <li>Quarter 3 was submitted on 20th April 2019</li> <li>Quarter 4 was submitted on 30th July 2019</li> </ol> <p><b>The Forth quarter report was however submitted after the deadline of 15th July 2019.</b></p>	0
9	<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year               <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> </ul> </li> <li>If queries are not responded to score 0</li> </ul>	<p>Action taken 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> <p>00 00 00</p> <p>The Internal Auditor did not raise any query in the sector during FY 2018/2019.</p>	5

## Governance, oversight, transparency and accountability

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

Maximum 6 for this performance measure

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

There was evidence that the council committee responsible for water met and discussed service delivery issues as seen below.

From the sector meeting held on **10th August 2018**, among the deliberations include; members wanted to know why the cost of Waikira bridge had raised from UGX. 50M to UGX.75M. the response was that the former amount was not sufficient to include construction of culverts. The other issue was on the road gangs that were no longer on the roads and the meeting was informed that their contract had ended. Members also noted with concern that UNRA roads were being done without opening drainage and culverts especially on Kijura road and Saaka – Katojo road.

Another meeting was held on **23rd October 2018**. Here members discussed issues that included; Allocations to the bridges at Kalyango and Kisakyabairu, submitted to MoWE. Also that the CAO liaises with the sub-county authority to work on the broken guard rails at Ngombe-Kagoro bridge.

Another meeting was on **7th December 2018** attended by 11 members. In here they discussed; One member was concerned why projects were launched when almost complete. The response was that this was a mere political ceremony. There was also a concern on delays that interfere with the schedule of projects which causes return of funds to the central treasury which should be avoided. One member requested for installation of guard rails at Kasenda primary school new block to protect children from accidents.

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

Maximum 6 for this performance measure

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

There was evidence that the water sector committee presented issues that require approval to Council, During a council meeting held on **23rd March 2018** under MIN KAB COU /193/05/18, the council approved construction of 3 piped water systems in Kabende, Hakibaale and Karangura and also approval to complete residual works in Mugusu sub county. There was also approval to rehabilitate 19 facilities .

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"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The District Notice Board and also on Water Office Notice Boards both had a display of the following information;</p> <p>(i) Second Quarter Release FY: 2018/19. Dated 08/10/2018 Ref FIN/109/1 Amount UGX 5732,184.330 (releases were for Education, Health and Water).</p> <p>(ii) Third Quarter Release FY: 2018/19. Ref No: FIN/109/1 Local Revenue Releases. Dated 3rd/01/2019. Amount UGX 70,000,000.</p>	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"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>During a field visit to communities that received Water sector WSS projects the AT was able to establish that the WSS projects were not labelled indicating the name of the project, date of construction, the contractor and source of funding. Out of 4 AWP water facilities for 2018/19 I visited some of the site and found the details are follows;</p> <p>1. Visited: Extension of Hakibale S/C several Tap stands including;</p> <p>Tule Parish, Muhoire village tap stand</p> <p>Tule Parish, Muhoire Trading Centre tap stand</p> <p>Rwenkuba Tap Stand</p> <p>Kyrwagonya Parish Two tap stands</p> <p>Displayed information at project site:</p> <p>Findings, in all the sites visited in the field there were no site labels.</p>	0
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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>There was evidence on the District Notice Board and also on Water Office Notice Boards was a display. Some of the following information was captured;</p> <p>1. Construction of water to Karangura S/C. Valued at Contract No KABR513/WRKS/18-19/00007. Contractor Ms VISOCOL LTD.</p> <p>2. Rehabilitation of 15 shallow wells in S/Cs of Karambi, Kasenda, &amp; Karango Town Council. Contract No KABR513/WRKS/18-19/00019. Contract value UGX: 45,110,869 dated 25th/07/2019.</p> <p>3. Extension of water GFS to Mugusu A&amp;B in Busuro S/C. Contract No KABR513/WRKS/18-19/000011. Valued at UGX 44,732,000.</p>	2

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>There was no evidence of submission of communities' applications for water/public sanitation facilities in FY 2018/9 and FY 2020/21.</p> <p>There was also no evidence of community minutes of meetings held in current FY 2019/2020.</p>	0
	Maximum 3 points for this performance measure			

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was no evidence of existence of functional Water User Committees in the Water facilities</p> <p>No evidence of collection of community O&amp;M local fund.</p>	0
	Maximum 3 points for this performance measure			

### Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>Environmental Screening was done for the three water supply facilities that were implemented by the district in 2018/2019. Screening templates and reports were seen for all the three projects mentioned below;</p> <p>Extension of Karungura water system to Nyakitokoli in Karungura Sub County dated on 11th June 2019</p> <p>Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County dated on 11th June 2019</p> <p>Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County dated on 11th June 2019</p>	2
	Maximum 4 points for this performance measure			

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>No evidence was availed to the concerning follow up support provided in case of unacceptable environmental concerns in the past</p>	0
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>All the three sampled projects had a close on environmental protection in the construction and supervision contracts. This is justified with sampled projects here below;</p> <p>Extension of Karungura water system to Nyakitokoli in Karungura Sub Count Ref KABI/513/Wrks/18-19/00006. Page 6 the Environmental Officer to do EIA scoping of the project</p> <p>Extension of piped water to Muhoire-Rwenkuba in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00018 Page 1 the Environmental Officer to do EIA scoping of the project</p> <p>Extension of piped water to Kyarwagonya- Ntezi in Hakibale Sub County Ref. KABI/513/Wrks/18-19/00023 Page 1 the Environmental Officer to do EIA scoping of the project</p>	1

14

The district Water department has promoted gender equity in WSC composition.

Maximum 3 points for this performance measure

- 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

From the DWO records showed that there was a documented list of Water User Committees, from which I sampled the following

1. Rwengeyo Shallow Well WUS. C/P and Secretary Males while Vice C/P and Treasurer were Females.
2. Kyabakambi Shallow Well C/p and Vice C/p were Males while Treasurer and Secretary were Females
3. Kanyamura Tap Stand. C/P and Treasurer were Female while Secretary was male with no Vice C/P.

However, from the field visit the AT only visited GFS Tap Stabs that were privatized to individuals collecting water revenues under supervision of National Water & Sewerage Corporation.

It was the opinion of the AT that the WUS were quite gender sensitivity to the extent that the women were more than 50% in some of the Water/ Sanitation User Committees.

3

15

Gender and special needs-sensitive sanitation facilities in public places/

RGCs provided by the Water Department.

Maximum 3 points for this performance measure

- If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3

The DLG constructed a gender sensitive sanitation facility. A 3 stance VIP Pit Latrine with a Urinal constructed at Hakibale S/C. Latrines were labelled Female and Male while for the PDW, a Ramp was constructed to the Pit latrine though they missed to have handles for the toilet seat. Given that they complied with and made an effort to provide the facility they deserve an award of the mark.

3