



LGPA 2019/20

Masaka District

(Vote Code: 533)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	66%
Educational Performance Measures	68%
Health Performance Measures	64%
Water & Environment Performance Measures	81%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	<ul style="list-style-type: none"> From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> If LG submitted before or by due date, then state 'compliant' If LG had not submitted or submitted later than the due date, state 'non-compliant' From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	Masaka District Local Government submitted the annual performance contract on 8th July 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant.	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).	<ul style="list-style-type: none"> From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	The Local Government submitted the budget together with the Procurement Plan on 8th July 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant.	Yes
Reporting: submission of annual and quarterly budget performance reports				

3

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

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

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

The annual performance report for the previous year was submitted on 30th July 2019. This is within the adjusted deadline of 31st August 2019. Therefore the LG is Compliant.

Yes

4

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

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

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

The Local Government submitted quarterly and annual reports as follows:

Quarter 1 on 14th November 2018;

Quarter 2 on 29th January 2019;

Quarter 3 on 9th May 2019; and

Quarter 4 on 30th July 2019.

The LG submitted the 4th quarterly report (annual performance report) on 30th July 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant.

Yes

Audit

5

The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year 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.

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

Check:

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

There was **no** evidence that Masaka DLG had submitted to the PS/ST information on the status of implementation of the Auditor General's findings for the FY 2017/18.

Masaka LG submitted the Report on status of implementation of Internal Auditor General's and Auditor General's findings for financial year 2017/2018 in a letter dated 13th May 2019 and was received by Office of Internal Auditor General and Auditor General on 17th May 2019.

No

6

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

From the Auditor General's report for the FY 2018/19, the LG had an unqualified audit opinion.

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>Masaka District Local Government had a functional Physical Planning Committee comprising of 11 members appointed under Ref: CR/241/1 dated 12th January 2018.</p> <p>The 4 Sub County chiefs are also included on the physical planning committee making a total of 15 members.</p> <p>The physical planning committee therefore met and discussed the following in financial year 2018/2019:</p> <p>Meeting held on 14th September 2018 at District Headquarters, Min5/PPCM/14.08.18/MSK; Consideration of building plans;</p> <p>Meeting held on 10th October 2018 at District Headquarters Min3/PPCM/10.10.18/MSK; Consideration of submitted building plans available, Min4/PPCM/10.10.18/MSK; Consideration of land submitted by Uganda Electricity Transmission Company for purposes of mutation and transfer of land title;</p> <p>Meeting held on 11th March 2019 at District Headquarters Min4/PPCM/11/3/19; Consideration of submitted land for titling; and</p> <p>Meeting held on 23rd may 2019 at District Headquarters, Min4/PPCM/23.5.19/MSK; Consideration of submitted land for titling i.e. plot 168 Block 300 area 10.94 ha Mutuba III Masaka by Rev. Faith Joseph Kaweesa.</p>	1

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

Maximum 4 points for this performance measure.

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

Masaka District Local Government submitted all 4 sets of minutes of the Physical Planning Committee to the MoLHUD on the following dates:

Quarter-1: submitted and Recieved on **4th February 2019** to Commissioner Physical Planning Department MoLHUD; Letter dated **10th July 2018** under **Ref: CR/103/1;**

Meeting held on 14th September 2018 at District Headquarters, Min5/PPCM/14.08.18/MSK; Consideration of building plans;

Quarter -2: Submitted and received on **4th February 2019 to Commissioner Physical Planning Department MoLHUD; letter dated 22nd January 2019 under Ref: CR/103/1**

Meeting held on 10th October 2018 at District Headquarters Min3/PPCM/10.10.18/MSK; Consideration of submitted building plans available, Min4/PPCM/10.10.18/MSK; Consideration of land submitted by Uganda Electricity Transmission Company for purposes of mutation and transfer of land tittle;

Quarter -3: Submitted and Received on 22nd July 2019 to Commissioner Physical Planning Department MoLHUD; letter dated 10th July 2018;

Meeting held on 11th March 2019 at District Headquarters Min4/PPCM/11/3/19; Consideration of submitted land for titling;

Quarter-4: Submitted and received on 22nd July 2019 to Commissioner Physical Planning Department MoLHUD; letter dated 10th July 2019 under CR 103/1; and

Meeting held on 23rd may 2019 at District Headquarters, Min4/PPCM/23.5.19/MSK; Consideration of submitted land for titling i.e. plot 168 Block 300 area 10.94 ha Mutuba III Masaka by Rev. Faith Joseph Kaweesa.

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>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</p>	<p>The Masaka District Local Government had No approved Physical Development Plan to guide all the Infrastructure investment.</p> <p>However, various infrastructure projects were submitted to the physical planning committee and approved with no evidence, these included the following:</p> <p>St Henry junior nursery and primary school submitted on 9th July 2019 located in Kitenga LC1 ref 01/MSK/19-20/19 approved on 8th August 2019;</p> <p>St Hedwig health center Uganda limited submitted on 13th September 2019 and approved on 16th September 2019;</p> <p>Mweruka junior school Kyesuga submitted on 16th September 2019 ref 11/MSK/19-20/19 approved on 16th September 2019; and</p> <p>Twesitule coffee cooperative factory submitted on 16th September 2019 at Kyanamukaka village ref 12/MSK/19-20/19 approved on 16th September 2019.</p>	0
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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>• Action area plan prepared for the previous FY: score 1 or else 0</p>	<p>The District Local Governmnet had NO Action Area Plan Prepared for the previous Financial Year 2018/2019.</p>	0
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The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

The prioritized investments in the approved AWP (pages 13-15) for the current FY 2019/2020 were derived from budget conferences held on 30th October 2018 at Hotel Brovad and project profiles discussed. They included the following:

Construction of Laboratory at St. Henry's College Kitovu;

Construction of 2 classroom block at Kiwany Primary School;

Construction of 2 toilet at Kaseta Primary school and Kasaka Primary school;

Construction of OPD at Kitunga Health Centre II;

Construction of 2 Boreholes at Kabonera Sub-county and Buwunga sub-county;

Supply and Installation of HDPE Tanks of 10,000 liters to 8 sites in primary school;

Extension of piped water from Kamuzinda to Kyanamukaka Trading Centre; and

Construction of lined toilet at Malembo Landing site.

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.

The prioritized investments in the approved AWP (pages 13-15) for the current FY 2019/2020 were derived from the approved five-year development plan 2015/16-2019/2020 (pages 144, 166) approved under Minute: 31/Msk/DLC/March/2015, These prioritized investments included the following:

Construction of Laboratory at St. Henry's College Kitovu at UGX -200,000,000/=;

Construction of 2 classroom block at Kiwany Primary School at UGX 80,000,000/=;

Construction of 2 toilet at Kaseta Primary school and Kasaka Primary school at UGX 21,000,000/=;

Construction of OPD at Kitunga Health Centre II at UGX-38,000,000/=;

Construction of 2 Boreholes at Kabonera Sub-county and Buwunga sub-county at UGX 95,000,000/=;

Supply and Installation of HDPE Tanks of 10,000 liters to 8 sites in primary school at UGX 56,000,000/=;

Extension of piped water from Kamuzinda to Kyanamukaka Trading Centre at UGX 60,000,000/=; and

Construction of lined toilet at Malembo Landing site at 30,000,000/=.

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 developed and discussed by TPC for all investments in the Annual Work Plan as per the LG Planning Guidelines, in Meeting held on 30th May 2019 at Ssaza Board room.

Under **Minute 02/DTPC/05/2019 bullet 7 and 9;** Budget Approval , work plans and profiles for FY 2019/2020 and approval of capacity building , procurement plans FY 2019/2020.

Under **Minute 05/DTPC/06/2019:** Presentation of departmental and sub-county reports and reactions.

The projects profiles discussed included:

Construction of Laboratory at St. Henry's College Kitovu at UGX -200,000,000/=;

Construction of 2 classroom block at Kiwany Primary School at UGX 80,000,000/=;

Construction of 2 toilet at Kaseta Primary school and Kasaka Primary school at UGX 21,000,000/=;

Construction of OPD at Kitunga Health Centre II at UGX-38,000,000/=;

Construction of 2 Boreholes at Kabonera Sub-county and Buwunga sub-county at UGX 95,000,000/=;

Supply and Installation of HDPE Tanks of 10,000 liters to 8 sites in primary school at UGX 56,000,000/=;

Extension of piped water from Kamuzinda to Kyanamukaka Trading Centre at UGX 60,000,000/=; and

Construction of lined toilet at Malembo Landing site at 30,000,000/=.

Annual statistical abstract developed and applied

Maximum 1 point on this performance measure

• 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.

Masaka Local Government had an Annual Statistical abstract with gender disaggregated data compiled and presented to TPC to Support budget allocations and discussions.

Meeting Held on 25th July 2018 at Boardroom planning unit:

Minute-08/DTP/07/2019 presentation of District statistical abstract report for FY 2018/2019.

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

Maximum 6 points on this performance measure.

- Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

Masaka LG Infrastructure projects implemented in the previous Financial Year 2018/2019 were derived from the Annual Work plan and Budget approved on 26th April 2018 under **Minute: 27/MSK/DLC/April/2017/2018**: Discussion and approval of the Budget estimates for Financial Year 2018/2019, These projects include:

Supply and installation of 10,000 litre HDPE tanks at Hill view Kitegeesa Primary, Bulungi Bwabazadde in Buwunga Sub-county stated on 29th January 2019 and completed on 31st March 2019; Budgeted at UGX 15,357,814/= Procurement No: Masa533/wrks/18-19/00009 lot-3;

Supply and installation of 10,000 litre tank at Bisanje Catholic and Hilder Guard Primary school in Bukakkata Sub county stated on 29th January 2019 and completed on 30th April 2019; Budgeted at UGX 15,357,814/= procurement No: Masa533/wrks/18-19/00009 lot 4;

Supply and installation of 10,000 litre tank to St. Marys Buliuro, Kamulegu Primary school and Kitunga Primary school; started on 12th October 2018 and completed on 30th April 2019: Budgeted UGX 23,036,721/=; procurement No: Masa533/wrks/18-19/00009 lot 1;

Supply and installation of 10,000 litre tank District Headquarters and Star Primary school in Kyanamukaka sub county; stated on 29th January 2019 and completed on 30th April 2019: Budgeted at UGX 15,357,814 /=: No: Masa533/wrks/18-19/00009 lot 5; and

Sitting and drilling of Bore holes at Butante, Kisenyi B, Kabonera and Minyinya Galiraaya in Kabonera Mukungwe and Kyanamukaka Sub counties, started on 11th March 2019 and completed on 11th June 2019: Budgeted at UGX 102,939,062/=; Procurement No: Masa533/wrks/18-19/00010.

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

Maximum 6 points on this performance measure.

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

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

Masaka LG Investment projects in the previous Financial Year 2018/2019 were as per the work plan approved on 26th April 2018 under Minute: 27/MSK/DLC/April/2017/2018:.

These projects included:

Supply and installation of 10,000 litre HDPE tanks at Hill view Kitegeesa Primary, Bulungi Bwabazadde in Buwunga Sub-county stated on 29th January 2019 and completed on 31st March 2019; Budgeted at UGX 15,357,814/= with the contract sum of UGX 15,174,623/= Procurement No: Masa533/wrks/18-19/00009 lot 3;

Supply and installation of 10,000 litre tank at Bisanje Catholic and Hilder Guard Primary school in Bukakkata Sub county stated on 29th January 2019 and completed on 30th April 2019; Budgeted at UGX 15,357,814/= with the contract sum of UGX 13,899,987/= No: Masa533/wrks/18-19/00009 lot 4;

Supply and installation of 10,000 litre tank to St. Marys Buliuro, Kamulegu Primary school and Kitunga Primary school; started on 12th October 2018 and completed on 30th April 2019; Budgeted UGX 23,036,721/=; with the contract sum of UGX 21,481,959/=; procurement No: Masa533/wrks/18-19/00009 lot 1;

Supply and installation of 10,000 litre tank District Headquarters and Star Primary school in Kyanamukaka sub county; stated on 29th January 2019 and completed on 30th April 2019; Budgeted at UGX 15,357,814 /=with the contact sum of UGX 13,990,065/=No: Masa533/wrks/18-19/00009 lot 5; and

Sitting and drilling of Bore holes at Butante, Kisenyi B, Kabonera and Minyinya Galiraaya in Kabonera Mukungwe and Kyanamukaka Sub counties, started on 11th March 2019 and completed on 11th June 2019; Budgeted at UGX 102,939,062/=; with the contract sum of UGX 102,939,062/= Procurement No: Masa533/wrks/18-19/00010.

Hence all the 5 investment projects implemented were completed as per work plan and within the budget duration in Financial Year 2018/2019. Rated at 100% thus LG was compliant.

5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Masaka LG Investment projects in the previous Financial Year 2018/2019 were within the approved budget.</p> <p>These projects included:</p> <p>Supply and installation of 10,000 litre HDPE tanks at Hill view Kitegeesa Primary, Bulungi Bwabazadde in Buwunga Sub-county stated on 29th January 2019 and completed on 31st March 2019; Budgeted at UGX 15,357,814/= with the contract sum of UGX 15,174,623/=; variation of UGX 183,191/= thus 1.19% on Procurement No: Masa533/wrks/18-19/00009 lot 3;</p> <p>Supply and installation of 10,000 litre tank at Bisanje Catholic and Hilder Guard Primary school in Bukakkata Sub county stated on 29th January 2019 and completed on 30th April 2019; Budgeted at UGX 15,357,814/= with the contract sum of UGX 13,899,987/= variation of UGX 1,457,827/=; thus 9.49%; No: Masa533/wrks/18-19/00009 lot 4;</p> <p>Supply and installation of 10,000 litre tank to St. Marys Buliuro, Kamulegu Primary school and Kitunga Primary school; started on 12th October 2018 and completed on 30th April 2019: Budgeted UGX 23,036,721/=; with the contract sum of UGX 21,481,959/=; variation of UGX 1,554,762/=; thus 6.75%; procurement No: Masa533/wrks/18-19/00009 lot 1;</p> <p>Supply and installation of 10,000 litre tank District Headquarters and Star Primary school in Kyanamukaka sub county; stated on 29th January 2019 and completed on 30th April 2019: Budgeted at UGX 15,357,814 /=with the contact sum of UGX 13,990,065/=; variation of UGX /= thus 8.90%: No: Masa533/wrks/18-19/00009 lot 5; and</p> <p>Sitting and drilling of Bore holes at Butante, Kisenyi B, Kabonera and Minyinya Galiraaya in Kabonera Mukungwe and Kyanamukaka Sub counties, started on 11th March 2019 and completed on 11th June 2019: Budgeted at UGX 102,939,062/=; with the contract sum of UGX 102,939,062/= variation of UGX 0/=; thus 0 %: Procurement No: Masa533/wrks/18-19/00010.</p> <p>Therefore; Masaka LG completed all investment projects within the Budget for Financial Year 2018/2019</p>
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5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<p>• Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2</p>	<p>Masaka Local Government had No evidence that it Budgeted and spent at least 80% of the O&M budget for infrastructure in the previous Financial Year 2018/2019.</p>	0
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Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<p>• Evidence that the LG has filled all HoDs positions substantively: score 3</p>	<p>The district had nine (9) HoD as per the approved organisation structure. Five (5) were substantively appointed as per their appointment letters as follows:</p> <ol style="list-style-type: none"> 1. D/CAO – LG/P.10545 dated 12th January 2018 2. DEO – CR/156/2 dated 1st April 2015 3. D/ Community Development Officer – CR/156/2 dated 9th September 2005 4. D/Production Coordinator – CR/156/1 dated 6th July 2015 5. DHO – CR/156/2 dated 2nd February 2006 <p>Four were not substantively appointed. They were performing duties of HoD as follows:</p> <ol style="list-style-type: none"> 1. CFO – Duties were performed by Principal Internal Auditor – CR/D/156/1 dated 3rd April 2018 and Assignment of duties – CR/D/10968 of 26th October 2018 2. District Engineer – Duties were performed by the District Water Officer - CR159/2 of 7th March 2003 and assignment of duties – CR/153/2 of 26th August 2018 3. D/Natural Resources Officer- Duties were performed by the District Environment Officer – MDA/PE.3, dated 2nd August 1996 and assignment of duties letter, CR/153/2 dated 2013 4. D/ Trade, Industry and Local Economic Development Officer – Duties were performed by a Principal Commercial Officer – CR.153/2 dated 14th July 2016 	0
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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"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>The district had nine (9) HoD, they were appraised on the following dates</p> <ol style="list-style-type: none"> 1. D/CAO was not eligible for appraisal at local government level 2. D/ Community Development Officer 3rd August – 2019 3. D/ Production Coordinator – 27th July 2019 4. DHO – 9th August 2019 5. DEO – 31st July 2019 6. D/ Natural Resources Officer – 31st July 2019 7. Trade, Industry and Local Economic Development Officer – 5th July 2019 8. District Engineer – 30th July 2019 9. CFO – 31st July 2019 	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"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>Twenty (20) positions were submitted to the DSC for recruitment of new staff. They were all considered as follows:</p> <p>Four (4) positions were submitted on 15th, 16th, 20th and 23rd of August 2018. Assistant Inventory Management Officer, Parish Chief, Veterinary Officer and Fisheries Officer They were considered during the DSC meeting held on 20th December 2018 as per DSC minutes 26/27/28 and 29/DEC/2018</p> <p>Twelve (12) positions of Education Assistants were submitted on 26th October 2018. They were considered during the DSC meeting held on 2nd May 2019 as per DSC minute 58/MAY/2019</p> <p>Two (2) positions of Community Development Officers were submitted on 5th December 2018. They were considered during the DSC meeting held on 2nd May 2019 as per DSC minute 51/MAY/2019</p> <p>One (1) position of Assistant Agricultural Officer was submitted on 22nd January 2019. It was considered during the DSC meeting held on 2nd May 2019 as per minute 49/MAY/2019</p> <p>One (1) position (Porter) was submitted on 23rd January 2019. It was considered during the DSC meeting held on 24th May 2019 as per minute 73/MAY/2019</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"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>Eight names of staff members were submitted to the DSC for confirmation in their appointment, as per submission later dated 9th January 2019. They were considered during the DSC meeting held on 24th May 2019 as per minute 72/MAY/2019</p>	1
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>Eight disciplinary action cases were submitted for to the DSC. They were considered as follows:</p> <p>One (1) Accounts Assistant) was submitted on 19th October 2018, it was considered on 24th May 2019 as per minute 68/MAY/2019</p> <p>One (1) Office Attendant was submitted on 27th February 2019, it was considered on 2nd May 2019 as per minute 63/MAY/2019</p> <p>Two (2) were submitted on; 29th November 2018 (Porter) and 24th October 2018 (Driver) respectively. They were considered on , 28th February 2019 as per minutes 40/FEB/2019 and 39/FEB/2019</p> <p>One (1) Enrolled Nurse, was submitted on 5th March 2019, it was considered on 2nd May 2019 as per minute 59/MAY/2019</p> <p>One (1) Driver, was submitted on 15th October 2018, it was considered on 7th February 2019 as per minute 38/FEB/2019</p> <p>Two (2), Education Assistant and Assistant Engineering Officer were submitted on 27th February 2019 and 13th March 2019, respectively. They were considered on 2nd May 2019 as per minutes 63/MAY2019 and 64/MAY/2019</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"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>Twenty (20) new members of staff were recruited in May and four (4) in August and as per the minutes of the DSC meeting held on 2nd May 2019, minute numbers: DSC/MIN. 58/May/2019 and on 16th August 2019 minute number DSC. MIN. 3/August 2019</p> <p>Their "Acceptance of Appointment" letters were received on various dates during the months of May and August 2019.</p> <p>Only ten (10) accessed the payroll within two months of their appointment, as per the Government of Uganda Salary Payment Register: Masaka district Local Government, dated 3rd July 2019</p>	0

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>Eleven (11) members of staff retired during 2018/19 FY. As per district retirement list.</p> <p>Only three (3) accessed the retirement payroll within two months of their retirement as per the Government of Uganda Salary Payment Register dated 3rd July 2019. They are;</p> <ol style="list-style-type: none"> 1. Ssebuliba Joe Mutumba retired on 16th March 2019 and accessed payroll on 25th April 2019 2. Nakyanja Dorothy Beatrice retired on 23rd March 2019 and accessed payroll on 25th April 2019 3. Kisekka Isachar retired on 5th June 2019 and accesses payroll on 29th June 2019 	0
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Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% - 10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The district LG OSR reduced by 12.8% (i.e. UGX 32,133,748) from UGX 251,001,797 in the FY 2017/18 to UGX 218,868,049 in the FY 2018/19.</p> <p>(Source: Masaka District audited accounts for the FY 2017/18 per Statement of Financial Performance on Page 21 and accounts for the financial year ended 30th June 2019 submitted to the OAG on 28th August 2019 - Statement of Financial Position Page 15)</p> <p>Reasons for the shortfall include:</p> <ol style="list-style-type: none"> 1. Closure of fishing landing sites; 2. Non-functional District Land Board; 3. Re-centralization of Land Fees; 4. Discontinuation of Fishing vessel fees. 	0
10	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total LG OSR collections expected as per Budget approved by Council on 27th April 2018 under Min 27/MSK DLC was UGX 261,954,438 compared against actual Local Revenue collections during FY 2018/2019 of UGX. 218,868,049 hence a variance of Shs. 43,086,389 or 16.4% which is above the +/- 10% limit.</p>	0
11	<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Total LST collected during the FY2018/19 was UGX 79,841,392 (Source: Draft Accounts for FY2018/19 – Note 2: Local Revenue on Page 28).</p> <p>Total transfers of Share of LST to the 6 Sub-Counties for the FY 2018/19 were UGX. 5,629,312 as evidenced from receipts issued by the LLGs. This represents 7% of total LST collected which is less than the required 65% mandatory share.</p>	0

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>There was evidence that total LG expenditure on Council Allowances for the FY 2018/19 was UGX 39,200,000 compared against total OSR for the FY 2017/18 of UGX 251,001,797 that represented 15.6%. This is lower than the 20% prescribed under the LGA Cap. 243</p> <p>(Source: Payments requests, sampled EFTs Nos. 19316079,20943710, 22356286 and 22356286 and audited accounts for the FY 2017/18 – Statement of Financial Position - Page 21)</p>	2
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Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>- There WAS Evidence that Masaka DLG had the position of a Senior Procurement Officer substantively filled under DSC Minute: DSC/Min21/April/2014 as per Correspondence Referenced CR/156/1 and Dated 12 May 2014. Ms. Hadijah Nankya was the name of the Senior Procurement Officer.</p> <p>- There was NO Evidence that Masaka DLG had the position of Procurement Officer substantively filled.</p>	0
12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2018/2019 FY) as exemplified by the following projects:</p> <p>- Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 15/April/2019. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Community Development Officer; Senior Procurement Officer.</p> <p>- Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 20/September/2018. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Assistant Water Officer; Senior Procurement Officer.</p> <p>- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on</p>	1

21/June/2018. The TEC Members who signed on the Evaluation Report were: Engineering Officer, Assistant Engineering Officer; Senior Procurement Officer.

- Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 21/June/2018. The TEC Members who signed on the Evaluation Report were: Engineering Officer, Assistant Engineering Officer; Senior Procurement Officer.

- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 20/September/2018. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Assistant Water Officer; Senior Procurement Officer.

- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 18/September/2018. The TEC Members who signed on the Evaluation Report were: Assistant Engineering Officer, Assistant Water Officer; Senior Procurement Officer.

- Construction of Seed Secondary Schools in Selected in Sub counties in Uganda – Bukakata SS under UgIFT (MoES/UgIFT/WRKS/2018-2019/00119). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 06/March/2019. The TEC Members who signed on the Evaluation Report were: District Engineer, District Education Officer; Senior Procurement Officer.

12

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 Masaka District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:

- Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). DCC considered and endorsed recommendations of TEC during 6th Masaka DCC Meeting held on 17/April/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyanamukaaka, District Population Officer, Principal Human Resources Officer, Engineering Officer; Senior Procurement Officer. DCC Minute: 05/DCC/04/18-19 (a).

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- Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). DCC considered and endorsed recommendations of TEC during 2nd Masaka DCC Meeting held on 24/September/2018, attended by District Inspector of Schools, Senior Assistant Secretary – Kyanamukaaka, District Population Officer, Principal Human Resources Officer, Engineering Officer; Senior Procurement Officer. DCC Minute: 05/DCC/09/18-19 (1).

- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). DCC considered and endorsed recommendations of TEC during 8th Masaka DCC Meeting held on 28/June/2018, attended by Human Resource Manager, Records Officer, Senior Assistant Secretary – Kyanamukaaka; Senior Procurement Officer. DCC Minute: 05/DCC/06/17-18 (c) – Kiziba; DCC Minute: 05/DCC/06/17-18 (d) – Nkuke.

- Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). DCC considered and endorsed recommendations of TEC during 8th Masaka DCC Meeting held on 28/June/2018, attended by Human Resource Manager, Records Officer, Senior Assistant Secretary – Kyanamukaaka; Senior Procurement Officer. DCC Minute: 05/DCC/06/17-18 (f)

- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). DCC considered and endorsed recommendations of TEC during 2nd Masaka DCC Meeting held on 24/September/2018, attended by District Inspector of Schools, Senior Assistant Secretary – Kyanamukaaka, District Population Officer, Principal Human Resources Officer, Engineering Officer; Senior Procurement Officer. DCC Minute: 05/DCC/09/18-19 (19).

- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). DCC considered and endorsed recommendations of TEC during 2nd Masaka DCC Meeting held on 24/September/2018, attended by District Inspector of Schools, Senior Assistant Secretary – Kyanamukaaka, District Population Officer, Principal Human Resources Officer, Engineering Officer; Senior Procurement Officer. DCC Minute: 05/DCC/09/18-19 (8).

- Construction of Seed Secondary Schools in Selected in Sub counties in Uganda – Bukakata SS under UgIFT (MoES/UgIFT/WRKS/2018-2019/00119). DCC considered and endorsed recommendations of TEC during 5th Masaka DCC Meeting held on 12/March/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyanamukaaka, District Population Officer, Principal Human Resources Officer, Engineering Officer; Senior Procurement Officer. DCC Minute: 05/DCC/03/18-19 (b).

- Siting and Drilling of Boreholes under DWDG (Masa/533/WRKS/2019-2020/00001). DCC considered

and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (xv).

- Construction of Two (2) Masonry Tanks at Kikungwe SS and St Anthony Kayunga SS under DWDG (Masa/533/WRKS/2019-2020/00005). DCC considered and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (xix).

- Construction of 2 Classroom Block with an Office and Furniture at Kiwanyi P/S in Kabonera Sub-county under SFG (Masa/533/WRKS/2019-2020/00007). DCC considered and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (xxii).

- Construction of 5 Stance Lined Pit Latrine at Buliuro P/S and Katikamu P/S in Kyesiiga Sub-county under SFG (Masa/533/WRKS/2019-2020/00009). DCC considered and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (xxi).

- Construction of 3 Stance Lined Pit Latrine at Bbaale Landing Site under DWDG plus Renovation of VET Lab under Production Department (Masa/533/WRKS/2019-2020/00003). DCC considered and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (xx).

- Supply and Installation of 13, 10M3 HDPE Tanks at Kyanamukaaka (Lot 1); Mukungwe (Lot 2); Mukungwe (Lot 3), Buwunga (Lot 4); Kyesiiga (Lot 5) under DWDG (Masa/533/SUPLS/2019-2020/00002). DCC considered and endorsed recommendations of TEC during 3rd Masaka DCC Meeting of 2019/2020 FY held on 15/October/2019, attended by District Inspector of Schools, Senior Assistant Secretary – Kyesiiga, District Population Officer, Principal Human Resources Officer; Senior Procurement Officer. DCC Minute: 05/DCC/10/19-20 (viii).

<p>comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<p>procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	<p>Disposal Plan for the current year (2019/2020 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements:</p> <ul style="list-style-type: none"> - Siting and Drilling of Boreholes under DWDG (Masa/533/WRKS/2019-2020/00001). (Pages 40 -41 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures; Page 114 of LG Approved Work Plan for 2019/2020 FY AND was also indicated as S/N 1 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on 19/August/2019). - Construction of Two (2) Masonry Tanks at Kikungwe SS and St Anthony Kayunga SS under DWDG (Masa/533/WRKS/2019-2020/00005). (Pages 39 - 40 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 098175 Non Standard Service Delivery Capital, 312104 Other Structures AND was also indicated as S/N 5 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on 19/August/2019). - Construction of 2 Classroom Block with an Office and Furniture at Kiwanyi P/S in Kabonera Sub-county under SFG (Masa/533/WRKS/2019-2020/00007). (Page 29 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as S/N 7 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on 19/August/2019). - Construction of 5 Stance Lined Pit Latrine at Buliuro P/S and Katikamu P/S in Kyesiiga Sub-county under SFG (Masa/533/WRKS/2019-2020/00009). (Pages 29 - 30 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as S/N 9 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on 19/August/2019). - Construction of 3 Stance Lined Pit Latrine at Bbaale Landing Site under DWDG plus Renovation of VET Lab under Production Department (Masa/533/WRKS/2019-2020/00003). (Page 40 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 098180 Construction of Public Latrines in RGCs, 312101 Non Residential Buildings AND was also indicated as S/N 3 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on
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19/August/2019).

- Supply and Installation of 13, 10M3 HDPE Tanks at Kyanamukaaka (Lot 1); Mukungwe (Lot 2); Mukungwe (Lot 3), Buwunga (Lot 4); Kyesiiga (Lot 5) under DWDG (Masa/533/SUPLS/2019-2020/00002). (Page 39 of LG Approved Budget Estimates for 2019/2020 FY, Vote 533: Masaka District, Output 098175 Non Standard Service Delivery Capital, 312104 Other Structures AND was also indicated as S/N 2 in Masaka DLG Consolidated Procurement and Disposal Plan for 2019/2020 FY, Submission Letter Dated 01/August/2019 and Referenced CR/105/1, Signed by CAO, Received by PPDPA Home Office on 19/August/2019).

(b) There WAS Evidence that the LG made procurements in previous FY (2018/2019 FY) as per plan (adherence to the procurement plan) for the previous FY (2018/2019 FY) as exemplified by the following procurements:

- Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). (Page 44 of LG Approved Budget Estimates for 2018/2019 FY, Vote 533: Masaka District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated as S/N 10 in Masaka DLG Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 08/May/2018 and Referenced CR/156/1, Signed by CAO, Received by PPDPA Home Office on 14/May/2018).

- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). (Pages 31 - 33 of LG Approved Budget Estimates for 2018/2019 FY, Vote 533: Masaka District, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as S/N 22 in Masaka DLG Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 08/May/2018 and Referenced CR/156/1, Signed by CAO, Received by PPDPA Home Office on 14/May/2018).

- Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). (Pages 30 - 31 of LG Approved Budget Estimates for 2018/2019 FY, Vote 533: Masaka District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as S/N 41 in Masaka DLG Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 08/May/2018 and Referenced CR/156/1, Signed by CAO, Received by PPDPA Home Office on 14/May/2018).

- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). (Page 44 of LG Approved Budget Estimates for 2018/2019 FY, Vote 533: Masaka District, Output 098180 Construction of Public Latrines in RGCs, 312104 Other Structures AND was also indicated as S/N 11 in Masaka DLG Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 08/May/2018 and

Referenced CR/156/1, Signed by CAO, Received by PPDPA Home Office on 14/May/2018).

- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). (Pages 43 - 44 of LG Approved Budget Estimates for 2018/2019 FY, Vote 533: Masaka District, Output 098175 Non Standard Service Delivery Capital, 312104 Other Structures; Pages 165 - 166 of LG Work Plan for 2018/2019 FY AND was also indicated as S/N 9 in Masaka DLG Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 08/May/2018 and Referenced CR/156/1, Signed by CAO, Received by PPDPA Home Office on 14/May/2018).

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 current FY (2019/2020), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. A calculation was made based on the respective Dates of Approval of Individual Bid Documents and results indicated that 100% of Bid Documents for 2019/2020 FY were Approved BEFORE August 30, 2019. The Calculation was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Masaka DLG Contracts Committee:

- Siting and Drilling of Boreholes under DWDG (Masa/533/WRKS/2019-2020/00001). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

- Construction of Two (2) Masonry Tanks at Kikungwe SS and St Anthony Kayunga SS under DWDG (Masa/533/WRKS/2019-2020/00005). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

- Construction of 2 Classroom Block with an Office and Furniture at Kiwanyi P/S in Kabonera Sub-county under SFG (Masa/533/WRKS/2019-2020/00007). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

- Construction of 5 Stance Lined Pit Latrine at Buliuro P/S and Katikamu P/S in Kyesiiga Sub-county under SFG (Masa/533/WRKS/2019-2020/00009). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

- Construction of 3 Stance Lined Pit Latrine at Bbaale Landing Site under DWDG plus Renovation of VET Lab under Production Department (Masa/533/WRKS/2019-2020/00003). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

- Supply and Installation of 13, 10M3 HDPE Tanks at Kyanamukaaka (Lot 1); Mukungwe (Lot 2); Mukungwe (Lot 3), Buwunga (Lot 4); Kyesiiga (Lot 5) under DWDG (Masa/533/SUPLS/2019-2020/00002). Date of Approval of Bid Document by Masaka DLG Contracts Committee: 02/August/2019, 2nd Masaka DCC Meeting for 2019/2020 FY, Min 05/DCC/08/19-20; Date of Bid Notice: 23/August/2019, Daily Monitor Newspaper, Page 42.

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

For previous FY (2018/2019 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was found at Masaka DLG PDU with a Starting/Opening Procurement Entry Titled 'Supply of 17,480 Eucalyptus (Clones) to replant Kyakumpi Local Forest Reserve' Referenced 'Masa/533/SUPLS/2018-2019/00001', Procurement Method: Selective Domestic Bidding, Contractor: Nabajjuzi Tree Planting 2007, Date of Award: 24/09/2018, Contract Value: 10,488,000 UGX, Contract Manager: Mr. Willy Bbaale, Actual Start Date: 17/10/2018, Actual End Date: 19/10/2018, Expected Completion Date: 17/01/2019 AND an Ending/Closing Procurement Entry Titled 'Construction of Five Stance Lined Pit Latrine at Kiziba Primary School' Referenced 'Masa/533/WRKS/2018-2019/00022 Lot 1', Procurement Method: Open Domestic Bidding, Contractor: Kyamulibwa Carpentry Workshop and Construction Company; Date of Award: 28/06/2018, Contract Value: 19,000,000 UGX, Contract Manager: District Education Officer.

- Referenced and Completed Procurement Activity Files for all procurements were found at the PDU.

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.

For previous FY (2018/2019 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). Contract Amount: 72, 095, 706 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 12/March/2019, Daily Monitor Newspaper, Page 41.

- Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). Contract Amount: 102, 939, 062 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 28/August/2018, Daily Monitor Newspaper.

- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). Contract Amount: 19, 000, 000 UGX (Lot 1); 21,850,060 UGX (Lot 2). Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 25/May/2018, Daily Monitor Newspaper.

- Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). Contract Amount: 79, 793, 370 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 25/May/2018, Daily Monitor Newspaper.

- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). Contract Amount: 29, 987, 045 UGX. Verified Procurement Method: Selective Bidding. Letter of Invitation to Bid Referenced CR/05/1 and Dated: 23/August/2018, , Signed by CAO on 23/August/2018, Stamped on 24/August/2018.

- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). Contract Amount: 13, 899, 987 UGX (Lot 4). Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 28/August/2018, Daily Monitor Newspaper.

- Construction of Seed Secondary Schools in Selected in Sub counties in Uganda – Bukakata SS under UgIFT (MoES/UgIFT/WRKS/2018-2019/00119). Contract Amount: 2, 125, 417, 275 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 17/December/2018, New Vision Newspaper.

15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There WAS Evidence that all works projects implemented in the previous FY (2018/2019 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). The project procurement file had Interim Payment Certificate No. 1 Dated 11/06/2019, Signed by Supervisor on 11/06/2019, Signed by District Water Officer on 11/06/2019, Approved by Chief Administrative Officer on 13/06/2019. - Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). The project procurement file had Certificate No. 1 Dated 07/06/2019, Signed by District Water Officer on 07/06/2019, Approved by Chief Administrative Officer. - Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). The project procurement file had Certificate No.1 for Nkuke P/S Dated 16/11/2018, Certified by Engineering Assistant MoESTS, Signed by District Engineer, Authorized by District Education Officer; Authorized by Chief Administrative Officer. - Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). The project procurement file had Interim Certificate No. 3 Dated 21/02/2019, Signed by Supervisor on 21/02/2019, Signed by District Engineer on 21/02/2019, Signed by District Education Officer on 21/02/2019, Approved by Chief Administrative Officer on 21/February/2019.
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15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was NO Evidence that all works projects for the current FY (2019/2020 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2019/2020 FY) had commenced construction by the time of the assessment. Additionally, all works projects that were implemented in the previous FY (2018/2019 FY) were completed within the previous financial year and did not qualify for assessment as per Addendum to/clarification of issues in the Local Government Performance Assessment Manual, 2018 (up-date of 2018 issues to 2019 LGPA).</p>
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0

Financial management

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

The LG had reconciled all bank accounts as at 30th June 2019 as evidenced from the draft final accounts for the FY 2018/19 and IFMS General Ledger Reconciliation Summary Reports.

The accounts included the following:

1. District Sub-Treasury Single Account;
2. District General Fund;
3. HIV/IDS;
4. Global Fund.

For the FY 2019/20, reconciliations for Jul, Aug and Sep 2019 were done by the 15th day following month-end hence were timely.

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.

A sample of 5 transactions from the Health, Education, Water and Administration departments showed that the LG effected payments to suppliers on time and most were within 2 months.

1. Kamuzinda Gen Enterp submitted a request of UGX. 18,131,290 for Construction of 2-Classroom block and furniture at Nyendo Misaali P/S on 05-Nov-2018 that was approved by the DEO on 12-Nov-2018, and paid on 12-Dec-2018 vide EFT 20712433 UGX 12,310,020; 36 days.
2. Tropical Computer Solutions submitted a request of UGX. 2,464,076 for supply of 4 laptops on 15-Jan-2019 that was approved by the DEO on 29-Jan-2019, by CAO on 29-Jan-2019 and paid on 31-Jan-2019 vide EFT 21729065 UGX 1,599,220; 15 days.
3. Kyamulibwa Carpentry Workshop and Construction Ltd submitted a request of UGX. 40,000,000 as interim payment for construction of the OPD at Kitunga HC II on 10-Apr-2019 that was approved by the DHO on 17-Apr-2019, by CAO on 24-Apr-2019 and paid on 26-Apr-2019 vide EFT 23042897 UGX 32,368,808; 15 days.
4. Pascue Enterprises Ltd submitted a request of UGX. 13,899,987 for supply and installation of 10,000ltrs HPDE water tank at Bisanje Catholic Parish P/S on 10-Apr-2019 that was approved by the DE on 17-Apr-2019, by CAO on 24-Apr-2019 and paid on 25-Apr-2019 vide EFT 23042795 UGX 12,054,747; 14 days.
5. R.B Mubiru Services Ltd submitted a request of UGX. 30,025,616 for extension of piped water supply from Kamuzinda RGC to Kyanamukaka Trading Centre on 10-Jun-2019 that was approved by the DWO on 11-Jun-2019, by CAO on 12-Jun-2019 and paid on 19-Jun-2019 vide EFT 24125452 UGX 27,061,510; 9 days.

18

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

Maximum 6 points on this performance measure.

- Evidence that the LG has a substantive Senior Internal Auditor: 1 point.
- LG has produced all quarterly internal audit reports for the previous FY: score 2.

Masaka LG has a Substantive Principal Internal Auditor that has been assigned duties of a CFO as per letter dated 26th October 2019 Ref: CRD/D/10968 signed by the CAO following retirement of the former CFO. The Substantive Principal Accountant was assigned the duties of a Principal Internal Auditor effective 26th October 2018 in a letter Ref: CR/D/00/86 signed by the CAO.

1

18

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

Maximum 6 points on this performance measure.

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

There was evidence that the LG had issued all the 4 quarterly Internal Audit reports on the following dates:

Qtr	Date issued	No. of queries raised
1st	12-Oct-2018	11
2nd	16-Jan-2019	8
3rd	30-Apr-2019	18
4th	23-Jul-2019	13

Queries raised included the following:

1. Health staff not registered with Health Allied Council;
2. Unaccounted for advances;
3. Non-Remittance of WHT to URA;
4. Non-acknowledgement of 35% share districts;
5. Unspent development funds;
6. Failure to follow up receipts for funds transferred to LLGs;
7. Copies of advertising rates from publishers not available;
8. Default on Tenders;
9. Accountability of licenses and permits;
10. Renovation of Kiyumba HC IV not progressing;
11. Inactive Procurement committee;
12. Hiring of Private External Auditor on top of OAG;
13. Allocation of Motor Grader to Finance dept without authority from the Centre;
14. Expired drugs.

2

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>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.</p>	<p>There was no evidence that the LG had provided a status of implementation of the LGPAC recommendations.</p>	0
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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. 	<p>The Internal Audit department provided the Council and LGPAC ALL the 4 quarterly reports through letters referenced and dated as follows: AUD 252/1 dated 12th October 2018; AUD 252/1 dated 16th January 2019; AUD 252/1 dated 20th May 2018 and AUD 252/1 dated 23rd July 2019.</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"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>Masaka LG maintained a manual Fixed Assets register and updated with acquisitions made during the year.</p> <p>Assets maintained included:- Land and Buildings, Motor Vehicles, Motor Cycles, Office Equipment and Others (Classified)</p>	4
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>From the Auditor General's report for the FY 2018/19, the LG had an unqualified audit opinion.</p>	4

Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

- Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2

Masaka District Local Government council met and discussed service delivery related issues including TPC reports, monitoring reports, performance assessment results and LGPAC reports for the last Financial Year as follows:

Meeting held on 19th March 2019; Under **minute: 23/MSK/DLC/March/2018-2019**: laying of draft Budget Estimates for 2019/2020;

On 25th June 2019 under **Minute: 29/MSK/DLC/June/2018-2019**: Approval of Budget Estimate for FY 2019/2020 of 27,047,724,000/=;

Minute 30/MSK/DLC/June/2018/2019: Approval of Annual Work plan for Financial Year 2019/2020:

(a) Procurement work plan for Financial Year 2019/2020;

(b) Capacity Building work plan for Financial Year 2019/2020; and

(c) Annual Work plan for financial year 2019/2020.

On 26th April 2018 at Ssaza Headquarters; Under **minute 27/DLC/April/2017/2018**: Discussed and Approval of the Budget Estimates for the Financial Year 2018/2019;

Under Minute 28/MSK/DLC/April/2017/2018: Presentation and discussion of Sectoral Committee Reports for Quarter 2 and Quarter 3 for FY 2017/2018: (28.2) Gender and Social services sector-Education and Health reports; and

On 23rd August 2018: Motion (5.1) To elevate Masaka District to City Status and (5.2) Revise education sector workplan and Budget for FY 2018/2019 for the UGX 200,000,000/= presidential pledge for construction of at St. Henry's College Kitovu and Bukakata Seed school at UGX 387,758,140/=.

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.

Masaka District Local Government designated M/S Nakanwagi Olivia for coordination and feed back (grievances/complaints, appointed on **8th October 2013** under **Ref: CR/153/2**.

22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was evidence on record of investigating and responding to grievances namely:</p> <ol style="list-style-type: none"> 1. On 23rd July 2019 under Ref: Hqt/co/806/2019 letter dated 9th July 2019; alleged corruption and abuse of Office by Officers of Uganda Law reform commission; and 2. On 22nd May 2018, letter recieved by Masaka DLG registry on 13th November 2018; Alleged non-payment of Death benefits to the estates of the late Henry Kyeyune by Masaka District Local Government and Ministry of Public Services. 	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Masaka District Local Government had the Payroll and pensioner schedule for september 2019; on notice boards at the Ssaza headquarters and CAO's office.</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"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>Masaka District Local Government had publishised procurement plan and awarded contracts and amount on the Procurement Notice board.</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"> • 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. 	<p>Masaka DLG published the assessment results on Main Notice board at CAO's office.</p> <p>Meeting held on 25th July 2019 at Boardroom of Planning unit under minute:06/DTPC/July/2019:</p> <p>Discussed and dissemination of assessment results. with total score of 74% and 35th at National wide for the Financial Year 2017/2018.</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"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>Masaka district local government did not provide evidence that the Local government communicated and explained guidelines, circulars and policies issued by the national level to lower local governments during the previous financial year.</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"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The district local government did not provide evidence of conducted discussion such as barazas, radio programs with the public to provide feed backs on the status of implementation.</p>	0

Social and environmental safeguards

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 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.

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- Masaka DLG Community Based Services Department presented Minutes for TPC Meeting held on 30/08/2018 in Water Board Room, Page 4, Min 06/DTPC/08/2018, Presentation of Departmental/Sub-county Reports and Reactions; 6.1 Gender Mainstreaming and Women Entrepreneurship Program, Compiled and Signed by Nabaswata Agnes, Confirmed and Signed by Juliet Mayanja.

- Masaka DLG Community Based Services Department presented a Distribution Record for Guidelines for Mainstreaming Gender in Departmental Plans, Budgets and Activities Dated August 2018 and Signed by Recipients. The Guidelines included District/Sub-county Gender Profile Survey Tool (Health Module; Community Based Services Sector; General Information on the District/Sub-county).

- Masaka DLG Community Based Services Department presented a Report on Gender Analysis exercise conducted in road works planned for FY 2018/2019, dated 20/February/2019 and signed by District Community Development Officer.

- Masaka DLG Community Based Services Department presented a Work Plan for FY 2018/19, Vote 533 Masaka District, Pages 177 - 178, Output 108107 Gender Mainstreaming, 1,000,000 UGX, Non Wage Grant.

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.

- There WAS Evidence that gender focal point had planned activities for current FY (2019/2020 FY) to strengthen women's roles. Masaka DLG Community Based Services Department presented Approved Work Plan for 2019/2020 FY that had Work Plan 9 – Community Based Services Section on Pages 139 – 145 with the following planned activities: Output 108107: Gender Mainstreaming (750,000 UGX – Non Wage Grant, Pages 139 - 141); Output 108110: Support to Disabled and the Elderly (19,010,000 UGX – Non Wage Grant, Pages 142 - 143); Output 108114: Representation on Women Councils (13,391,000 UGX – Non Wage Grant, Pages 143 - 145); Output 108108: Children and Youth Services (70,000,000 UGX – Non Wage Grant, Pages 141 - 142).

- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented.

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

There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following procurements:

- Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 13/08/2018, Signed by Senior Environment Officer.
- Siting and Drilling of 4 Boreholes at Butale, Kisenyi B, Kabonera and Minyinya-Galiraaya under DWDG (Masa/533/WRKS/2018-2019/00010). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 13/09/2018, Signed by Environment Officer.
- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) and at Nkuke P/S in Buwunga Sub-county (Lot 2) under SFG (Masa/533/WRKS/2018-2019/00022). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 13/09/2018, Signed by Environment Officer.
- Construction of a 2 Classroom Block with an Office, a Tank and Furniture at Nyendo-Misaali P/S (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00044). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 14/09/2018, Signed by Environment Officer.
- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 13/09/2018, Signed by Environment Officer.
- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 13/09/2018, Signed by Environment Officer.
- Construction of Seed Secondary Schools in Selected in Sub counties in Uganda – Bukakata SS under UgIFT (MoES/UgIFT/WRKS/2018-2019/00119). Masaka DLG Department of Natural Resources presented an Environmental Screening Form Dated 22/05/2019, Signed by Environment Officer; Received and Stamped by Central Registry on 18/June/2019.

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

Maximum 6 points on this performance measure

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

There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following procurements:

- Construction of a 3 Stance Lined VIP Latrine and Bathroom at Kabonera Trading Centre under DWDG (Masa/533/WRKS/2018-2019/00011). The project procurement file had a Budget for Environmental Mitigation Measures (300,000 UGX) in Bill No. 1 of the Bill of Quantities Dated 14/June/2018.

- Construction of 5 Stance Lined Pit Latrine at Kiziba P/S in Kabonera Sub-county (Lot 1) under SFG (Masa/533/WRKS/2018-2019/00022). The project procurement file had a Budget for Environmental Mitigation (50,000 UGX) in the Bill of Quantities Stamped by Contractor.

- Extension of Piped Water Supply from Kamuzinda to Kyanamukaaka T/C Phase III under DWDG (Masa/533/WRKS/2018-2019/00013). The project procurement file had a Budget for Environmental Mitigation Plan (100,000 UGX) in the Bill of Quantities Dated 29/03/2019; Signed by Contractor on Page 29.

- Supply and Installation of 12, 10M3 HDPE Tanks at Bukakata (Lot 4); Buwunga (Lot 5); Kyanamukaaka and Mukungwe (Lot 1); and Kyesiiga (Lot 2) under DWDG (Masa/533/WRKS/2018-2019/00009). The project procurement file had Budgets for Environmental Mitigation Plans for planting pass-plum, fruit trees and eucalyptus trees in the Bill of Quantities Dated 13/September/2018 and 14/September/2018; Signed by Contractor; Signed and Stamped by District Water Officer. The respective Budgets and Dates for Environmental Mitigation Plans were: Kyanamukaaka and Mukungwe (Lot 1) (60,000 UGX) (13/September/2018); Kyesiiga (Lot 2) (60,000 UGX) (13/September/2018); Buwunga (Lot 3) (100,000 UGX) (14/September/2018); Buwunga (Lot 5) (50,000 UGX) (14/September/2018).

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

Maximum 6 points on this performance measure

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

There was NO Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners.

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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.</p>	0
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p>	0
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>From the staff list, list of schools and performance contracts, it was evident that the LG had budgeted 5,696,512,000 UGX to cater 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.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>From the staff list and list of schools, there was evidence that the LG had deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY. For example in sampled schools: Ndegeya COU had 14 teachers; St Bruno Ndegeya Primary school had 10 teachers; Masaka school for deaf(SNE) had 8 teachers, Nyendo Misaali had 15 teachers and Kako primary school had 13 teachers.</p>	4
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100%: score 6 If 80 - 99%: score 3 If below 80%: score 0 	<p>From Performance contract LG approved structure ,Wage bill provision,staff list and list of schools, it was evident that LG has filled the structure with 732 (87%) out of 840 for primary teachers with a wage bill provision.</p>	3
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The LG had substantively filled all the two positions of school inspectors as per staff structure, where there was a wage bill provision there are: Nsambu Gerald: DSC/MIN 49/06/2015 and Lutaaya Joseph DSC/Min 32/01/2019.</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"> • Primary Teachers: score 2 	<p>The LG Education department submitted a recruitment plan to HRM on 1/10/2018 for the current FY to fill positions of 100 Primary Teachers.</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"> • School Inspectors: score 2 	<p>There was no need for a recruitment plan since all the two positions of school inspectors were fully filled by: Nsambu Gerald DSC/MIN/49/06/2015 and Lutaaya Joseph DSC/MIN/32/01/2019.</p>	2

Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The district had two established positions of School Inspectors one was filled and the other was vacant. The post holder of the filled position, appointment letter CR/166/1 dated 16th July 2015, was appraised on 1st August 2019 as per the Appraisal report</p>	3
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5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers <ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The district had seventy eight (78) Primary schools. It therefore had 78 Head Teachers. The appraisals were conducted between December 2018 and April 2019.</p> <p>Out of the 78 appraisal Reports, 10 were sampled. The Head Teachers of the primary schools listed below were appraised on the following dates;</p> <ul style="list-style-type: none"> • 1. Modesta Bisanje PS – 19th Dec 2018; 2. Ahamadia Muslim PS – 30th Dec 2018; 3. Kisenyi PS – 21st Dec 2018; 4. Kikungwe C/U PS – 12th Dec 2018; 5. Nabinene SDA – 13th Dec 2018; 6. Kitanga PS – 13th Dec 2018; 7. Butande PS – 16th Jan 2019; 8. Mpugwe PS – 16th Jan 2019; 9. Ndeeya C/U PS – 28th Dec 2018 and 10. Kivumba PS – 28th Dec 2018. ; 11. • 	3
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>From the sampled schools which were: Kako P/S; Nyendo Misaali; Ndegeya COU, Ndegeya P/S and Masaka SNE, there was no evidence to show that LG Education department communicated all guidelines, policies, circulars issued by the national level in the previous FY 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"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>On 18/07/2019, the LG Education department held meetings with primary school head teachers and among others explained and sensitised on circulars NO:16/2019 issued by the national level entitled: Information to district education officers regarding supply of textbooks and reading materials to schools.</p>	2

7	<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>On average only 56% of all licenced or registered schools both private and government primary schools were inspected as shown below: Term 111 (2018) 78 out of 78 (100%) government schools, While none (0) out of 84 private schools were inspected.</p> <p>Term 1 (2019) 78 out of 78 (100%) government schools; While 10 out of 84 (12%) private schools were inspected.</p> <p>Term 11 (2019) 78 out of 78 (100%) government schools, While 21 out of 84 (25%) private schools were inspected.</p>	1
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>In the departmental meeting held on 10/04/2019 and 13/05/2019 the department came up with a follow up plan to ensure that the inspection recommendations are complied with during the previous FY.</p>	4
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>There was evidence from the directorate of education standard (DES) dated: 2/12/2018,5/06/2019 and 1/09/2019 to show that the LG Education department submitted school inspection.</p>	2

8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>From the sampled schools which were: Kako P/S , Nyendo misaali, Ndegeya COU, Ndegeya and Masaka SNE there was no evidence to show that the inspection recommendations were followed- up.</p>	0
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The list of 78 Primary schools submitted were consistent with both EMIS and PBS.</p>	5
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>Enrollment data for all schools was 28,642 pupils which were consistent with the EMIS report and PBS.</p>	5

Governance, oversight, transparency and accountability

10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Masaka District Local Government council committee for education met and discussed service delivery issues on the following:</p> <p>On 26th March 2019 Meeting held under minute 04/SOC-SERV-COM/2019//04: presentation of sector reports on education;</p> <p>(1) Updating of the school Management Committee;</p> <p>On 8th August 2018 meeting held, under Minute: 04/SOC-SERV-COM/2018/2019/01: reading of the presentation of annual work plan for 2081/2019.</p>	2
10	<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The education sector committee presented issues that required approval to Council.</p> <p>On 30th October 2018 under Minute 15/msk/DLC/October/2018/2019: council discussed quarter 4 committee Education report and approval of First Quarter work plan for FY 2018/2019.</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 (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Three out of the five (60%) sampled schools which were Bisajje RC,Kikungwe church of Uganda,Kindu primary school did not have functional SMCs in the sense that they had not met for the three mandatory meetings. However, St Bruno and St modesta Primary schools had functional SMCs .</p>	0
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>On 8/8/2019 the LG publicised on the public notice board all schools receiving non-wage recurrent grants .</p>	3

Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</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>The LG education sector had submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on 17/4/2018 .</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>A sample of 4 transactions from the Education department showed that the LG effected payments to suppliers within 2 months.</p> <ol style="list-style-type: none"> 1. Kamuzinda General Enterprises submitted a request of UGX. 18,131,290 for Construction of 2-Classroom block and furniture at Nyendo Misaali P/S on 05-Nov-2018 that was approved by the DEO on 12-Nov-2018, and paid on 12-Dec-2018 vide EFT 20712433 UGX 12,310,020; 36 days 2. Kamuzinda General Enterprises submitted a request of UGX. 21,850,060 for Construction of a 5-Stance Pit Latrine at Nkuke P/S on 06-Nov-2018 that was approved by the DEO on 09-Nov-2018, by CAO on 05-Dec-2018 and paid on 17-Dec-2018 vide EFT 20944590 UGX 19,702,035; 40 days 3. Kyamulibwa Carpentry Workshop and Construction Ltd submitted a request of UGX. 19,000,000 for Construction of a 5-Stance Lined Pit Latrine at Kiziba P/S in Kabonera S/C on 15-Jan-2019 that was approved by the DEO on 22-Jan-2019, by CAO on 23-Jan-2019 and paid on 29-Jan-2019 vide EFT 21700834 UGX 18,033,898; 14 days 4. Tropical Computer Solutions submitted a request of UGX. 2,464,076 for supply of 4 laptops on 15-Jan-2019 that was approved by the DEO on 29-Jan-2019, by CAO on 29-Jan-2019 and paid on 31-Jan-2019 vide EFT 21729065 UGX 1,599,220; 15 days 	3
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15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>Masaka District Education Department submitted Annual performance reports for the previous Financial Year to the Planner on the Following dates:</p> <p>Quarter-1: Submitted to the planner on 30th October 2018;</p> <p>Quarter-2: Submitted to the planner on 21st January 2019;</p> <p>Quarter-3: Submitted to the planner on 25th April 2019; and</p> <p>Quarter-4: Submitted to the planner on 10th July 2019.</p> <p>Hence the Education department submitted performance reports by 15th July to the planner for consolidation, thus compliant.</p>	4
16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <p>o If sector has no audit query</p> <p>score 4</p> <p>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</p> <p>o If all queries are not responded to score 0</p>	<p>Internal audit queries for the Education sector were raised in the 3rd Quarter report and included the following:</p> <ol style="list-style-type: none"> 1. Inactive procurement committee; 2. Schools hiring External auditors on top of OAG; 3. Creditors at Kayunga S.S.S. <p>There was evidence that the Education sector had provided responses to IA in the Quarter 4 audit report dated 23rd July 2019.</p>	2

Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was no evidence that the LG Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills.</p>	0
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17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>From the sampled schools there was no evidence that the 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"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>All the sampled SMCs met the guideline on gender as follows:Ndegeya COU P/S (4 females and 8 males); St Bruno P/S Ndegeya (4 females and 8 males) ;Masaka school for the deaf (7 female and 5 males);St Ignitus Nyendo Misaali (4 females and 9 males) and Kako P/S (4 females and males).</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>On 31/07/2019 the environmental department issued environmental and social safeguards for the BUKAKATA SEED schools where planting of fruit trees and waste management were encouraged.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was no evidence that the school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified as well as coming up with mitigation action.</p>	0

LG Education department has ensured that guide-lines on environmental management are disseminated and complied with

Maximum 3 points for this performance measure

• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1

There was no evidence that environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>Masaka District Local Government (LG) had filled 68% (190 out of 278) positions on the structure for primary health care with a wage bill provision from PHC wage for the financial year (FY) 2019/2020.</p>	4
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The LG had submitted a recruitment plan which covered all the 24 positions of primary health care workers supported by the wage bill of the current FY and was received by human resources management (HRM) department on 21/9/2019.</p>	6
3	<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In- charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>The district had fourteen (14) health facilities and therefore 14 Officers in-Charge. 14 Appraisal Reports, were examined and five of the Officers-in Charge were appraised on the following dates:</p> <ul style="list-style-type: none"> • 1. Kamwoza HC II – 30th July 2019; • 2. Bugabira HC II – 24th July 2019; 3. Kyamuyimbwa HC II – 2nd August 2019; 4. Buyaga HC II – 5th August 2019 and 5. Makonzi HC II – 31st July 2019. • • 	8

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

The LG health department had not deployed health workers in line with the lists submitted with the budget for the current FY. Lists of deployed staff at the five sampled health facilities had the same type and number of cadres as in the budget and no clear justification was given. The staff deployed at the facilities and appearing in the budget were as follows:

1. Kyanamukaaka HCIV had 32 staff instead of 34 on the budget (Missing staff were a Porter and an Askari);
2. Kyamuyimbwa HCII had 6 staff instead of 4 in the budget (A Porter and an Askari were working at the facility but not reflected in the budget and deployment list from the District;
3. Mazinga HCII had 6 staff instead of 4 in the budget (A Porter and an Askari were onsite but not in the budget and deployment list from the District but known and paid directly from the facility using PHC funding);
4. Mpugwe HCIII had 15 staff instead of 16 in the budget (A Senior Clinical Officer is catered for in the budget and deployed but not working at the facility); and
5. Bukoto HCIII had 16 staff instead of 15 in the budget (Two Nursing Officers were budgeted for but one was deployed).

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

The DHO did not communicate the prioritised guideline "Sector Grant and Budget Guidelines to Local Governments FY 2019/2020". Only Kyanamukaaka HCIV out of the five sampled facilities had received the guidelines.

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>The DHO held a meeting with health facility In-charges on 26/6/2019 and among others explained the key aspects of the Sector Grant and Budget Guidelines to Local Governments FY 2019/2020 under minute number 2/06/2019 (Communication from the chairperson). 25 out of the 30 health facility In-charges attended.</p>	3
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The District Health Team (DHT) supervised 100% of HC IVs (Kyanamukaaka HCIV and Kiyumba HCIV) and the district hospital (Kitovu Hospital) once in each quarter as reflected in supervision reports dated; 11/10/2018; 4/1/2019; 11/3/2019; and 27/6/2019.</p>	3
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>The DHT did not ensure 100% supervision of lower level health facilities by the HSD within the previous FY. None (0%) of the sampled lower health units was supervised in each all quarter as reflected below: Kyamuyimbwa HCII was not supervised in quarter three; Mazinga HCII and Bukoto HCIII were supervised only in quarter one; while Mpugwe HCIII was not supervised in quarter two as per the supervision books.</p>	0

7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>The DHT did not discuss all the four supervision reports in each quarter during the previous FY. Only DHT supervision reports for quarters one and three dated 1/10/2018 and 11/3/2019 respectively were discussed and used for making recommendations under minute number 01/10/2018 (03:07) of the that meeting held on 12/10/2018 and minute number 7/03/19 (07:02) of the meeting held on 15/03/2019.</p>	0
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>Previous recommendations were not followed up. The minutes for meetings held on 7/8/2018; 12/10/2018; 11/3/2019; and 26/6/2019 that were reviewed did not have followup on previous recommendations.</p>	0
8	<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The LG submitted accurate/consistent data regarding the health facilities that received PHC funding since lists from both the HMIS reports and the performance contract (with PBS data) had 39 health facilities that reported 100% in each quarter.</p>	10

Governance, oversight, transparency and accountability

9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Masaka District Local Government council committee for Health discussed service delivery issues on the following:</p> <p>On 26th March 2019 Meeting held under minute 04/SOC-SERV-COM/2019//04: presentation of sector reports on education,</p> <p>(3) Health sector report highlighted the need to monitor the Health facilities in the district; noted that the LVEMP had not started construction of the latrines at Kitunga Health Centre,</p> <p>On 8th August 2018 meeting held, under Minute: 04/SOC-SERV-COM/2018/2019/01: reading of the presentation of annual work plan for 2018/2019;</p>	2
9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Health Sector Committee presented issues that require approval to Council on the following;</p> <p>On 26th April 2018, under minute 28/MSK/DLC/April/2017/2018; Presentation and discussion of sectoral committee reports for quarter 2 and quarter 3 for 2018/2019,</p> <p>On 30th October 2018 under Minute 15/msk/DLC/October/2018/2019: council discussed quarter 4 committee report and approval of First Quarter work plan for FY 2018/2019, and</p> <p>15.2 (a) committee appointed Hospital Management Committee for Masaka Regional Referral Hospital.</p>	2

10	<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>The health facility HUMCs were not functional since only 40% (2 out of 5) held all the quarterly meetings. HUMCs for only two facilities discussed budget and resource allocation as showed below:</p> <ol style="list-style-type: none"> 1. Bukoto HCIII HUMC held only three quarterly meetings on; 24/7/2018; 8/1/2019; 29/3/2019; and 5/6/2019. Two meetings were held in quarter three and none in quarter two. 2. Mazinga HCII HUMC held only two quarterly meetings in quarter one and four on 24/9/2018 and 18/6/2019 respectively. No discussions of budget and resource issues were identified. 3. Mpugwe HCIII HUMC held all the four quarterly meetings on; 23/7/2018; 12/10/2019; 14/1/2019; and 30/4/2019. No discussions of budget and resource issues were identified. 4. Kyamuyimbwa HCII HUMC had three quarterly meetings on; 19/12/2018 and discussed contribution to purchase of poles, under minute number 3; 22/2/2019 and discussed purchase of barbed wire and poles under minute number 6; and the last was held on 13/6/2019 but did not discuss issues related to budgets and resource allocation. 5. Kyanamukaka HCIV held all the quarterly meetings on; 25/9/2018; 26/11/2018; 20/3/2019; and 17/6/2019. Budget and resource allocation - prioritised investments, were discussed in the first quarter meeting under minute 01/09/18. 	0
11	<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>The LG publicised all 21 health facilities that received PHC non- wage recurrent grants through posting the list for quarter two FY 2019/2010 with 21 facilities, on the DHO's notice board. Lists for other quarters dated; The lists for the quarters of FY 2018/2019 had been filed dated; 25/4/2019; 9/1/2019; 10/10/2018; and 2/8/2018 and each had 22 facilities.</p>	4

Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The health sector had not submitted new investments for the current FY. The only contract for the Out Patient Department (OPD) was continuing from the previous FY and awaited release of funds.</p>	2
12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>The LG Health department submitted procurement request form (Form PP1) for the previous FY to the PDU on 25/11/2018, which was beyond the deadline of 30/9/2018. The request catered for the construction of an OPD at Kitunga HCII.</p>	0
13	<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>There was only one contract awarded during the FY 2018/19.</p> <p>Kyamulibwa Carpentry Workshop and Construction Ltd submitted a request of UGX. 40,000,000 as interim payment for construction of the OPD at Kitunga HC II on 10-Apr-2019 that was approved by the DHO on 17-Apr-2019, by CAO on 24-Apr-2019 and paid on 26-Apr-2019 vide EFT 23042897 UGX 32,368,808; 15 days</p>	4

Financial management and reporting

14	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>Masaka district local government department for Health submitted annual performance report to the planner on the following dates:</p> <p>Quarter 1: Submitted and recieved on 25th October 2018, under Ref: CR 103/2 to the planner;</p> <p>Quarter 2: Sumitted and recieved on the 15th January 2019, under Ref: CR 103/2 to the planner,</p> <p>Quarter 3: Submitted and recieved on the 17th April 2019, under Ref: CR 103/2 to the planner, and</p> <p>Quarter 4: Submitted and recieved on the 15th July 2019, under Ref: CR 103/2 to the planner.</p> <p>Hence the department for health was compliant, submitted within the 15th July to the Planner for consolidation.</p>	4
15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>Internal audit queries for the Health sector were raised in all the 4 Quarterly reports and included the following:</p> <ol style="list-style-type: none"> 1. Staff not registered with the Allied Medical Council; 2. Unspent Development funds; 3. Renovation of Kiyumba HC IV not progressing; 4. Expired drugs. <p>The entities audited included: Kitunga Health Centre II, Health Directorate and Kiyumba Health Centre IV.</p> <p>There was evidence that the Health sector had provided responses to IA as a follow up on the recommendations in the respective subsequent quarterly audit reports dated 12th Oct 2018, 16th Jan 2019, 30th Apr 2019 and 23rd July 2019.</p>	2

Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<p>The Health Unit Management Committees (HUMCs) met the gender composition of a minimum of 30% women. Four out of the five sampled health facilities met the gender composition. They include: Bukoto HCIII – 43% (3 out of 7); Mazinga HCII - 0.6 (3 out of 5); Mpugwe HCIII – 43% (3 out of 7); and Kyamuyimbwa HCII - 60% (1 out of 6). Only Kyanamukaaka HCIV had less than the 30% females at 13% - (1 out of 8).</p>	2
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16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>The local government issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women. Three out of five sampled facilities had latrines separated for men and women some guidelines on how to manage sanitation as reflected below:</p> <ol style="list-style-type: none"> 1. Bukoto HCIII (A chart titled "Segregation of medical wastes" - pinned in the laboratory; injection room and labour suit; a chart with a title "Waste disposal and decontamination" - pinned in the mini theatre; and guidelines for the management of healthcare waste as per Biomedical waste management rules, 2016). 2. Mpugwe HCIII (Guidelines with a title "Prevention and control of cholera - operational guidelines for district health workers and planners, 2007"; and a chart titled "Protect Others, Protect yourself - found in the laboratory"). 3. Kyanamukaaka HCIV (a chart with a title "Segregation of medical wastes" - found in the laboratory). 	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>All the health facility infrastructure projects was screened before approval for construction as reflected in the report dated 5/9/2018 signed by the Environment Officer. Mitigation actions were identified. The projects screened included; the construction of an OPD at Kitunga HCII; and the renovation of a ceiling at Kiyumba HCIV. Risks were identified and the form included mitigation actions.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>No monitoring visits were made to the projects since there was no related report.</p>	0

The LG Health department has issued guidelines on medical waste management

Maximum 4 points

- 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.

The LG issued guidelines on medical waste management including guidelines (a chart on segregation of medical waste) which was found in the laboratories of three out of five sampled facilities.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<ul style="list-style-type: none"> • Masaka district has a safe water coverage of 71% according to the Masaka District safe water coverage data. • 2 Sub-counties of Kyesiiga (49%), and Mukungwe (69%) had safe water coverage below the District average. • According to the AWP of the current FY submitted to the MoWE dated July 30th 2018, only 36% of the budget has targeted these two sub-counties 	0
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> 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 	<p>As per the Annual Progress Reports for the previous FY that was submitted to the MoWE dated 30th July 2018, 14 water projects were planned for the sub-counties with safe water coverage below the district average were implemented.</p> <p>These included drilling of one borehole, rehabilitation of 7 boreholes and installation of 6 rain water harvesting tanks. All these projects were successful.</p> <p>Therefore, 100% of the planned projects in these sub counties were implemented.</p>	15

Monitoring and Supervision

3	<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>• The District Water Office provided filled Form 1s which were used for monitoring all new water sources in the district. In addition, Form 4s were also provided for all the old water sources confirming that they were monitored. 16 Form 1s were submitted for the new water supply and sanitation projects that were implemented which included 4 new boreholes drilled and 12 rain water harvesting tanks constructed.</p>	15
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>The data lists of water facilities contained in the District Annual Work Plan is similar to the information in the MIS report obtained from the Ministry of Water and Environment. These include the following:</p> <ul style="list-style-type: none"> • 132 protected springs • 414 shallow wells • 69 deep boreholes • 105 rainwater harvesting tanks • 1 dam • 1 valley tanks • 3 tap stands 	5
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The water facilities listed in the MIS report provided by the Ministry of Water and Environment reflected;</p> <ul style="list-style-type: none"> • 4 boreholes were drilled. • 12 Rain water harvesting Tank • 20 boreholes rehabilitated. <p>This was consistent with the information in the PBS in the 4th quarter report.</p>	5

Procurement and contract management

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the District Water Office, it was established that the sector submitted into the district procurement plan. The submission was made to the planner for onward forwarding to the PDU (Ref : CR/213/1) on July 19th, 2018, which was way after the stipulated deadline of April 30th, 2019.</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"> • If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>The contract management plan is in place – an example is the contract management plan prepared for the construction of 3 stance latrine with a bathroom at Kabonera market constructed by Kabonera Traders Ltd for contract WRKS/18-19/0003. The contract management plan was prepared by the contract manager on November 14th, 2018.</p>	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>Four water and sanitation projects were visited in:</p> <ul style="list-style-type: none"> • Kabonera – Three stance pit latrine • Kisenye – Deep Borehole • Busagala – Deep Borehole • Butale – Deep Borehole <p>The visited projects were all found to have been implemented as designed</p>	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 	<p>The contractors have not yet handed over the facilities since the defect liability periods have not yet ended. However, there is a clear plan for handover of the facilities after the end of the defect liability period.</p>	2

6

The district has appointed Contract Manager and has effectively managed the WSS contracts

Maximum 8 points for this performance measure

- If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2

• DWO issued interim certificates to facilitate payment and prepared completion reports for all the projects carried out. Interim certificates were issued on 7/6/2019.

• Final completion certificates are pending completion of the defect liability period which will end mid-November, 2019.

• The projects are not yet handed over because the defect liability period is still on but clear plan to do so is in place after the end of the defect liability period.

2

7

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

Maximum 3 for this performance measure

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

A sample of 4 payments of contracts in the Water department showed that the LG effected payments to suppliers within 2 months.

1. Pascue Enterprises Ltd submitted a request of UGX. 13,899,987 for supply and installation of 10,000ltrs HPDE water tank at Bisanje Catholic Parish P/S on 10-Apr-2019 that was approved by the DE on 17-Apr-2019, by CAO on 24-Apr-2019 and paid on 25-Apr-2019 vide EFT 23042795 UGX 12,054,747; **14 days.**
2. R.B Mubiru Services Ltd submitted a request of UGX. 30,025,616 for extension of piped water supply from Kamuzinda RGC to Kyanamukaka Trading Centre on 10-Jun-2019 that was approved by the DWO on 11-Jun-2019, by CAO on 2-Jun-2019 and paid on 19-Jun-2019 vide EFT 24125452 UGX 27,061,510; **9 days.**
3. Bakamulali High Quality Contractors Ltd submitted a request of UGX. 13,990,965 for supply and installation of 10,000ltrs HPDE water tanks at the district h/qtrs and Star Junior Academy on 14-Feb-2019 that was approved by the DWO on 25-Mar-2019, by CAO on 28-Mar-2019 and paid on 16-Apr-2019 vide EFT 22746103 UGX 12,348,518; **60 days.**
4. Kamuzinda General Enterprises submitted a request of UGX. 15,174,623 for Installation of 2 10,000 ltrs HDPE water tanks at Hill View and Bulungi Bwamuzadde P/Ss on 18-Feb-2019 that was approved by the DE on 25-Feb-2018, by CAO on 11-Mar-2018 and paid on 13-Mar-2019 vide EFT 22208543 UGX 13,411,773; **22 days.**

3

Financial management and reporting

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"> • 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 	<p>There was evidence that Department for Water submitted Performance report for the previous Financial Year 2018/2019 to the planner by mid-July for consolidation on the following dates:</p> <p>Quarter-1: submitted on 30th October 2018;</p> <p>Quarter-2: submitted on 21st January 2019;</p> <p>Quarter-3: submitted on 25th April 2019; and</p> <p>Quarter 4: submitted on 10th July 2019.</p> <p>Hence the Department submitted performance report for FY 2018/2019 by mid-July to the planner for consolidation on time thus compliant to the required date.</p>	5
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"> • 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>o If sector has no audit query score 5</p> <p>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</p> <p>If queries are not responded to score 0</p>	<p>Internal audit queries for the Water sector were raised in the 2nd Quarterly report and included the following:</p> <ol style="list-style-type: none"> 1. Copies of advertising rates from publishers not available; 2. Lack of receipts for service providers; 3. Supplies paid inclusive of 6% WHT. <p>There was evidence that the Water sector had provided responses to IA as a follow up on the recommendations.</p>	3

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 District Water Sector Committee met and discussed service delivery issues and report during the previous Financial year 2018/2019; on the following dates:

A meeting held on 7th December 2018 at the water board room: water, Achievements of quarter two financial years 2019/2019; Borehole hand pumps and spares were procured meant for rehabilitation of more water success. A four stance lined pit latrine at Kabonera market was completed with a provision for persons with disabilities;

A meeting held on 2nd October 2018 in water board room, the following achievements were realized under the water section during Quarter 1 financial year 2018/2019: 4 boreholes in Kyesiga, Mukungwe, and Bukakata sub counties in Majiri, Luzinga, Butale and Ssunga villages;

Water and sanitation facilities: The design for the second phase for the extension of water from Kamuzinda to Kyanamukaka on going. The procurement for the supply and installation of 12 rain water harvesting HDPE tanks, Drilling of 4 boreholes and the construction of a four stance lined pit latrine was ongoing;

A meeting held on 29th may 2019 at the water board room the following were discussed as the draft budget of financial year 2019/2020 from water section: Water, The water and sanitation section will receive UGX 447,263,689/= at the district water and sanitation development conditional grant. Other funding will be from the sanitation grant of UGX 21,052,632/=. The breakdown of the proposed expenditures is as per the attachment the biggest challenge remains poor funding to the sector; and

Proposed projects include: Supply and installation of 14- 10,000 liters HDPE rain water harvesting tanks in Kyesiga, Kyanamukaka, Kabonera, Buwunga, Mukungwe and Bukakata, Sitting and drilling of 4 boreholes at different location; Buwunga, Mukungwe, Kabonera and Kyanamukaka, Construction of water borne toilet in Kyanamukaka in Bbaale landing site, Rehabilitation of 20 boreholes in Kyanamukaka Kyessiga, Buwunga, Bukakata, Kabonera, and Extension of piped water at Kamunda to Kyanamukaka trading center.

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the District Water Sector Committee presented issues that require approval to Council on the following:</p> <p>On 26th April 2018, under minute 28/MSK/DLG/April/2017/2018; Presentation and discussion of sectoral committee reports for quarter 2 and quarter 3 for FY 2018/2019; and</p> <p>On 30th October 2018 under Minute 15/msk/DLG/October/2018/2019: council discussed quarter 4 committee report and approval of First Quarter work plan for FY 2018/2019.</p>	3
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The AWP, Budget and the water development grant releases and expenditures were displayed on the notice boards as per the PPDA Act. To that effect according to the information on the notice board some of the quarterly releases to the Water Department were as follows:</p> <p>Quarter 1 - UGX 13,341,321 displayed on August 3rd, 2018; and</p> <p>Quarter 2 - UGX 13,341,321 displayed on October 17th, 2018</p>	2

The district Water department has shared information widely to the public to enhance transparency

- All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2

Maximum 6 points for this performance measure

The sampled and visited WSS projects were labelled as below:

1. Busagala Deep Borehole, Kabonera Sub County located at Coordinates S00.44581, E031.66881

- FY: 2018-2019,
- Funding: DWSDG;
- DWD: 70388;
- Completed: 13//2019; and
- Client: Masaka District LG.

2. Kisenyi A Deep Borehole, Kabonera Sub County District LG located at Coordinates S00.39026, E031.61975

- FY: 2018-2019,
- Funding: DWSDG;
- DWD: 30390;
- Completed: 16//2019; and
- Client: Masaka District LG.

3. Butale Deep Borehole, Kabonera Sub County located at Coordinates S00.27197, E031.78425

- FY: 2018-2019,
- Funding: DWSDG;
- DWD: 70382;
- Completed: 12//2019; and
- Client: Masaka District LG

The district Water department has shared information widely to the public to enhance transparency

- Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2

Maximum 6 points for this performance measure

Information on tenders and contract awards was displayed on the district notice board for the public to view

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Evidence of community application files was seen.</p> <p>Application letter from Zimwe Primary School for Rain water Harvest Tank written on September 20th, 2018 was seen.</p>	1
	Maximum 3 points for this performance measure			
12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Evidence of community contribution for Operation and maintenance of water supply system was seen. The list is dated January 22nd, 2019 and from this list, each person was contributing UGX. 3,000/=.</p>	2
	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"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There is evidence that all projects implemented by the Water Department were screened for environmental and social impact and to that effect, a screening report prepared on September 5th, 2018 was seen.</p>	2
	Maximum 4 points for this performance measure			
13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>According to the Environmental Monitoring Templates seen, there was a mitigation plan of June 27th, 2019 that was seen.</p>	1
	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"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>According to the sampled water contracts, there was a clause on environmental protection. For example,</p> <ul style="list-style-type: none"> In the contract signed on Jan 29th, 2019 for construction of Masonry rain water harvesting tank by Pasue Enterprise Ltd – Ref: Masa 533/ WRKS/ 18-19/0009 Lot 4 In the contract signed on Jan 29th, 2019 for construction of Masonry rain water harvesting tank by Kamuzinda General Enterprise Ltd – Ref: Masa 533/ WRKS/ 18-19/0009 – Lot 3 In the contract signed on October 7th, 2018 for construction of Masonry rain water harvesting tank by RB Mubiru Services – Ref: Masa 533/ WRKS/ 18-19/0009 – Lot 1 	1
14	<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Water user committees were formed with women having key positions of either treasurer, chairperson or secretary. However, only the WSC for Busagala Borehole had at least 50% of the members being women. For Kisenyi, on 33% of the members were women while for Butale approximately 43% (3 of 7 members) were women.</p> <p>Three WSCs for three water sources sampled from the reviewed software progress reports as well as field visits had the composition of women on them as follows:</p> <ul style="list-style-type: none"> Busagara Village, Kabonera Sub County – 5 females, 5 males Kisenyi Village, Kabonera Sub County – 2 female, 3 males Butale Village, Mukungwe Sub County – 3 female, 4 males 	0
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The only latrine project (Kabonera 3 - stance VIP Latrine) implemented in the district is located at coordinates S 00. 44879, E 031.66786. It was found to have the following:</p> <ul style="list-style-type: none"> Adequate access for PWDs in terms of a ramp as well as hand rail supports. Separate pit latrine stance for women and men Hand washing facility 	3