



LGPA 2019/20

Bushenyi District

(Vote Code: 506)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	65%
Educational Performance Measures	75%
Health Performance Measures	81%
Water & Environment Performance Measures	71%

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. 	The LG had submitted an Annual Performance Contract on 25th July 2019 and was received by MoFPED on 31st July 2019. The submission was within the extended deadline of 31st August 2019	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 LG had submitted a Budget for the forthcoming FY 2019/2020 on 28th March 2019 . The Budget contained a LG Procurement and Disposal Plan for FY 2019/2020. The submission was done timely.	Yes
Reporting: submission of annual and quarterly budget performance reports				

3	LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)	From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report: <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	The LG had submitted the Annual Performance Report for the previous FY 2018/2019 on 2nd August 2019 to MoFPED. The submission was within the extended deadline of 31st August 2019.	Yes
4	LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).	From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports: <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	Submission of the quarterly budget performance reports during FY 2018/2019 was done as follows: <ol style="list-style-type: none"> 1. Quarter 01 was done on 1st November 2018 2. Quarter 02 was done on 4th February 2019 3. Quarter 03 was done on 22nd May 2019 4. Quarter 04 was done on 2nd August 2019 all reports were submitted within the mandated timelines.	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 lines with applicable laws.	From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings", Check: <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant 	The Bushenyi District Local Government provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for FY 2017/2018 as detailed below: <p>The Acting Principal Internal Auditor on behalf of the CAO communicated to the PS/ST MoFPED regarding the status of implementation of Internal Auditor General's and Office of the Auditor General findings for FY 2017/2018 through letter dated 12th March, 2019 referenced AUD./213/1 and it was received on 21st March, 2019 by</p>	Yes
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<ul style="list-style-type: none"> • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>MoFPED. The letter was copied to the District Chair Person, CAO and CFO. The Principal Internal Auditor periodically and timely produced the quarterly internal audit reports throughout FY 2017/2018.</p> <p>The Internal Auditor raised twenty nine queries during the year and all of them were addressed and accordingly cleared. The queries that were raised covered among others the following:</p> <p>(a) Unaccounted for funds in the district totalling shs 376,202,988 (Quarter One);</p> <p>(b) Failure by most primary schools in the district to prepare acceptable and standard financial statements as per official guidelines (Quarter One);</p> <p>(c) Lack of assets registers for Kyeizoba, Kakanju and Kyabugimbi sub counties (Quarter Two);</p> <p>(d) Failure to utilise road funds amounting to shs 48,322,322 on grading community access roads (Quarter Three);</p> <p>(e) Failure by the DLG to remit 65% to Lower Local Governments the component of revenue collections totalling shs 65,976,446 in respect of the Local Service Tax in FY 2018/2019 (Quarter Four);</p> <p>Total number of queries raised Total number of queries cleared Total number of queries pending</p> <p>29 29 00</p> <p>The OAG raised ten queries for FY 2017/2018 all of which were followed up and cleared by the CAO as well as being dropped after the Parliamentary PAC deliberations. The DLG got Unqualified OAG Opinion in respect of the audited financial statements for FY 2017/2018.</p> <p>Examples of the queries raised included among others the under listed:</p> <p>(a) Low recovery of the Youth Livelihood Programme funds disbursed to various youths in the district;</p> <p>(b) Low collections of local revenue by sub counties caused by un clear local revenue policies administered by the district coupled with un realistic budgeting for the same;</p> <p>(c) Lack of land titles in respect of land owned by the DLG and sub counties for example Kyamuhunga, Kakanju, Kyabugimbi sub counties including forest reserves and wetlands ;</p> <p>(d) Inadequate medical facilities for most of the health centres in the district.</p> <p>Total number of queries raised Total number of queries cleared Total number of queries</p>
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pending

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

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

Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The Physical Planning Committee was in place and fully constituted as per Part III (9) of the Physical Planning Act, 2010. The DLG had 14 members and these had been constituted on a letter dated 9th August 2018, ref: CR/D/121/1 with the following members;</p> <ol style="list-style-type: none"> 1. Mahaba Malik, the CAO as Chairperson 2. Macheri Robert, Physical Planner as Secretary 3. Boyenza Geoffrey, District Surveyor (Member) 4. Mbonimpa Kiiza, District Engineer (Member) 5. Rwampororo Saul, DEO (Member) 6. Natwembebera Amon, Principal Agric. Officer (Member) 7. Nuwamanya Titus, Water Engineer (Member) 8. Muhanguzi Basil, Ag. District Community Development Officer (Member) 9. Tushabe Gregory, District Health Inspector (Member) 10. Ruganda Moses, Town Clerk – Rwentuha (Member) 11. Mugenyi Cyril, District Natural Resource Officer (Member) 12. Kataate Vincent, Snr. Environment Officer (Member) 13. Ghafa Ketty, Town Clerk - Kyamuhunga (Member) <p>The Committee was partially functional during the FY 2018/2019 evidenced by the following minutes;</p> <p>On 13th August 2018, the PPC held a meeting that was attended by 13 members. Here 69 applications for land registration were discussed and recommended for approval to the District Land board. All these were recommended for approval. Among these was also the DLG land located at Kiyaga Parish headquarters in Bumbaire Sub-county.</p> <p>Another meeting was held on 26th June 2019 and was attended by 6 members. In this meeting 46 fresh applications were presented to committee and under min.8/2018 were recommended for approval to the District land board.</p> <p>There was no Physical Development Plan in place.</p> <p>There was a Plan register for FY 2018/19 with a turn-around time not exceeding 30 working days.</p>	1

1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Only 2 Sets of minutes of the Physical Planning Committee had been submitted to MoLHUD, Mbarara Zonal office as follows:</p> <ol style="list-style-type: none"> 1. Minutes of 13th August 2018 meeting had been submitted on 7th Sept. 2018 2. Minutes of 26th June 2019 meeting had been submitted on 10th July 2019 	0
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>There was no Physical Development Plan in place at the time of assessment. So consistency could not be ascertained.</p>	0

1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>There was no Action Area plan prepared for FY 2018/2019.</p>	0
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>Not all priorities in the AWP for FY 2019/2020 were based on outcomes of the budget conference that was held on 8th November 2018.</p> <p>Priorities based on the outcomes of the budget conference included;</p> <ul style="list-style-type: none"> • Installation of ramps at all public health facilities, on P. 59 of the AWP and on P.27 of the budget conference report. • Grading of community access roads on P.77 of the AWP and on P.34 of the budget conference report. • Maintenance of district roads on P79 of the AWP and on P.34 of the budget conference report. • Installation of culverts on urban roads on P.78 of the AWP and on P. 34 of the budget conference report. <p>Some of the priorities in the AWP but not discussed in the budget conference included;</p> <ul style="list-style-type: none"> • Completion of staff houses at Kabushaho HC III and Buhimba HC III on P. 69 of the AWP • Construction of a seed school in Kiyaga parish on P.72 of the AWP • Construction of Kyabukumu GFS in Ruhumuro Sub-county Phase II on P.85 of the AWP. 	0

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence of capital investments in the approved Annual Work Plan for the FY 2019/2020 being derived from the approved Five-Year Development Plan 2015/16 – 2019/20. Some of the examples included;</p> <ul style="list-style-type: none"> • One twin house constructed at Kibazi HC III was on P. 98 of the DDP II and on P. 60 in the AWP. • Construction of a maternity ward at Kyamuhunga in the AWP, P. 60 but at Kibazi on P. 98 of the DDP II • Latrine construction in primary schools on P. 98 of the DDP II and P. 70 in the AWP • Classroom construction of a seed school at Kabushaho on P. 98 of the DDP II and P.71 of the AWP. • Routine maintenance of District feeder roads on P. 98 of the DDP II and P. 77 of the AWP. • Grading of community access roads on P. 98 DDP II and AWP on P. 77.
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles for all investments in the AWP had been developed as per LG Planning guidelines and discussed during the TPC meeting held on 15th May 2019 under Minute 6/May/2019.</p> <p>Some of the project profiles discussed included;</p> <ul style="list-style-type: none"> • Construction of one OPD ward at Rutooma HC III • Construction of a staff house at Rutooma HC II • Installation of solar lighting system at the District Head Quarters • Construction of a seed secondary school at Kabushaho • Grading of 70 Kms of road at Kyeizooba, Bitooma, Kyamuhunga, Kakanju, Kyabugimbi, Bumbaire, Ruhumuro, Ibaale and Nyabubare roads
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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.

Annual Statistical Abstract for FY 2018/19 had been compiled and discussed in the TPC meeting held on **15th May 2019** under Minute number 5/May/2019 and this was used to support budget allocation and decision making.

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4

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

- All Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under Minute 53/2017/2018 of **31st May 2018** meeting as follows;

1. Building and rehabilitation of Kibazi HC III, Nombe HC II, Kakaanzu HC II and Kabushaho HC III and construction of the OPD in Kibazi HC III were on P. 62 of the AWP and on P. 24 of the approved Budget
2. Construction of a maternity ward at Kibazi HC III were on P. 62 of the AWP and on P. 24 of the approved Budget
3. Staff house construction at Kibazi HC III was on p. 62 of the AWP and on P. 24 of the approved budget
4. Construction of a Seed Secondary school at Kabushaho was on P. 68 of the AWP and on P.39 of the approved budget
5. Completion of staff houses in Bunura, Nyamishundo, Kemitaha, Bumbaie, Buhim a and Kabusawo primary schools was on P. 66 of the AWP and on P. 37 of the approved budget
6. Construction and rehabilitation of 5 stance V.I.P latrines at Kayengo, Butinde, Munanura, Bujaga, Kihumuro and Rubingo Primary schools was on P. 67 of the AWP and on P.37 of the approved budget
7. District Roads maintenance was on P. 76 of the AWP and on P. 46 of the approved budget
8. Community Access Roads maintenance was on P.75 of the AWP and on P.44 of the approved budget
9. Urban and paved road maintenance (LLS) was on P.75 of the AWP and on P.46 of the approved budget
10. Construction of a 5 stance V.I.P latrine at the Multi – purpose hall was on P.77 of the AWP and on P.49 of the approved budget
11. Construction of Piped water supply system at Kigondo, Kakoni, Numba, Kainamo was on P.81 of the AWP and on P.52 of the approved budget

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

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

Maximum 6 points on this performance measure.

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

Not all investment projects implemented in the previous FY were completed as per work plan by end for FY 2018/19. Completion was at only 73% as seen below;

1. Building and rehabilitation of Kibazi HC III, Nombe HC II, Kakaanzu HC II and Kabushaho HC III and construction of the OPD in Kibazi HC III was not completed as per work plan by end for FY 2018/19
2. Construction of a maternity ward at Kibazi HC III was completed as per work plan by end for FY 2018/19
3. Staff house construction at Kibazi HC III was not completed as per work plan by end for FY 2018/19
4. Construction of a Seed Secondary school at Kabushaho was not completed as per work plan by end for FY 2018/19
5. Completion of staff houses in Bunura, Nyamishundo, Kemitaha, Bumbaire, Buhimba and Kabusawo primary schools was completed as per work plan by end for FY 2018/19
6. Latrine construction and rehabilitation at Kayengo, Butinde, Munanura, Bujaga, Kihumuro and Rubingo Primary schools was completed as per work plan by end for FY 2018/19
7. District Roads maintenance (2119 Kms) was completed as per work plan by end for FY 2018/19
8. Community Access Roads maintenance (2727 Kms) was completed as per work plan by end for FY 2018/19
9. Urban and paved road maintenance (LLS) was completed as per work plan by end for FY 2018/19
10. Construction of a 5 stance V.I.P latrine at the Multi – purpose hall was completed as per work plan by end for FY 2018/19
11. Construction of Piped water supply system at Kigondo, Kakoni, Numba, Kainamo was completed as per work plan by end for FY 2018/19

Percentage= $8/11 \times 100$

= 73%

- 5 The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY
- Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

Maximum 4 points on this Performance Measure.

Investment projects in the previous FY 2018/19 were completed at only 45% of the approved budget. For instance;

1. Building and rehabilitation of Kibazi HC III, Nombe HC II, Kakaanzu HC II and Kabushaho HC III and the construction of the OPD ward in Kibazi HC III had been budgeted at UGX. 188,195,000 yet actual expenditure was not indicated
2. Construction of a maternity ward at Kibazi HC III had been budgeted at UGX. 817,000,000 yet actual expenditure was UGX. 126,879,000
3. Staff house construction at Kibazi HC III had been budgeted at UGX. 173,000,000 yet actual expenditure was not indicated.
4. Construction of a Seed Secondary school at Kabushaho had been budgeted at UGX. 290,000,000 yet actual expenditure was not indicated
5. Completion of staff houses in Bunura, Nyamishundo, Kemitaha, Bumba, Buhimba and Kabusawo primary schools had been budgeted at UGX. 157,300,000 yet actual expenditure was UGX. 28,353,000
6. Construction and rehabilitation of 5 stance V.I.P latrines at Kayengo, Butinde, Munanura, Bujaga, Kihumuro and Rubingo Primary schools had been budgeted at UGX. 150,000,000 and actual expenditure was UGX. 150,000,000
7. District Roads maintenance (2119 Kms) had been budgeted at UGX. 529,597,000 and actual expenditure was UGX. 464,933,000
8. Community Access Roads maintenance (2727 Kms) had been budgeted at UGX. 126,470,000 and actual expenditure was UGX. 126,470,000
9. Urban and paved road maintenance (LLS) had been budgeted at UGX. 130,756,000 and actual expenditure was UGX. 130,733,00
10. Construction of a 5 stance V.I.P latrine at the Multi – purpose hall had been budgeted at UGX. 25,000,000 and actual expenditure was 28,320,000
11. Construction of Piped water supply system at Kigondo, Kakoni, Numba, Kainamo had been budgeted at UGX. 219,932,000 and actual expenditure was UGX. 219,932,000

Total budgeted amount was UGX. **2,807,250,000** yet total actual expenditure was UGX. **1,275,620,000**

Percentage = $1,275,620,000 / 2,807,250,000 \times 100 = 45\%$

- 5 The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY
- Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2

Maximum 4 points on this Performance Measure.

The O & M total budget for infrastructure projects in need of maintenance for FY 2018/2019 was utilized to a tune of 84% as shown below;

Under Works

1. Renovation of a ceiling at multi-purpose hall had been budgeted at UGX. 22,000,000
2. Renovation of a ceiling for the council hall had been budgeted at UGX. 8,675,000
3. Repair of toilets and fire fighting equipment had been budgeted at UGX. 11,000,000
4. Building maintenance had been budgeted at UGX. 56,640,000

Under Roads (rehabilitation of public buildings)

1. District road Equipment and machinery maintained had been budgeted at UGX. 36,000,000
2. Community Access Roads maintenance had been budgeted at UGX. 126,470,000
3. Urban unpaved roads maintenance had been budgeted at UGX. 130,756,000
4. District roads maintenance had been budgeted at UGX. 529,597,000

Under Health (OPD and other wards maintenance)

1. Maintenance and repair at Nombe HC II had been budgeted at UGX. 5,000,000
2. Maintenance and repair at Kajunju HC II had been budgeted at UGX. 5,000,000
3. Maintenance and repair at Kabushaho HC III had been budgeted at UGX. 38,195,000

Actual Expenditure was as follows;

1. Rehabilitation of public buildings, actual expenditure was UGX. 79,014,000
2. Building maintenance, actual expenditure was UGX. 27,788,000
3. District road Equipment and machinery maintained, actual expenditure was UGX. 35,988,000
4. Community Access Roads maintenance, actual expenditure was UGX. 126,470,000
5. Urban unpaved roads maintenance, actual expenditure was UGX. 130,756,000
6. District roads maintenance , actual expenditure was UGX. 529,597,000
7. OPD and other wards rehabilitation, actual expenditure was not done

Budget for O&M in FY 2018/2019 was UGX. Shs. **1,109,333,000**

Actual expenditure on O&M during the FY was Shs **929,613,000**

$$\text{Percentage} = 929,613,000 / 1,109,333,000 * 100 = 84\%$$

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure

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

There were 11 HoD positions as per the approved structure on ref ARC 135/306/01, dated 25th July 2017. Of these, 9 positions were substantively filled. However there was evidence that the LG had tried to advertise for the 2 vacant positions but had not attracted applicants.

Positions substantively filled were as follows;

1. **Principal Human Resource Officer-** Pauline Nakayenga(CR/D/10014) was appointed by CAO in a letter dated on 7/04/2008 ref CR/160/1, and Signed performance agreement on 17/01/2019.
2. **Chief Finance Officer-** Mbamanyire Medard (CR/D/110552) was appointed in a letter dated on 15/03/2019 Ref CR/160/1 and signed Performance agreement on 2/07/2018.
3. **District engineer-** Mbonimpa Kiiza Barnabas (CR/D/10011) was appointed in a letter dated on 23/12/2003 ref. CR/160/1. He signed agreement on 17/07/2018.
4. **District Education Officer-** Rwampororo Saul(CR/D/12086) was appointed in a letter dated on 12/04/2013 ref CR/156/1 and signed performance agreement on 20/07/2018.
5. **District Community Development Officer-** Muhanguzi Bazil(CR/D/10562) was appointed in a letter dated on 24/4/2019 ref CR/160/1, He signed Performance agreement on 1/07/2019.
6. **District Natural Resources Officer-** Mugenyi Cyril (CR/D/10936) was appointed in letter dated on 26/08/2009 ref CR/156/4/1 and signed Performance agreement on 30/06/2018.
7. **District Production Officer-** Tumuhimbise Gordon (CR/D/10261) was appointed in a letter dated on 2/07/2018, ref CR/156/5/2. Signed performance agreement.
8. **District Commercial Officer-** Byamukama Livy David (CR/D/10281) was appointed in a letter dated on 16/05/2019 ref CR/160/1.
9. **District Health Officer-** Mwesigye Edward (CR/D/11977) was appointed in a letter dated on 25/09/2012 ref CR/156/4/1, Signed agreement on 2/08/2018.

Those in Acting position were;

1. **Ag. District Planner-** Mugizi Jackson (CR/D/12291) signed performance agreement on 5/07/2019.
2. **Ag.District Internal Auditor-** Kumwesiga Samuel (CR/D/11978) signed performance agreement on 28/06/2019

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>There was evidence that all the HoDs were appraised for FY 2018/2019 as follows;</p> <ol style="list-style-type: none"> 1. Principal Human Resource Officer- Pauline Nakayenga (CR/D/10014) signed performance agreement on 17/01/2019 and was appraised on 10/7/2019 by CAO. 2. Chief Finance Officer- Mbamanyire Medard (CR/D/110552) signed performance agreement on 2/07/2018 and was appraised on 27/06/2019. 3. Ag. District Planner- Mugizi Jackson (CR/D/12291) signed performance agreement on 5/07/2019 and was appraised on 5/07/2019. 4. District engineer- Mbonimpa Kiiza Barnabas (CR/D/10011) signed performance agreement on 17/07/2018 and was appraised on 28/06/2019. 5. District Education Officer- Rwampororo Saul (CR/D/12086) signed performance agreement on 20/07/2018 and was appraised by the CAO but no date. 6. District Community Development Officer- Muhanguzi Basil (CR/D/10562) signed agreement on 1/07/2019 and was appraised on 28/06/2019 by CAO. 7. District Natural Resources Officer- Mugyenye Cyril (CR/D/10936) signed agreement on 30/06/2018 and was appraised by CAO but had no date. 8. District Production Officer- Tumuhimbise Gordon (CR/D/10261) Signed performance agreement and was appraised on 5/07/2019. 9. District Commercial Officer- Byamukama Livy David (CR/D/10281) was appointed in a letter dated on 16/05/2019 ref CR/160/1. He was appraised on 16/07/2019 by the District Production Officer. 10. District Health Officer- Mwesigye Edward (CR/D/11977) Signed agreement on 2/08/2018 and was appraised on 27/06/2019. 11. Ag. District Internal Auditor- Kumwesiga Samuel I (CR/D/11978) signed performance agreement on 28/06/2019. He was newly appointed and not yet appraised for that position. The previous staff in that position was transferred to the Bushenyi Municipal with the personnel file.
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7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>In a clearance letter from the MoPS to CAO dated on 29th January 2019, ref ARC 6/293/05, there were 10 positions cleared for recruitment and some of these positions were seen advertised internally and externally in the New vision paper dated on Wednesday, 27th February 2019.</p>
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7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There were 77 staff submitted for confirmation and all the staff were considered and confirmed by the DSC as follows;</p> <p>In the minute extracts of the 85th DSC Meeting held from 15-17th October 2018, the following were confirmed; Education-32 staff;</p> <p>Kamugira Benson Min 36.1 was confirmed as Education Asst II arising out of DSC Min 23/2017.</p> <p>Tusasiwa Evaline was confirmed as Education Asst in Min 36.2 arising out of DSC Min 23/2017.</p> <p>Mugumya Festus was confirmed as Education Asst II in Min 36.3 arising out of DSC Min 23/2017(32).</p> <p>In the 86th DSC Meeting held from 26-29th November 2018, the following were confirmed; Mgt-4, Production-3, Community-2, Education-4 as in the following;</p> <p>Nankunda Shallon was confirmed as Office Attendant in Min 55.1 arising out of DSC Min. 23/2017(13).</p> <p>Kembabazi Rabbeca was confirmed as Human Resource Officer arising out of DSC Min.23/2017(7).</p> <p>Tukahirwa Gloria was confirmed as Agriculture Officer in Min 55.5 arising out of DSC Min 23/2017.</p> <p>Muhabwe Edgar was confirmed as Agriculture Officer in Min 55.6 arising out of DSC Min 23/2017.</p> <p>Atukwatsa Loyce was confirmed as Labour Officer in Min 55.8 arising out of DSC Min. 23/2017.</p> <p>Ninsiima Andrew was confirmed as CDO in Min 55.9 arising out of DSC Min 23/2017.</p> <p>Agasha Sheilla was confirmed as Laboratory Assistant in Min 19.3 arising out of DSC Min 24/2018.</p> <p>Namazima Patience was confirmed as Enrolled Nurse in Min 19.10 arising out of DSC Min 24/2018(15).</p> <p>In the 87th Meeting of the DSC held from 19-20th February 2019, the following were confirmed; Management/ADM- 3.</p> <p>In the 88th Meeting of DSC held from 9th -10th April 2019, the following were confirmed; Natural Resources-2, Health-12, Production-1, Adm-1</p>
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7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was only one case submitted to DSC for disciplinary action but the case had not been concluded by the DSC. That case came from the rewards and sanctions committee meeting held on 19th November 2018, Akatunda Mary (Head Teacher) was referred to DSC, Case-Absenteeism and was submitted to DSC in a Min 38/2018(1) .</p>
	<p>Maximum 4 points on this Performance Measure.</p>		

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p>	<p>• 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>	<p>There were 63 staff recruited in the FY 2018/2019. A sample of 10 were assessed and there was evidence that all had accessed salary payroll not later than two months as follows;</p> <p>Aijuka Phionah(CR/D/12300) was appointed as Stenographer Secretary in a letter dated on 16/05/2019 and accepted in a letter dated 22/05/2019. She accessed payroll in June 2019 IPPS no. 1042657.</p> <p>Asasira Viola(CR/D/12304) was appointed as Agriculture Officer in a letter dated on 16/05/2019 ref CR/156/4/1. She assumed duty on 29th May 2019 and accessed payroll in June 2019, IPPS no. 1042411.</p> <p>Atwebembeire Michael (CR/D/12308) was appointed as Forestry Officer in a letter dated on 16/05/2019 ref CR/156/4/1. He accepted in a letter dated on 23/05/2019 and accessed payroll in June 2019, IPPS no 1042652.</p> <p>Baigana Elam Keneth (CR/D/12305) was appointed as Driver in a letter dated on 16/05/2019 ref CR/156/4/1 and assumed duty on 29th May 2019. He accessed the payroll in June IPPS no. 1042415.</p> <p>Nyamwija Agnes(CR/D/12299) was appointed as Office Attendant in a letter dated on 16/02/2019 ref CR/156/4/1 and accepted in a letter dated on 22/05/2019. She accessed payroll in June 2019, IPPS no. 1042493.</p> <p>Besigye Mukama Tophil(CR/D/12302) was appointed Assistant Fisheries Officer in a letter dated on 16/05/2019 ref CR/156/4/1 and accepted in a letter dated on 16/05/2019 and accessed payroll in June 2019, IPPS 1043295.</p> <p>Byamukama Innocent(CR/D/12309) was appointed as Senior Accounts Assistant in a letter dated on 16/05/2019 refCR/156/4/1 and assumed duty on 31st May 2019. He accessed payroll in June 2019, IPPS no. 1043322.</p> <p>Kalabesa Florence(CR/D/12303) was appointed as Stenographer Secretary in a letter dated on 16/5/2019 ref CR/156/4/1 and accepted in a letter dated on 22/05/2019. She accessed payroll in June 2019, IPPS no. 1042612.</p> <p>Kyarisiima Zaharah(CR/D/12298) was appointed as Office Attendant in a letter dated on 16/05/2019 and accepted in a letter dated 22nd May 2019. She accessed payroll in June 2019, IPPS no. 1042148.</p> <p>Natuhwera Syson(CR/D/12310) was appointed as Senior Accounts Assistant in a letter dated on 16/05/2019 and accepted in a letter dated on 23/05/2019. She accessed payroll in June 2019, IPPS no. 1043198.</p>
	<p>Maximum 5 points on this Performance Measure.</p>		

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p>	<p>• 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>	<p>There were 10 staff who retired in the FY 2018/2019 and none of them had accessed pension payroll not later than two months. This was because in the previous FY 2018/2019, the system of payment of pensioners was centralized by the MoPS and when it was decentralized, there were delays in the processes since the files were with the ministry hence all pensioners accessed their payments in FY 2019/2020.</p>	0
	<p>Maximum 5 points on this Performance Measure.</p>		<ol style="list-style-type: none"> 1. Tushabe Allen (Deputy Head Teacher) retired on 1/07/2018 and accessed payroll in June 2019 IPPS no 158219. 2. Rutafa Beatrice (Senior Education Asst) retired on 1/07/2018 and accessed payroll in June 2019 IPPS no 157777. 3. Birungi Elvaida (Education Asst.) retired on 1/07/2018 and accessed payroll in June 2019 IPPS no. 158904. 4. Kagyendo Jacenta (Senior Educ Asst) retired on 8/10/2018 and accessed payroll in January 2019 IPPS no. 155850. 5. Muganzi Protias Paddy (Head Teacher) retired on 24/12/2018 and accessed payroll in September 2019 IPPS no. 157712. 6. Barimu Hope (Nursing Asst) retired on 26/12/2018 and accessed payroll in May 2019 IPPS no. 816304. 7. Tumusiime John (Head Teacher) retired on 26/07/2018 and accessed payroll in April 2019 IPPS. No 157833. 8. Magezi Fred (Education Asst) retired on 28/10/2018 and accessed payroll in June 2019 IPPS no. 526050. 9. Kabayo Kiconco Judith (SEA) retired on 28/12/2018 and accessed payroll March 2019 IPPS no. 157930. 10. Bajuni Gad (Head Teacher) retired on 30/12/2018 and accessed payroll in May 2019 IPPS no. 157903. 	

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>OSR realised by Bushenyi DLG during FY 2017/2018 amounted to Shs 335,229,004 per draft financial statements of FY 2017/2018. However, after audit of the financial statements for the DLG for FY 2017/2018, the amount of local revenue collection was reduced from Shs 335,229,004 to shs 334,703,104 as per page 7 of the audited accounts. It was further realised that the DLG disposed off council assets valued at shs 3,800,000 as reflected on page 22 of the audited accounts.</p> <p>That reduced the OSR collected during FY2017/2018 from shs 334,703,104 to shs 330,903,104 i.e (shs 334,703,104 less shs 3,800,000).</p> <p>The total of the OSR realised during FY 2018/2019 amounted to Shs 362,681,278 as indicated on page 20 of the FY 2018/2019 draft financial statements. The draft financial statements were submitted to OAG Regional Office, Mbarara Municipal Council by the CAO on 30th August, 2019, through letter referenced CR/151/1 dated 27th August, 2019 and copied to the PS MoLG, RDC and District Chair Person.</p> <p>There was disposal of council assets during FY 2018/2019 valued at shs 48,500,000 as reflected on page 20 of the draft financial statements. The disposal of assets reduced the local revenue collection during FY 2018/2019 from shs 362,681,278 to shs 314,181,278 i.e (shs 362,681,278 less shs 48,500,000).</p> <p>There was decrease in local revenue performance totalling Shs 16,721,826 during FY 2018/2019 i.e (330,903,104 less shs 314,181,278).</p> <p>Poor performance in revenue collection was attributed to:</p> <p>(i) Creation of more town councils in the district for example Nyabubaare sub county was upgraded to Kizinda Town Council; Bitooma sub county was upgraded to Bitooma Town Council; Kyabugimbi sub county was up graded partly to Kyabugimbi Town Council and Kyabugimbi sub county respectively. It was explained that in spite of creating new town councils, the Bushenyi District Head Quarters inherited the responsibility of funding and maintenance of the newly created town councils.</p> <p>(ii) Inadequate sensitisation of tax payers.</p> <p>(iii) Failure to fully implement the Local Revenue Enhancement Plan (REP)</p>	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>The original local revenue budget for Bushenyi DLG for FY 2018/2019 was Shs 650,230,000 as indicated on page 1 of the draft financial statements and the approved budget.</p> <p>The adjusted total local revenue collected during FY 2018/2019 amounted to shs 314,181,278.</p> <p>Computation:</p> $314,181,278 \times 100 = 49\%$ $650,230,000$ <p>That translated into a revenue collection ratio of 49% with a variance of 51% which was outside the allowable range of +/- 10%.</p>	0

12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 the LG had a Senior Procurement Officer and Procurement Officer substantively filled;</p> <p>Senior Procurement Officer, Besize Albert (CR/D/11856) was appointed in a letter dated 6/03/2009, ref CR/156/4/1.</p> <p>Procurement Officer- Nyebirweki Asanansi (CR/D/12256), was appointed on a letter dated 3/07/2018, ref CR/156/4/1.</p>	2
12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 on the following dates, 27/08/2018; 2/5/2019; 28/1/2019 and 13/8/2018.</p> <p>Below are 5 sampled EC recommendation to the Contracts Committee;</p> <ol style="list-style-type: none"> 1. For the extension of Kakoni GFS in Kyamuhunga S/C and Rutooma GFS in Ibaare S/C, under Procurement Ref No Bush506/WRKS/18-19/003, EC sitting on 27/08/2018 recommended M/S Buwaro Investments LTD the best evaluated bidder and recommended them to be awarded the contract at a contract sum of UGX 182,061,192=. 2. For the construction of 6 blocks of 5 stance lined latrines at Rubingo, Kihumuro, Butinde, Kayengo, Munanura and Bujaga P/schools, under Procurement Ref No Bush 506/WRKS/18-19/002, EC sitting on 27/8/2018 recommended M/S Buwaro Investments Ltd the best evaluated bidder and recommended them to be awarded a contract at a sum of UGX 151,324,380=. 3. For the partial completion of 2 classroom block with office and store at Bunura P/S under procurement Ref No Bush 506/WRKS/18-19/013, EC sitting on 2/5/2019, recommended M/S Buwaro Investments Ltd, the best evaluated bidder and further recommended them to be awarded a contract at a sum of UGX 28,769,580=. 4. For the renovation of ceiling for multipurpose hall and the council hall under Procurement Ref No Bush 506/WRKS/18-19/007, EC sitting on 28/1/2019, recommended M/S Nikar General Contractors Ltd the best evaluated bidder and further recommend them to be awarded a contract at sum of UGX. 32,655,155=. 5. For the construction of 5 stance lined latrine at multipurpose hall, under Procurement Ref No Bush 506/WRKS/18-19/001, EC sitting on 13/8/2018, recommended M/S Kamoja Enterprises LTD the best evaluated bidder and further recommended them to be awarded a contract sum of at UGX. 25,740,520=. 	1

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

Assessment Team confirmed that the Contracts Committee considered recommendations of the EC and provided justifications for any deviations from the recommendations.

The following sampled files provide evidence that CC approved the EC recommendations;

1. For the Extension of Kakoni GFS in Kyamuhunga S/C and Rutooma GFS in Ibaare S/C and under Procurement Contract No Bush 506/WRKS/18-19/003, the CC sitting on 6/9/2018 under MIN 063/CC/2018-19, upheld the recommendation of EC and awarded the tender to M/S Buwaro Investments Ltd as the successful bidder at a contract sum of UGX 182,061,192=.
2. For the Construction of 6 blocks of 5 stance lined latrines at Rubingo, Kihumuro, Butinde, Kayengo, Munanura and Bujaga P/schools under Procurement contract No Bush 506/WRKS/18-19/002, Contract committee, sitting on 6/9/2018 under MIN064/CC/2018-19, upheld the recommendation of EC and awarded the tender to M/S Nato engineering Co as the successful bidder at a contract sum of UGX 151,324,380=.
3. For the Partial completion of 2 classroom block with office and store at Bunura P/S and under procurement contract No Bush 506/wrks/18-19/013, CC sitting on 3/5/2019 under MIN 280/CC/2018-19 awarded a tender to M/S Buwaro Investments Ltd as the successful bidder at a contract sum of UGX 28,769,580=.
4. For the Renovation of ceiling for multipurpose hall and council hall and under the procurement contract No Bush506/WRKS/18-19/007, CC sitting on 30/1/2019 under MIN 186/CC/2018-19 awarded the tender to M/S Nikar General Contractor Ltd as the successful bidder and further awarded them a contract at a sum of at UGX 32,655,155=.
5. For the construction of 5 stance lined latrine at multipurpose hall under contract Ref No Bush 506/wrks/18-19/001, CC sitting on 15/8/2018 under MIN 031/CC/2018-19 upheld the recommendation of EC and awarded the tender to M/S Kamoja Enterprises Ltd as a successful bidder and further awarded them a contract at a sum of UGX. 25,740,520=.

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

Maximum 2 points on this performance measure.

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

There was a consolidated and updated procurement plan for FY 2019/20 under ref CR/105/4, as prepared by the DPU, approved by CAO on 15/07/2019, submitted to MOF & PPDA and acknowledged receipt on 15th/07/2019. The DLG had all major infrastructure projects and all of them appeared in the Procurement Work Plan FY 2019/20

The Procurement Work Plan covered all DLG sectors and the lower LGs. Example were the Health sector 9, Finance 5, Production 19 and Admin/management 9 major procurement items. The Procurement Plan was approved by CAO.

(b). A copy of the Procurement Plan FY 2018/19 consolidated and up dated for all sectors of the DLG & lower LGs. For example Works Sub sector 17, Water sector 5, Health Sector 10 and education 10. While for the Lower LG Kyamuhunga 2, Kyabugimbi

The following examples were for the procurement items in the Plan:

1. Extension of Rutooma & Kakoni GFS. Valued at UGX 166,460,452
2. Upgrading of Kibazi HC2 to HC3. Valued UGX 500,000,000.

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

It was confirmed that no bid files had been completed by 30th August 2019.

The Bid preparation process was on and only two Files were yet due to be completed, these were;

1. Completion of 4 Classroom Block and 1 staff House under procurement No Bush 506/WRKS/19-20/002, the procurement method applied was Open domestic bidding approved by the CC MIN 054/CC/2019-2020 with a contract sum of UGX 190,713,252=
2. Construction of Kyabukumu GFS phase II in Ruhumuro S/C Procurement no. Bush 506/WRKS/19-20/001 under procurement method of Open domestic bidding approved by CC Minute 055/CC/2019-2020 at a contract award sum of UGX 159,482,369=.

However, the AT also saw the Contract Register for FY 2019/20 with no items entered as yet.

It was confirmed that no procurement files had been completed by 30th August 2019.

The Bid preparation process was on and only two Files were yet due to be completed, these were;

1. Completion of 4 Classroom Block and 1 staff House under procurement No Bush 506/WRKS/19-20/002 applied a procurement method of Open domestic bidding and approved by CAO CC MIN 054/CC/2019-2020 at a contract sum of UGX. 190,713,252=
2. Construction of Kyabukumu GFS phase II in Ruhumuro S/C. Procurement no. Bush 506/WRKS/19-20/001 under procurement method of Open domestic bidding and approved by the CC MIN 055/CC/2019-2020 at a contract sum of UGX. 159,482,369=.

However the AT also saw the Contract Register for FY 2019/20 with no items entered as yet.

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

There was evidence that a complete, consolidated and up dated Contract Register FY: 2018/19 existed, which was manually generated by DPU.

The following sample were evidence of completed Procurement activity Files;

1. Completion Certificate for rehabilitation of 2 shallow wells under Bush506/WRKS/18-19,009, TEC dated 6/2/19 valued at UGX 12,082,610= by a contractor Kamoja enterprises Ltd, approved by CC on 8/2/2019. The start date was 22/2/2019 and end date 22/5/2019.
2. Completion certificate dated 9/6/2019 for the supply and installation of culverts on district roads under contract No Bush506/WRKS/18-19/ 005/Lot4. Requisition date 5/4/2019, TEC dated 2/5/2019 valued at UGX. 46,998,220= contractor Tedmack engineering works Ltd. The start dated date 17th May 2019 and end date 17th July 2019. Completion certificate
3. Completion certificate dated 17/6/2019 for renovation, completion and extension works at Kabushaho HC III in Bumbaire S/C – Bush 506/wrks/18-19/010 at a contract sum of UGX. 39,617,025= by a contractor M/S Charm partners Ltd. The start date was 17th May 2019 and end date 17th July 2019.

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

Maximum 6 points on this performance measure.

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

The DLG adhered with the procurement thresholds and appropriately applied them accordance with the PPDA Act.

The following sampled files for various procurement methods provided the proof;

1. Partial completion of 2 classroom block with office and store at Bunura P/S under procurement No Bush 506/WRKS/18-19/013 at a contract sum of UGX. 28,769,580= procurement method – selective bidding.
2. Renovation of ceiling for multipurpose hall and council hall, under contract No Bush 506/WRKS/18-19/007 at a contract sum of UGX 32,655,155=, procurement method applied was selective bidding.
3. Construction of 5 stance lined latrine at multipurpose hall – Bush 506/WRKS/18-19/001 at UGX. 25,740,520=. Procurement method selective bidding

The procurement register captured the following information
Procurement number, project name, contract sum, implementation status, person responsible.

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 projects that were implemented in the previous FY 2018/19 were appropriately certified either as Interim or as completion and issued certificate where necessary. The following sample files provided evidence to that effect;</p> <ol style="list-style-type: none"> 1. Supply and installation of culverts on district roads- Bush 506/WRKS/18-19/ 005 Lot 4, valued at UGX. 46,998,220= contractor Tedmack engineering works Ltd, Completion certificate dated 9/6/2019. 2. Renovation, completion and extension works at Kabushaho HC III in Bumbaire S/C – Bush 506/WRKS/18-19/010, valued at UGX. 39,617,025= contractor M/S Charm partners LTD Completion certificate dated 17/6/2019. 3. Extension of Kakoni GFS in Kyamuhunga S/C and Rutooma GFS in Ibaare S/C – Bush 506/WRKS/18-19/003 at UGX. 182,061,192=, contractor M/S Buwaro Investments Ltd, completion certificate date 22/11/2018. 	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>The assessment team noted that no procurement process was completed.</p>	0

Financial management

The LG makes monthly and up to-date bank reconciliations

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

Maximum 4 points on this performance measure.

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

Examples on reconciliations: (i) Account number 01243552468475 for the District General Fund Account maintained by DFCU, Bushenyi/Ishaka branch. The reconciled balance on 30th September, 2019 was shs 5,367,338;

(ii) The District UNICEF account reconciled balance on 30th September, 2019 was shs 3,484 account number 9030005978083 with Stanbic Bank Bushenyi/Ishaka branch;

(iii) The District YLP Account number 01243552773696 with DFCU Bank, Busheyi/Ishaka branch had a reconciled balance of shs 18,788,725 as on 31st July, 2018.

(iv) The District WEP Account number 012411144111 with DFCU Bank Bushenyi/Ishaka branch had reconciled balance of shs 6,157,440 on 31st December, 2018.

(v) The District ACDP Account number 9030015689969 with Stanbic Bank, Bushenyi/Ishaka branch had reconciled balance of shs 2,350 on 31st March, 2019.

17	<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Bushenyi DLG provided evidence showing timely payments of suppliers and contractors during FY 2018/2019 without overdue bills beyond 2 months. The sampled payments covering all sectors indicated in most cases compliance resulting in no overdue bills beyond two months.</p> <p>For Example: (i) M/s Nato Engineering Company Limited was paid shs 141,037,494 on voucher number 6/1 of 12th January, 2019 for construction of six blocks of five stances VIP latrines at Kayengo, Kihumuro Bujaga, Rubingo, Butinde and Munanura primary schools in Bushenyi district. Receipt number 001 dated 30th January, 2019 for shs 141,037,494 was issued to the district by the service provider.</p> <p>The initial request for payment was submitted on 11th December, 2018 and certification was done on 29h January, 2019.</p> <p>(ii) A payment request was submitted on 11th June, 2019. Certification and approval of the payment was done on 12th June, 2019. Payment was effected against voucher number 14/6 dated 15th June, 2019, to M/s Buwaro Investment Limited for shs 12,492,177 for partial completion of two class room block, office and store under interim certificate number 01 at Burura Primary School in Kyeizoba sub county.</p> <p>(iii) M/s Tedmack Engineering Works Limited was paid shs 10,258,993 on voucher number 37/6 dated 10th June, 2019 under certificate number 03 for supply of culverts to the district feeder roads. Payment was initiated on 5th June, 2019 and was approved on 9th June, 2019.</p> <p>(iv) M/s B& D International Company Limited was paid shs 109,445,581 on voucher number 3/6 of 13th June, 2019 in respect of upgrading Kibazi HC II to Health Centre III in Kyamuhunga sub county. Receipt number 031 dated 25th June, 2019 was issued to the district. Payment was initiated on 4th June, 2019 and approved on the same day.</p> <p>(v) M/s Buwaro Investment Limited was paid shs 92,380,311 on voucher number 6/12 dated 17th November, 2018 in respect of extension of Rutooma GFS Phase II located in Bumbaire and Ibaare sub counties. Receipt number 217 dated 29th November, 2018 was issued by the contractor to the district. Initiation for payment commenced on 12th November, 2018 whereas approval of payment was effected on 12th November, 2018.</p>
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The DLG had neither a substantive District Principal Internal Auditor nor Senior Internal Auditor in place at the time of the assessment. The CAO's letter referenced CR/161/1 and dated 4th January, 2019 assigned Mr Samuel Kumwesiga as acting District Principal Internal Auditor for a period of six months with immediate effect. In the Bushenyi staff structure, Mr Samuel Kumwesiga is a Senior Accountant. However, at the time of the assessment, the six months that were offered to Mr Samuel Kumwesiga to act as acting District Principal Internal Auditor had expired with no available evidence of its renewal.</p> <p>Although the CAO's letter was copied to the District Service Commission among others on the subject matter, there was no evidence of response from the DSC. Attempts were being made to recruit a substantive Principal Internal Auditor.</p>

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

Maximum 6 points on this performance measure.

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

Quarterly Internal Audit Reports produced in FY 2018/2019:

Quarter Date of report Reference

Quarter 1 31st October, 2018 AUD.213/1

Quarter 2 31st January, 2019 AUD.213/1

Quarter 3 30th April, 2019 AUD.213/1

Quarter 4 31st July, 2019 AUD.213/1

It was noted that all the quarterly internal audit reports were produced within the prescribed time frame. Copies of the reports were circulated to:

RDC, District Chair Person, PS MoLG, Secretary Finance, Planning and Administration, Internal Auditor General, CAO, Chair Person LGPAC, and OAG – Mabarara Regional Office.

Quarter One report was received by IAG on 5th December, 2018;

Quarter Two was received by IAG on 21st March, 2019;

Quarter Three was received by IAG on 29th May, 2019.

Quarter Four was received by IAG on 23rd August, 2019.

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

Maximum 6 points on this performance measure.

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

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

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

40 38 02

The Internal Auditor raised forty queries during FY 2018/2019 out of which thirty eight queries were addressed and cleared. There were two outstanding queries yet to be attended to at the time of the assessment.

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

(i) Unaccounted for advances to DLG staff to undertake various financial activities in the district totalling shs 25,033,801; Quarter One;

(ii) Delayed recovery of funds disbursed to the youths under the YLP; Quarter Two;

(iii) Lack of assets register for Kyamuhunga Technical Institute to record all assets owned by the Institute; Quarter Two;

(iv) Delay in banking local revenue collections by Ibaare sub county totalling shs 124,000; Quarter Two;

(v) Failure to publicise UPE funds accountability by head teachers of Mungonya, Rwakashoma and Katikamwe primary schools; Quarter Four;

(i) COUNCIL:

(a) DLG records indicated that Council met on 4th September, 2018 and discussed the quarterly internal audit reports for FY 2017/2018 under minute reference Min. 12/2018/2019

(b) However, whereas Council held meetings on the underlisted

dates: 9th November, 2018; 18th January, 2019; 29th March, 2019; 28th May, 2019; 28th June, 2019 and 6th September, 2019, there was no evidence that LGPAC reports were reviewed and discussed.

(ii) LGPAC:

There was a functional LGPAC with fully appointed members as specified in the Local Governments Act, CAP 243. Meetings of the LGPAC were held as follows:

(a) Meeting held on 18th September, 2019 whereby the third quarter internal audit report for FY 2018/2019 was considered and reviewed. The deliberations were captured under Min.05/2019/20/20.

(b) The LGPAC meeting held on 19th September, 2019 reviewed and discussed internal audit report for quarter four in respect of FY 2018/2019. Deliberations were captured under Minute 09/2019/2020. However, at the time of the assessment, it was explained by the Clerk to Council that minutes of the LGPAC were being compiled and therefore still in draft form.

(c) The LGPAC held meetings on 22nd and 23rd November, 2018 reviewed and discussed the third quarter report for FY 2017/2018 under minute reference Min.14/2018/2019 and Min. 15/2018/2019 respectively.

It was noted that (a) Implementation of the audit findings by the internal audit through the quarterly reports were not timely addressed by both Council and the LGPAC. (b) There was no evidence that Quarter One and Quarter Two reports for FY 2018/2019 were appropriately reviewed and discussed by the LGPAC and Council.

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

Evidence that internal audit reports for FY 2018/2019 were submitted to LG Accounting Officer and LGPAC for follow up and review.

Quarter Date of submission Reference for report review

Quarter 1 31st October, 2018 No reference/ Delivery Book

Quarter 2 20th February, 2019 No reference/ Delivery Book

Quarter 3 27th May, 2019 No reference/ Delivery Book

Quarter 4 14th August, 2019 No reference/ Delivery Book

The quarterly internal audit reports which were generally timely produced and submitted to the Accounting Officer were officially acknowledged. The CAO reviewed and followed up the submitted reports and addressed the queries raised therein in accordance with the established approved procedures based on the Local Governments Act, CAP 243. However, delays in taking appropriate action on the submitted internal audit findings were attributed to the delayed meetings of the LGPAC and Council.

1

19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The Bushenyi DLG had in place a manual Assets Register which was formatted in adherence with the Local Government Accounting Manual 2007.</p> <p>Guidance provided by the LG Accounting Manual details procedures on recording assets that includes land, buildings, furniture and motor vehicles.</p> <p>The Assets Register in place had most of the information as required with exception of donated assets to the DLG for example vehicles and motor cycles. The Assets Register was up dated at the time of the assessment for example a laptop RE X 223 procured on 16th April 2019 for the Production Department valued at shs 3,221,000 on page 67 of the register. Motor cycle registration UG 2915 for the Water Department procured on 13th November, 2018 recorded on page 72 of the register.</p> <p>It was noted that computerisation of the Assets Register (FY 2019/2020) was in progress spear headed by experts from the MoFPED. Test run print outs of the partly computerised Assets Register were availed as evidence of work in progress.</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>The DLG obtained an unqualified Audit opinion for FY 2018/19 according to the Auditor General's report of December 2019</p>	4

Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>In a meeting held on 31st August 2018, under <u>Minute no 06/2018/2019</u>, there was a suggestion to pass an ordinance on 'burungi bwansi' a by-law on sanitation in rural areas because the plight of the people there was pathetic. Members proposed to use the newly elected L.C 1's, which was seconded by all members. This was intended so as to have better community access roads and good network points. There was also concern on Kizinda – Ncwera road that members said needed urgent attention. Funds had been allocated from burungi bwansi fund to work on the road. However the Chairman informed members that the road had been taken over by UNRA and that he had written to the Hon. Minister on this regard.</p> <p>Members also discussed the issue of marking P.7 Mock exams. Because the teachers were not certain of payment, the scripts had not been marked yet. The meeting learnt that each child pas 200 Shs however the money goes to the district budget where it is very difficult to retrieve. There was a suggestion that going forward these funds be deposited on the Head Teachers' Association account for easy access. The Chairperson tasked the CAO and the CFO to expedite the payment process to have the marking done within 7 days.</p> <p>In another meeting held on 4th September 2018 and discussed</p>	2
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under Minute no 12/2018/2019, members discussed reports from PAC that money in form of taxes was being deducted from staff and not remitted to URA. Members recommended that evidence of remittance to URA should be attached for accountability purposes. Bank statements should be provided to ascertain that payment was indeed done.

Then on unaccounted for funds, the District Chairman urged the CAO to recover funds from concerned Officers within one month and provide feedback in the next council. Under Min.13/2018/2019, members discussed about Macheri Robert, the District Physical Planner who had allegedly fraudulently got UGX 66M from MotaEngil, a road construction company on behalf of the DLG but denied the allegation. Council then recommended interdiction with immediate effect so as to pave way for investigation.

On education, members were notified of a grant received from World Bank to construct a seed school at Kiyaga Parish headquarters in Bumbaire sub-county. That the school was to be named 'Bumbaire High School'. However the Chairperson and most members proposed that this school be built at Kigurusi. This became a subject of controversy for most of the FY. In a meeting of 18th January 2019, a vote was done and 8/22 members opposed the location at Kigurusi.

Final decision on this matter was in a meeting held on 29th March 2019 under Min.49/2018/19 part iv where the school was finally located at Kabushaho. The Bishop of West Ankole Diocese gave out land on which to build the school. DEC and CAO were tasked to continue and complete the legalities of acquiring the land. In this meeting still, members suggested that the DLG takes over Ruhumuro sub-county GFS from NWSC for improved service delivery.

In the meeting held on **9th November 2018** and under Min.25/2018/2019, members discussed about the presence of many illegal drug shops and clinics in the DLG. They suggested that such be located and closed and that a list be sent to the District Chairperson for easy monitoring and reporting. Members proposed the provision of a radiography machine at Kyabugimbi HC IV and construction of a house to accommodate it. The committee also noted that Kashambya HC III in Bitooma sub-county was not getting PHC recurrent funds and so they recommended that the District lobby the MoFPED to provide funds.

On education, members discussed the functionality of Kabaare COPE school. Council agreed to maintain it open until MoE advises otherwise. On works, the Chairperson informed members that the DLG received funds for renovation of roads in Bumbaire Sub-county and suggested they use Force on Account so as to spend these funds. Members also adopted the following; to change the work plan for Kyeizooba paly ground to Kabuba road from spot murraming 1km to grading 8 Kms. The other was that since Kigondo GFS was taken over by NWSC, funds worth 15M meant for the design of that GFS be used to rehabilitate springs and shallow wells.

During the meeting held on **18th January 2019**, under Minute no 40/2018/2019, members were informed that MoH and NMS were to re-allocate the medicine budget and include Kashambya HC III on the distribution list. The Council also approved re-allocation of 150M meant to renovate the OPD to a repair staff house at Nombe HC II in Kakunju sub-county. The health committee was advised to organise a fundraising to generate 500M to purchase a vehicle for the health department.

On works, there was from members why the multipurpose hall was not being renovated yet it had been budgeted for. The Secretary for works informed members that it was delays in the procurement process. Regarding the collapsing of the ceiling at Rwenthua administration block, the Chair noted that serious repairs were being

done and that the contractor had been warned.

On roads, members were informed that the road funds for Bitooma sub-county which were embezzled had been recovered but never deposited on the sub-county account. CAO requested that the Finance department returns the funds back .

22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>The DLG had designated the Information Officer, Busiisi Jovanice to coordinate feedback. She was to work closely with the CAO's office. This was done as per letter dated 5th September 2018 on ref: CR/D/121/1</p> <p>Examples of complaints handled included; District's failure to pay overtime allowance to all staff. It was forwarded to the appropriate officers and staff were informed that not all staff are entitled to overtime.</p> <p>Another complaint was on absence of a security guard at the entrance of the DLG. It was handled appropriately and a security guard was deployed.</p> <p>Another complaint was from Head Teachers who felt that they were not given attention and were intimidated by the DEO. That was handled in TPC.</p>	1
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was a suggestion box, marked Judicial service Commission at the entrance of the DLG. This was opened periodically to profile the complaints and assign each to the responsible person(s) and then course of action is taken. Besides the box was a number given to the public to call in case of a complaint.</p> <p>The assessment team was able to look at a summary of complaints got in 2018/2019 which mostly came from Pensioners and Teachers, but also Lower District cadres and the general public. This summary was later pinned up on the notice board with actions taken. Some of the issues therein were handled by the rewards and sanctions committee</p> <p>There was also a face book page called 'Bushenyi Local government' where people gave in their opinions, critiqued and interacted freely. There was also an official whatsapp group for Bushenyi DLG staff.</p> <p>More so, at every beginning of the FY, the Information Officer communicated to the LLG the projects that were to be implemented. This was then followed by quarterly updates on projects implemented.</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>The DLG had published the October 2019 payroll and pension schedule on the notice board. It was signed by the Principal HRO and dated 21st October 2019.</p>	2

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</p>	<p>There was a procurement plan displayed on 15th April 2019, that was signed by the CAO, Mr. Byamungu Elias. The awarded contracts with amounts were published on the notice board on 6th September 2018 as date for display and 19th September 2018 as date for removal of notice. These were signed by the Principal Assistant Secretary – Ms. Robinah Tumwebaze.</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</p>	<p>Performance assessment results were not published on the District website. However they had been discussed during the TPC meeting held on 27th August 2019 under Min no.06/TPC/AUG/2019</p>	0
24	<p>The LGs communicate guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• 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>	<p>The HLG had circulated a circular on dissemination of national performance assessment results 2016 /17 dated 26th September 2018, ref: CR/ 167/ 1 to LLGs.</p>	1
24	<p>The LGs communicate guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<p>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feedback on status of activity implementation: score 1.</p>	<p>The DLG held a radio talk show on 2nd February 2019 on Water and sanitation at Crane FM at 7:00 – 8:00am. It was moderated by the DWO. Another was held on 15th August 2018 on breast feeding week. It was attended by the In-charge Kyeizoba HC III, but also for the Nutrition Project Bushenyi District, Tushabe Gregory the ASS, DHO</p>	1

Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>The District Community Development Officer(DCDO) Mr. Muhanguzi Bazi provided guidance and support to sector departments to mainstream gender and these departments were; Education, Health, Works, Audit, Finance, Procurement, Administration and the agenda for the meeting was ;</p> <p>Presentation on Gender and GBV as contribution factor to HIV/AIDs</p> <p>Including gender activities in all departmental work plans and budget</p> <p>The meeting was dated 18th July 2019 but it was out of the FY 2018/2019</p>	0
25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The DCDO had planned for 2 activities in the current FY 2019/2020 work plan and budget that was generated on 25th July 2019, and these activities were;</p> <p>Representation of women councillors in meetings, training, monitoring, and mentoring at the cost of UGX 74,000 page 48.</p> <p>Gender sensitisation plan developed in 1 District and 11 lower local government mainstreaming gender issues and conduct meetings at the cost of UGX 3,244,000 page 48 in the FY 2018/2019 the District had planned budgeted and implemented gender related activities at the cost of UGX 1,345,700 as indicated below.</p> <p>Swearing ceremony of newly elected women council executive committee Voucher No 14818cbs at cost of UGX 420,000, funds paid to facilitate district women council chairpersons to run the office Voucher No 1918cbs at the cost of UGX 300,000, facilitation of a gender mainstreaming meeting for the district technical staff Voucher No 27918cbs at the cost of UGX 450,000, monitoring women activities in lower local government Voucher No 550119cbs, at the cost of UGX 175,700, This means that the total expenditure was UGX 1,345,700 for the FY 2018/2019 which was (100%) implementation.</p>	2
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 screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>The projects for the FY 2018/2019 were screened by the Environmental Officer, however all the screened projects never had screening dates and the reports</p> <p>Extension of Rutooma and Kakoni GFS in Ibaara, Bumbaire and Kyamuhunga S/Cs and the recommendations were; support catchment land owners and that of immediate neighbourhoods to plant trees to control soil erosion, leave at least 20% of the water at the source untapped as an environmental flow, collect and dispose of all the construction debris at the source, tank sites and tap stand, provision of safety gears to the construction workers, fence off the land around the source to avoid contamination, construct a drainage channel and soak way pit at each tap stand to avoid water stagnation,</p> <p>Construction of 2 VIP latrine at Bugaara Primary School in Ruhumuro S/C and the recommendations were; proper site selection in relation to housing, water sources, logged areas, limiting vegetation clearing to specified latrine, provide for a temporary enclosure/ barrier during pit excavation, provide nets on all vents to control entry of green flies, level the ground and plant grass to control soil erosion, provide for soak way pit, collection,</p>	0

transportation and disposal of debris and wastes, construction of a ramp for easy accessibility by disabled persons, make a provision for harvesting rain water to reduce possibility of soil erosion and protecting neighbouring building from waste water, plant suitable grass to cater for removed vegetation, indication of side labelling for men, women and disabled person.

Construction of 5 stance VIP latrines(lined) in six schools in the district and these school were Rubingo P/S, Kihumuro P/S, Butinde P/S, Kayengo P/S, Munanura P/S Bujaga P/S the recommendations were; proper site selection in relation to housing, water sources and water logged areas, limiting vegetation clearing to the specified latrine, provide for temporary enclosure/ barrier during pit excavation, provide nets on all vents to control soil erosion, level the ground and plant grass to control soil erosion, provide wooden covers in each hole to control entry of green flies, provide for soak way pits, plant suitable grass to cater for removed vegetation, collection, transportation and disposal of debris and waste, level the ground with top soil re-vegetation and site clearing to maintain beauty, construction of a ramp for easy accessibility by disabled persons.

Construction of 5 stance lined pit latrine at Multipurpose Hall and the recommendations were; limiting vegetation clearing to specified latrine, level the ground and plant grass to control soil erosion, provide wooden covers in each hole to control entry of green flies, provide for soak pit, level the ground the ground with top soil re-vegetation and site clearing to maintain beauty, provide a toilet paper holder fixed to the wall, construction of ramp for easy accessibility by disabled person

Construction of two classroom block with office at Kayanga and Kizinda P/Ss and the recommendations were; limiting vegetation clearing a the specific site of construction, provision of safety gears to workers, proper sitting on well-drained soil, provide for collection and disposal of rain water from the roof, construction of ramp for easy accessibility by disabled persons, installation of lightening arrestor at appropriate locations, collection, transportation and disposal of debris and wastes.

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

Maximum 6 points on this performance measure

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

The LG integrated environmental and social management and health and safety plans in the contract bid documents. For instance:

Extension of Rutooma and Kakoni GFS in Ibaara, Bumbaire and kyamuhunga S/Cs Ref ; BUSH506/WRKS/18-19/003 BoQ Item no1,2,3,21,22,23, site clearance UGX 200,000, excavation and level to firm ground in boulder mixed soils up to depth of 1.2meters and dispose excavation materials from site UGX 60,000, excavation of ordinary soil with depth exciding 1.5m, protect source in front of structure in accordance with cross section on drawings UGX 36,000, inclusive of planting suitable grass backfill and cleaning and shaping of intake area UGX 84,000, construction of live fence are the intake area total amount is Bill UGX 20,000 No 1,sheet 1

Construction of 2 VIP latrine at Bugaara Primary School in Ruhumuro S/C BUSH506/WRKS/18-19/004 BoQ Item NoA1,A2,A3,A4 excavate over site average depth 230mm to remove top soil and remove from site UGX 23,000, excavate over site to reduce levels no exciding 45m deep commencing from stripped level UGX 5,000, excavate strip foundation not exceeding 50m deep not commencing from reduced level UGX 2,000, return fill and ram selected excavated materials around foundations UGX 1000 page 1

Construction of 5 stance VIP latrines(lined) in six schools in the district Ref;BUSH506/WRKS/18-19/002 BoQ Item No A1,A2,A3, excavate over site average depth 230mm to remove top soil and remove from site UGX 60,000, excavate over site to reduce levels no exceeding 1.5m deep commencing from stripped level UGX 42,000, return fill and ram selected excavated materials around foundations UGX 2000 page1

Construction of 5 stance lined pit latrine at Multipurpose Hall Ref: BUSH506/WRKS/18-19/001 BoQ Item No A,A2,A3 excavate over site average depth 230mm to remove top soil and remove from site UGX 120,000, excavate over site to reduce levels no exceeding 1.5m deep commencing from stripped level UGX 84,000 , return fill and ram selected excavated materials around foundations UGX 6,000 page 1

Construction of two classroom block with office at Kayanga and Kizinda P/Ss

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

Maximum 6 points on this performance measure

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

Only two projects had ownership of land and these projects were under water, the evidence that was availed to the assessor was a land agreement between the three parties and these were the land lord, community and the LG as mentioned below;

Extension of Rutooma and Kakoni GFS in Ibaara, Bumbaire and kyamuhunga S/Cs, on 24th October 2017, Mr. Nyawe Mbagira Gilvazio made an agreement with the Local Government, official he handed over his land to the Local Government so that people of Bumbaire S/C benefits from it by getting clean water , the second agreement was between Ibaara S/C and the family of MR&MRS William Rwabuku

However land ownership for the projects below was not ascertained;

- Construction of 2 VIP latrine at Bugaara Primary School in Ruhumuro S/C
- Construction of a 5 stance VIP latrines(lined) in six schools in the district
- Construction of a 5 stance lined pit latrine at multipurpose Hall not seen
- Construction of a two classroom block with offices at Kayanga and Kizinda P/S

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

Maximum 6 points on this performance measure

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

There was no evidence prevailed by the Environmental Officer for the completed projects with Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO

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

Maximum 6 points on this performance measure

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

Out of the 5 sampled projects only 3 projects had contract payment certificated with inclusion of prior to environment and social clearance. These were;

Extension of Rutooma and Kakoni GFS in Ibaara, Bumbaire and kyamuhunga S/Cs, Ref. ENV.554/3, dated 18th December 2018, contractor name: M/S BUWARO INVESTMENTS LIMITED, cost of mitigation: UGX 3,120,000

Construction of 5 stance lined pit latrine at Multipurpose Hall Ref. ENV.554/3, 12th December 2018, contractor name: KAMOJA ENTERPRISES LIMITED, cost of mitigation UGX 580,000

However, the above mentioned projects did not have contract payment certificated with inclusion of prior to environment and social clearance. Construction of 2 classroom block with office at Kayanga and Kizinda P/S not seen

- Construction of 2 VIP latrines at Bugaara Primary School in Ruhumuro S/C Ref.

- Construction of 5 stance VIP latrines(lined) in six schools in the district

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

Maximum 6 points on this performance measure

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

The Environmental Officer informed the assessor that they report quarterly not monthly due to lack of facilitation however even the quarterly reports were not prevailed to the assessor by the time of assessment

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG had budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY</p> <p>According to the LG approved budget estimates FY 2019/2020 generated on 25th July 2019 at 03:24 the wage bill for teachers in primary was Ugx 7,459,638,000 for 1,092 teachers (as seen from the quarter one 2019/2020 report) for 127 schools.</p> <p>$1,092/127=8.6$ teachers per school</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>	<p>• 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>	<p>There was evidence that the LG had deployed a Head Teacher and minimum of 7 teachers per school.</p> <p>The assessment team reviewed documents titled 'Bushenyi District Primary schools data 2019' signed by Ahabwe Williams, DIS and 'Bushenyi DLG Primary Schools HR Deployment 2019'. Bushenyi had deployed a total of 1,084 teachers for 127 schools meaning 8.5 teachers per school.</p> <p>Even the seven schools with less than 8 staff seen, such as Bitooma Cope, Kabaare Cope, Kainamo Cope, Kayanja, Burungira, Nyampungye and Rwagasha were all non-P7 schools</p> <p>School level visits found all the four schools had a minimum of 8 staff</p> <p>Nyandozo P/S had 8 government paid teachers. The daily attendance of 17th October 2019 had 7 teachers present. Tushabe Flestus' file was randomly picked and analyzed further. Flestus' transfer letter to Nyandozo was dated 20th February 2012.</p> <p>Kitabi Girls P/S had 8 government paid teachers. The daily attendance of 30th September 2019 had all the 8 staff present. Asimwe Jackline's file was randomly picked and analyzed further. She was appointed on 8th April 2010 and later transferred to Kitabi P/S on 24th January 2019.</p> <p>St. Mary's Kyamuhunga P/S had 18 government paid teachers. The daily attendance of 30th August 2019 had all the 18 staff present. Abaho Frank's file was randomly picked and analyzed further. Frank was posted to Kyamuhunga Central on 14th May 2004 and later transferred to St. Mary's Kyamuhunga on 18th January 2018.</p> <p>Rwakashoma P/S had 10 government paid teachers. The daily attendance of 30th October 2019 confirmed 9 staff present, Kuhebwa Mabel was sick. Kuhebwa Mabel's personal file was analyzed further; she was transferred to Rwakashoma P/S on 14th February 2011.</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"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>There was evidence that the LG had partially filled the structure for primary teachers with a wage bill provision.</p> <p>Bushenyi district had a wage bill for teachers in primary as Ushs.7,459,638,000 for 1,092 teachers. However, according to the 'Bushenyi DLG Primary schools HR deployment 2019', only 1,084 teachers were in post</p> <p>$1,084/1,092 \times 100 = 99\%$</p>	3
3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There was evidence to show that the LG had substantively filled all positions of school inspectors as per staff structure</p> <p>Bushenyi district had a provision for two staff under the inspectorate according to the evidence below:</p> <p>The assessment team reviewed two documents: 'the costed and approved structure dated 27th July 2017' that provides Bushenyi the position of Principal Education Officer and Senior Inspector of Schools.</p> <p>In another letter 'request to adjust Bushenyi District structure, dated 13th July 2018, ref ARC/135/306/01, Ministry of Public Service had approved trading Principal Education Officer for Principal Inspector of schools.</p> <p>Both positions were filled as follows;</p> <p>Principal Inspector of schools by Ahabwe Bwengye Williams according to appointment letter dated 12th November 2018 under DSC Min. No. 37/2018 (3)</p> <p>Senior Inspector of Schools by Mbaasa Michael Matigi with appointment letter dated 16th May 2019 under DSC Min. No. 33/2019 (2)</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>There was evidence seen that the LG education department had submitted a recruitment plan for teachers for the current FY.</p> <p>Education sector recruitment plan as seen in the Master Recruitment plan 2019/2020 prepared by Nakayenga Maureen, Principal HRO showed the following education positions listed:</p> <ul style="list-style-type: none"> • Head teachers 6 • Deputy head teachers 17 	2

The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.

Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of

- School Inspectors: score 2

Inspectorate was full. There was no need for a recruitment plan

Maximum 4 for this performance measure

Monitoring and Inspection

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.

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

- 100% school inspectors: score 3

There was evidence that all School Inspectors were appraised for FY 2018/2019. There were 2 Schools Inspectors and they were assessed as follows;

Ahabwe Bwengye Williams(CR/D/12113) was appointed on promotion to Principal Inspector of Schools in a letter dated on 12/11/2018 ref CR/160/1 was appraised by the DEO on 12/07/2019 for FY 2018/2019.

Mbasa Michael Matigi(CR/D/12122) was appointed on promotion in a letter dated on 16/05/2019 ref CR/160/1, Senior Inspector of schools was appraised by DEO on 12/07/2019 for FY 2018/2019.

Maximum 6 for this performance measure

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

Maximum 6 for this performance measure

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

- Primary school head teachers

- o 90 - 100%: score 3

- o 70% and 89%: score 2

- o Below 70%: score 0

There was evidence that all Primary Head Teachers were appraised. There were 127 schools and a sample of 10 Head Teachers were assessed as follows;

Kyosiimire Jovitah(CR/D/10047) was re-designated in a letter dated 2/11/2017 on ref CR/156/5/1, Head Teacher of Kachwamba Primary School was appraised by the Sub County Chief on 15/12/2018.

Turyahabwe Justus(CR/D/11766) appointed on a letter dated 18/05/2015 ref CR/160/1, Head Teacher of Kabuba Primary School was appraised on 2/01/2019 by the Sub County Chief.

Ishanga Jonathan(CR/D/E10169) was appointed on transfer in a letter dated 26/9/2013 ref CR/156/1, Head Teacher of Mwengura Primary School was appraised on 2/01/2019 by the Sub County Chief.

Byaruhanga Jenturiyo(CR/D/E/10569) was appointed on promotion in a letter dated 18/05/2015 ref CR/160/1, Head Teacher of Ibaare Girls Primary School was appraised by the Sub County Chief on 20/12/2018.

Muganzi Joseph(CR/D/E/10673) Head Teacher of Nyamishundo Primary School was appraised on 3/01/2019 by the Sub-county Chief.

Ngabirano Didas(CR/D/E/14638) was appointed in a letter dated on 15/03/2019 ref CR/160/1 Head Teacher of Nyakatuntu Primary School was appraised on 4/02/2019 by the DEO.

Kamusiime Alice Maaki(CR/D/E/10964) was appointed in a letter dated on 25/02/2015 ref CR/156/5/1 Head Teacher of Kashozi Primary School was appraised on 3/01/2019 by the Sub County Chief.

Muhanguzi Moses E.(CR/D/E/10939) was designated by DSC in a letter dated on 2/11/2017 ref CR/156/5/1 Head Teacher of Kajunju Primary School was appraised on 29/03/2019 by the Subcounty Chief.

Kamusiime Annet(CR/D/10150) was appointed in a letter dated on 18/01/2005 ref CR/160/2, Head Teacher of Kiyagaara Primary School was appraised on 25/01/2019 by the Sub County Chief.

Namara Zipporah(CR/D/E10035) was appointed in a letter dated on 18/01/2005 ref CR/160/2, Head Teacher of Nyampungye Primary School was appraised on 12/01/2019 by the sub-county chief.

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

• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1

There was no evidence that the LG Education department had communicated guidelines, policies, circulars issued by the national level in the previous FY 2018/2019

The assessment team reviewed the circulars' file in the DEOs office and found the following two circulars for the last FY 2018/2019. No guidelines or policies were seen.

- Circular no.12/2019 dated 13th March 2019 on ' ban of buying examinations from commercial examinations bureaus'

- 'Celebration of the global hand washing day, 2018' dated August 2018

The assessment team did not see evidence of dissemination of these to the schools. Visits to the four schools of Nyandozo P/S, Kitabi Girls P/S, St. Mary's Kyamuhunga P/S and Rwakashoma P/S did not provide any evidence either

Maximum 3 for this performance measure

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

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

There was insufficient evidence that the LG Education department held meetings with primary school head teachers to explain or sensitize on circulars/policies.

At district level, no evidence was given to the assessment team to show that the education department had disseminated guidelines, policies, or circulars.

All the 4 schools visited of Nyandozo P/S, Kitabi Girls P/S, St. Mary's Kyamuhunga P/S and Rwakashoma P/S showed no knowledge and/or did not provide copies of circulars seen at district.

Maximum 3 for this performance measure

The LG Education De- partment has effectively inspected all registered primary schools2	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: 	There was partial evidence that all licenced or registered schools were inspected. For the 127 UPE and 52 licensed/registered private schools in Bushenyi, a total of 537 inspections should have been done for third term 2018, first and second term 2019 (one per term), however 494 were accomplished representing 92% as explained below:
Maximum 12 for this performance measure	<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>The assessment team reviewed a copy of the 'school inspection report for term 3, 2018' dated 15th December 2018 by Ahabwe Williams in which 96 schools were inspected</p> <p>Another report 'schools inspection report or term 1 2019' dated 21st May 2019 and prepared by Ahabwe Williams, DIS showed 215 schools (80 private) were inspected</p> <p>The third report 'school inspections report for term II 2019' dated 10th September 2019 prepared by Ahabwe Williams, DIS, a total of 183 (54 private) schools were inspected</p> <p>Sampled school level visits confirmed inspections were taking place</p> <p>Nyandozo P/S inspection for third term 2018 was done on 29th October 2018 by Asiimwe Ruth, Education Officer. The 1st terms inspection was on 27th March 2019 by Ahabwe Williams, DIS and in 2nd term on 4th July 2019 by Ahabwe Williams, DIS</p> <p>Kitabi Girls P/S inspection for third term 2018 was done on 26th October 2018 by Asiimwe Ruth, Education Officer. The 1st terms inspection was on 4th March 2019 by Ahabwe Williams, DIS and in 2nd term on 21st June 2019 by Atwine Kikabuzi, Education Officer</p> <p>St. Mary's Kyamuhunga P/S inspection for third term 2018 was done on 17th September 2018 by Mateji Michael, Senior Inspector of schools. The 1st terms inspection was on 27th February 2019 again by Mateji Michael, Senior Inspector of schools and in 2nd term on 25th June 2019 by Mateji Michael, Senior Inspector of schools</p> <p>Rwakashoma P/S inspection for third term 2018 was done on 30th October 2018 by Ahabwe Williams, DIS. The 1st terms inspection was on 19th February 2019 by Mateji Michael, Senior Inspector of schools and in 2nd term on 12th June 2019 by Mateji Michael, Senior Inspector of schools</p>

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was evidence that the education department discussed school inspection reports and used reports to make recommendations for corrective actions. For example:</p> <p>In a head teachers meeting opening term 2 held on 29th May 2019, the assessment team reviewed minutes prepared by Rwaheirwe Abel and found inspection discussed under Min 1 (c) – presentation by DIS and resolved that the head teachers share the inspection reports with all the school level stakeholders</p> <p>In another head teachers meeting held on the 6th February 2019, inspection was discussed under min 2/2019 (ii). Some of the resolutions included intensifying internal supervision and that every teacher who absconds to be summoned to the district after one week of absence.</p>
Maximum 10 for this performance measure		

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 that the LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) as shown below:</p> <p>The assessment team reviewed a DES inspection grant acknowledgement for inspection report and accountability, term 3 2018. Received on 25th April 2019 by Kirenda Winnie, Secretary Directorate of Education Standards</p> <p>Another DES acknowledgement note for inspection report and accountability, term 1 2019 was seen. With a received stamp dated 21st June 2019 by the Commissioner Basic Education Standards, Directorate of Education Standards</p> <p>A third DES acknowledgement note for inspection report and accountability, term 2 2019 was seen. With a received stamp dated 20th September 2019 by the Commissioner Basic Education Standards, Directorate of Education Standards</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>There was inadequate evidence that the inspection recommendations were followed-up.</p> <p>In 3 out of 4 schools visited, no evidence of utilization of inspection recommendations was shown to the assessment team except in St. Mary's Kyamuhunga where the head teacher in a meeting of 4th March 2019 shared a summary of findings from the inspection of 27th February 2019. Out of that meeting, they resolved 4 lesson plans to be prepared for all the lower teachers.</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>There was evidence that the LG submitted accurate/consistent school numbers</p> <p>The assessment team compared two records: school enrolment data template received at Office of the Commissioner Education Planning on 11th January 2019 and the MoES enrollment FY 2019/2020</p> <p>Both sets of data had a record of 127 schools</p> <p>Schools randomly checked and found in both records were:</p> <ul style="list-style-type: none"> • Kakira Primary school • Katonya Primary school • Kasa primary school • Karyango primary school • Kaabare primary school 	5

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was evidence that the LG submitted accurate/consistent data.</p> <p>On the two sets of data reviewed: school enrolment data template received at Office of the Commissioner Education Planning on 11th January 2019 and the MoES enrollment FY 2019/2020 the total enrollment was 43,609 for both records. Additionally the enrolment for following schools was found consistent in both data sets:</p> <ul style="list-style-type: none"> • Kakira Primary school, 341 children • Katonya primary school, 262 children • Kasa Primary school, 300 children • Karyango Primary school, 240 children • Kaabare Primary school, 618 children
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Governance, oversight, transparency and accountability

10

2

<p>The LG committee responsible for education 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 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>The Social Services committee responsible for education met on 19th October 2018 and under <u>Minute: 11/2018/2019</u>, the sector presented the following: Kabaare Cope School had not been turned into a community Polytechnic pending clearance from MoE so members recommended that it continues operating until a directive is given.</p> <p>Members recommended that illegal schools should not be allowed to open in the first term of 2019. Parents and other stakeholders should be informed early enough not to take their children there through radio stations, worship places and on public notice boards. On location of a seed school, members recommended that the original plan of having it at Kigurusi – Kiyaga Parish in Bumaire sub-county be maintained.</p> <p>There was a meeting held on 18th December 2018 under <u>minute: 17/2018/2019</u>. Here members of the committee agreed that completion of classroom blocks in schools where construction was ongoing should be given first priority in the next FY.</p> <p>Another meeting was held on 15th March 2019 and under <u>minute: 23/2018/2019</u>, it was noted that the Head Teachers of Nyampungye and Kanyamurera primary schools were not performing their duties well. There was need for intervention by the DEO and these should be handled accordingly by the concerned authority.</p> <p>In the meeting held on 22nd May 2019 and under <u>minute: 29/2018/2019</u>, the education department presented its budget of UGX. 11,529,471,272 to the committee, which was recommended for approval by the council. Members were informed under minute: 28/2018/2019 that the long awaited location of a seed school was resolved and that it was to be situated at Kabushaho. That an MOU had been signed between the District and West Ankole Diocese.</p>
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The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

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

During the Council meeting held on **28th May 2019**, under Min. 64/201/2019 (c) council approved to prioritize completion of class room blocks at Karama, Kayaga and Bunanura primary schools. The suggestion was from the social services sectoral committee meeting held on 18th December 2018

During the council meeting held on **28th June 2019**, under min 61/2018/2019, council okayed the closure of illegal schools but advised that it should be done selectively and the matter was referred to the responsible committees. This had been presented during the standing committee meeting that was held on 19th October 2018.

Primary schools in a LG have functional SMCs

Maximum 5 for this performance measure

Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)

- 100% schools: score 5
- 80 to 99% schools: score 3
- Below 80 % schools: score 0

There was evidence that all primary schools had functional SMCs

While the SMC files at the DEOs office were not fully updated, randomly reviewed files showed the following:

- Kyamamari P/S new 12 members SMC approved by DEO effective 29th July 2019. Meeting record of 16th August 2019 attended by 10 seen.
- Nyabutobo P/S new 12 members SMC approved by DEO effective 22nd July 2019. Meeting record of 3rd October 2019 seen
- Ncucumo P/S newly approved 12 members SMC by DEO effective 15th October 2019. Joint Meeting record on 1/11/2019 attended by 18 seen. Another joint meeting on 30th July 2019 attended by 14 seen.
- Kachwamba P/S had well constituted SMC of 12 members. Meeting record of 13th August 2019 attended by 9 seen

The assessment team visited 4 schools for further verification. Each school had an SMC composed of 12 members, meetings were taking place per term with key issues discussed being UPE budget, Treasurers reports, SMC hand over, school gates among others as shown below:

Nyandozo P/S had 12 SMC members, 4 were women. Meetings were held termly. 3rd term 2018 meeting held on 30th October 2018 by 6 members. 1st term 2019 the school held a joint PTA/SMC meeting on 4th March 2019. 8 SMC members attended. 2nd term 2019 meeting was held on 6th July 2019

Kitabi Girls P/S had 12 SMC members, 4 were women. Meetings were held termly. 3rd term 2018 meeting held on 19th December 2018 attended by 6 members. 1st term 2019 SMC meeting held on 4th May 2019 attended by 5 members. 2nd term 2019 meeting was held on 9th September 2019, doubled as a hand over meeting, attended by 12 members

St. Mary's Kyamuhunga P/S had 12 SMC members, 3 were women. Meetings were held termly. 3rd term 2018 meeting held on 3rd October 2018 attended by 10 members. 1st term 2019 SMC meeting held on 9th March 2019 attended by 10 members. 2nd term 2019 meeting was held on 28th June 2019 attended by 11 members.

Rwakashoma P/S had 12 SMC members, 4 were women. Meetings were held termly. 3rd term 2018 meeting held on 29th September 2018 attended by 7 members. 1st term 2019 the school held a joint PTA/SMC meeting on 11th February 2019. 7 SMC members attended. 2nd term 2019 meeting was held on 6th June 2019 attended by 7 members

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

Maximum 3 for this performance measure

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

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

At the district level, a document titled 'Bushenyi district UPE Capitation to primary school for FY 2018/2019' was displayed on the notice board.

Similarly at all the 4 schools visited of Nyandozo, Kitabi Girls, St. Mary's Kyamuhunga and Rwakashoma P/S displays for 3rd term 2018, 1st and 2nd term 2019 in the head teachers office were seen

Procurement and contract management

13

The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget

Maximum 4 for this performance measure

• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4

There was evidence that the sector submitted procurement in put to the Procurement Unit that cover all investment items in the approved Sector annual work plan and budget on time by April 30th:

The assessment team reviewed the Bushenyi district LG user department procurement plan for education prepared by Rwampororo Saul, DEO on the 27th March 2019 and received by Nyebirweki Asanansi from Procurement office on the same day

4

Financial management and reporting

14

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

Maximum 3 for this performance measure

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

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

For Example:

(i) A payment request was submitted on 2nd September, 2018. Certification and approval of the payment was done by DEO on 4th September, 2018. Payment against voucher number 05/9 was done on 5th September, 2018 to M/s Shell Malindi Bushenyi for shs 10,000,000 in respect of supply of fuel to the Education Sector. Receipt number 493 dated 11th September, 2018 was issued to the district by the contractor.

(ii) M/s Buwaro Investments Limited was paid shs 8,506,779 on voucher number 15/6 dated 13th June, 2019 in respect of interim certificate for partial completion of a two class room block, office store at Bunura Primary School in Kyeizoba sub county. Request for payment was submitted on 11th June, 2019 whereas approval was effected on 13th June, 2019. The contractor issued receipt number 226 dated 27th June, 2019 in respect of the payment by the district.

3

15

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

Maximum 4 for this performance measure

• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4

There was no evidence that the education department submitted performance reports in time to the planning unit for consolidation.

All departments were reported to have convened on the same day in the computer lab and worked at the same time to submit a complete report into PBS system. So no evidence of a hard copy of submission.

0

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Action by the Education Department on queries raised by the Internal Auditor during FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>14 14 00</p> <p>The Internal Auditor raised fourteen queries during FY 2018/2019 which queries were followed up and all cleared.</p> <p>Examples of queries raised among others were as follows:</p> <p>(a) Inaccurate computation of P.A.Y.E for staff on payroll at Bumbaire Technical Institute;</p> <p>(b) Failure to fully follow procurement procedures as the sector procured computers valued at shs 4,962,000;</p> <p>(c) Lack of assets register at Kyamuhunga Technical Institute in respect of all assets owned by the sector;</p> <p>(d) Poor records and book keeping at Kiyaga and Kiyagaara Primary schools;</p> <p>(e) Lack of Assets Register for Mungonya, Nyampugye and Rwakashoma primary schools.</p> <p>Example of responses from the sector regarding the queries were as follows among others:</p> <p>(a) District Education Officer's letter dated 7th August, 2019 un referenced to the Principal Internal Auditor responding to quarter four queries in FY 2018/2019.</p> <p>(b) Letter to Principal Internal Auditor from the District Inspector of Schools dated 23rd April, 2019 un referenced in respect of quarter four audit queries in FY 2018/2019.</p> <p>(c) Letter dated 23rd January, 2019 un referenced by the District Education Officer on quarter two queries in FY 2018/2019.</p> <p>(d) The District Education Officer responded to the Principal Internal Auditor regarding the sector queries in a letter dated 19th November, 2018 un referenced in respect of quarter one findings in FY 2018/2019.</p>
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Social and environmental safeguards

<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 had disseminated gender guidelines</p> <p>No evidence was provided to the assessment team to show that the education and gender focal person had disseminated guidelines on how senior women and men should support girls and boys</p>
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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>There was no evidence that LG Education department in collaboration with gender department had issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p> <p>No evidence was provided to the assessment team to show that the education and gender departments had disseminated guidelines on managing sanitation for girls and PWD</p>	0
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence that the School Management Committees met the guideline on gender composition of at least two women belonging to Foundation Bodies (as per 2008 Education Act) as shown in the school findings below:</p> <p>Nyandozo P/S had 12 SMC members, 4 were women. 2 of the women were Foundation Body representatives</p> <p>Kitabi Girls P/S had 12 SMC members, 4 were women. 2 of the women were Foundation Body representatives</p> <p>St. Mary's Kyamuhunga P/S had 12 SMC members, 3 were women. 2 of the women were Foundation Body representatives</p> <p>Rwakashoma P/S had 12 SMC members, 4 were women. 2 of the women were Foundation Body representatives</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was insufficient evidence that the LG Education department in collaboration with Environment department had issued guidelines on environmental management to the schools.</p> <p>The Assessment Team reviewed reports that showed Bushenyi district had prioritized 14 schools to benefit from the carbon foot print REED+ project in late 2018 and early 2019 according to reports on distribution of seedlings dated 17th April 2019 and 5th November 2018 by Joel Kidega, acting Forestry Officer. This was only to 14 out of 127 schools in the district and Assessment Team found this insufficient to qualify as issuing guidelines on environmental management</p>	0

18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>The Environmental officer screened all school infrastructure projects; however the screening forms lacked screening dates as well as the reports. Projects that were screened included;</p> <p>Construction of 2 VIP latrine at Bugaara Primary School in Ruhumuro S/C and the recommendations were; proper site selection in relation to housing, water sources logged areas, limiting vegetation clearing to specified latrine, provide for a temporary enclosure/ barrier during pit excavation, provide nets on all vents to control entry of green flies, level the ground and plant grass to control soil erosion , provide for soak way pit, collection, transportation and disposal of debris and wastes, construction of a ramp for easy accessibility by disabled persons, make a provision for harvesting rain water to reduce possibility of soil erosion and protecting neighbouring building from waste water, plant suitable grass to cater for removed vegetation, indication of side labelling for men, women and disabled person.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was no evidence to show that the Environmental Officer and Community Development Officer had visited the sites to check whether the mitigation plans were complied with. This was attributed to lack of facilitation in terms of transportation.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There was evidence that the LG had filled the structure for primary health workers with a wage bill provision from PHC wage.</p> <p>According to the records at the DHO office and the Sector Grant and Budget guidelines FY2019/20, the district had an approved staffing of 345 staff, of which 252 were filled, hence a staffing of 73%</p> <p>According to the FY2018/19 quarter 4 report (page 16 and 60), the PHC wage for FY2018/19 was 2,322,578,000/= and this was all spent (100%). Thus, there were no funds for recruitment.</p> <p>In FY2019/20, 2,454,207,000/= had been provided for PHC wage (LG approved budget estimates, page 21)</p>	8
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the health department submitted a comprehensive recruitment plan to HR (and CAO) for the FY2019/20 covering vacant positions.</p> <p>A letter submitting the recruitment plan was presented, Ref: Med159/1, dated and stamped 29th August 2019, as a follow up on the earlier recruitment plan (Ref: Med156/1) that had been submitted on 20th September 2018, for recruitment of staff for the FY2019/20.</p> <p>The plan proposed recruitment of 47 staff, at an annual cost of 462,361,200/=. These staff included 20 enrolled nurses, 6 enrolled midwives, among others.</p> <p>Ugx. 2,454,207,000/= (LG Approved budget estimates FY2019/20, Page 21) had been provided for PHC Wage for the FY2019/20. This gave a surplus of Ugx 131,629,000/= for additional wage.</p> <p>However, the wage analysis done by HR showed there was a wage shortfall of 58,487,252/= for FY2019/20. A letter, ref: CR/156/1/1, dated 9th September 2019 was written to and received, on 10th September 2019, by Ministry of Finance, Planning and Economic development, requesting for a supplementary budget to cover Salary, pension and gratuity worth 1,591,244,787/= for entire district, PHC wage inclusive. The district was yet to get response to this request.</p>	6

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

Maximum 8 points for this performance measure

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

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

There was 100% evidence that all the health facilities In-charges were appraised. There were 42 Health facilities and a sample of 10 In-charges were assessed as follows;

1. Nancy Nyamweya Nyasuguta (CR/D/11786), In-charge of Kyeizooba HC III was appraised on 26/06/2019 by the Senior Medical Officer.
2. Ikiriza Bridget (CR/D/12097), In-charge of Nyabubare HC III was appraised by the Senior Clinical Officer on 30/06/2019.
3. Katureebe John Baptist (CR/D/11981), In-charge of Kashambya HC III was appraised on 4/07/2019 by the Doctor.
4. Musiime Ziporah (CR/D/12017), In-charge of Numba HC II was appraised on 28/06/2019 by SIO.
5. Orishaba Justine (CR/D/12033), In-charge of Swazi HC II was appraised by Nursing Officer on 11/07/2019.
6. Tumushabe Florence (CR/D/116600), In-charge of Rushinya HC II was appraised on 25/06/2019 by Clinical Officer.
7. Ampeire Prudence (CR/D/12183), In-charge of Kyamuhunga HC III was appraised on 25/06/2019 by the SCO.
8. Nyakato Enid (CR/D/11942), In-charge of Kabushaho HC III was appraised on 26/06/2019 by the SMO.
9. Byamugisha Sadic (CR/D/12096), In-charge of Kyabugimbi HC IV was appraised on 30/06/2019 by the DHO.
10. Tutahibwe Lilian (CR/D/12000), In-charge of Nombe HC II was appraised on 30/06/2019 by Nursing Officer.

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

Maximum 4 points for this performance measure

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

There was evidence that the LG health department had deployed health workers in line with the lists submitted with the budget for the current FY.

The staff list on PBS was reviewed and compared with the deployment at DHO office. The DHO deployment list was consistent with the PBS staff list.

However, at the visited facilities, there were some variations in actual deployment.

Whereas Kyamuhunga HCIII had 20 staff as per DHO staff list, only 16 staff were on site as per facility staff list. Similarly, Kyeizooba HCIII had 20 staff as per DHO staff list but had 18 as per facility health staff list. 5 staff were found at Kashogashoga HCII whereas DHO list has 4 staff.

Kyabugimbi HCIV and Rutooma HCII has consistent staff lists. The staff on the DHO staff list at Kyabugimbi HCIV (41) and Rutooma HCII (5) were consistent with those found at the facility at the time of the visit.

The department, later, explained that some staff had been transferred but the staff list at DHO office had not updated. Copies of various transfer instructions (Ref: CR/161/1) were seen, dated between 3rd January 2019 and 5th August 2019.

In summary:

Kyamuhunga HCIII: 3 staff transferred out while 1 staff was transferred in.

Kyeizooba HCIII: 3 staff were transferred out

Kashogashoga HCII: 1 staff was transferred in.

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>There was no evidence that the DHO communicated guidelines, policies and circulars issued by MOH during the FY2018/19.</p> <p>A key guideline, the sector Grant and Budget guidelines FY2019/20, were not distributed. There was none at DHO office nor at any facility visited!</p> <p>The DHO explained that the Sector Grant and Budget Guidelines FY2019/20 were distributed late and through email as soft copy. No hard copies had been availed by MOH, hence they were not distributed.</p> <p>The DHO was advised to circulate the soft copy of these guidelines and ensure facilities have printed copies of these guidelines for ease of reference.</p>	0
5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> 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>There was no evidence that the DHO held meetings with in-charges and explained any guidelines, policies or circulars.</p> <p>Minutes of DHMT meetings and meetings with in-charges were reviewed but there was no evidence of this.</p>	0
6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There was evidence that DHT supervised all HC IVs and hospitals (including PNFPs receiving PHC grant) at least once in a quarter.</p> <p>Bushenyi DLG had 2 hospitals (Ishaka Adventist Hospital and Comboni Hospital, both PNFPs) and 1 HCIV (Kyabugimbi HCIV)</p> <p><i>All these 3 facilities were visited atleast once a quarter in FY2018/19.</i></p> <p>Quarter 1: Report dated 10th October 2018 for July to September quarter, included Comboni Hospital, Ishaka Adventist Hospital and Kyabugimbi HCIV.</p> <p>Quarter 2: Report dated 10th January 2019, all 3 facilities (Kyabugimbi HCIV, Comboni Hospital and Ishaka Hospital) were supervised</p> <p>Quarter 3: Report dated 16th April 2019. All 3 facilities were reached (Ishaka hospital, Comboni Hospital and Kyabugimbi HCIV)</p> <p>Quarter 4: Report dated 15th July 2019. All 3 health facilities (Comboni hospital, Ishaka Hospital and Kyabugimbi HCIV) were supervised.</p>	3
6	<p>The LG Health Department has effectively provided support supervision to district health services</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p>	<p>There was evidence that HSD supervised lower level health facilities within FY2018/19.</p> <p>Bushenyi DLG health department oversees 2 health sub district, Igara East (supervised by Kyabugimbi HCIV) and Igara West (Supervised by Comboni Hospital).</p>	2

Maximum 6 points for this performance measure

- 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

Kyabugimbi HCIV conducted support supervision in all quarters of the year, as per quarterly support supervision reports seen

- Quarter 1 report dated 30th June 2018
- Quarter 2 Report dated 14th December 2018
- Quarter 3 Report dated 30th March 2019
- Quarter 4 Report dated 20th June 2019

According to these reports, **13 out of the 14 lower level health facilities were supervised** (St Laura HCII, an NGO facility that received PHC, was not reached). These included:

- I. Kashogashoga HCII
- II. Kabushaho HCIII
- III. Keinamo HCII
- IV. Ryeishe HCIII
- V. Numba HCII
- VI. Rutooma HCII
- VII. Ruhumuro HCIII
- VIII. Kajunju HCII
- IX. Burungira HCII
- X. Kyeizooba HCIII
- XI. Buyanja HCII
- XII. Nyamiyaga HCII
- XIII. Bwera HCII

Comboni Hospital conducted supervision for Igara West HSD during all quarters as per reports below:

- Quarter 1 Report dated 30th September 2018
- Quarter 2 Report dated 28th December 2018
- Quarter 3 Report dated 29th March 2019
- Quarter 4 Report dated 1st July 2019

Igara west HSD had 12 lower level health facilities. **All these 12 facilities were supervised**. These included:

- I. Rushinya HCII
- II. Kakanju UMSC HCII
- III. Kakanju HCIII
- IV. Nombe HCII
- V. Bitooma HCIII
- VI. Kibazi HCII
- VII. Kyamuhunga HCIII
- VIII. Swazi HCII
- IX. Kashozi HCII
- X. Nyabubare HCIII

XI. Kashambya HCIII

XII. Nyarugote HCIII

In total, **25 health facilities, out of a total of 26 lower level health facilities** in Igara East and Igara West health Subdistricts were supervised, hence a coverage of 96%.

7

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

- Evidence that 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

Maximum 10 points for this performance measure

There was evidence that the quarterly supervision reports were discussed and used to make recommendations.

4 sets of minutes of meetings with incharges and DHT members were presented and reviewed.

Quarter 1: Meeting with Incharges and DHT, dated 28th September 2018. Support supervision was agenda item 5 (a). Findings of supervision were discussed under Min 12/2018. 32 facilities were visited.

Quarter 2: DHMT meeting, minutes dated 23rd November 2018. Supervision findings was agenda item 5(a) and findings were discussed under Min18/2018. 34 facilities were visited with focus on management of facilities, functionality of HUMC, staff meetings and key service delivery indicators.

Quarter 3: DHMT meeting minutes dated 31st January 2019. Support supervision was agenda item 4. Findings were discussed under Min3/2019 and included orientation on sample transportation, non-functional rewards and sanctions committees and some facilities were closed at the time of supervision.

Quarter 4: Meeting with In-charges on 25th June 2019. Supervision findings was agenda item 6. Findings were discussed under Min6/2019 including staff not being appraised, clean compounds, functionality of quality improvement teams and proper waste management.

4

7

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

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

Maximum 10 points for this performance measure

There was evidence that recommendation of support supervision findings were followed up and corrective actions taken.

There was evidence of follow up of previous supervision findings during ongoing supervision visits. This follow up of previous actions was documented in the quarterly support supervision reports (referenced above). For instance, during quarter 4 support supervision FY2018/19, a follow up of actions from quarter 3 support supervision was done. The quarter 4 supervision report dated 15th July 2019, under subtitle "follow up of previous actions" noted that supply of family planning commodities was still a challenge across all facilities, Health unit performance data was discussed in staff meetings and data had been displayed as previously recommended, among others.

6

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

Maximum 10 for this performance measure

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

There was evidence that the LG submitted consistent data regarding list of facilities receiving PHC funding and reporting on HMIS.

A total of 42 health facilities reported health data on district HMIS. Of these, 13 facilities were within the municipal council and 29 facilities located within Bushenyi DLG. Of these 29 facilities, 23 facilities are government/public facilities, 5 PNFP and one, Ankole Tea HCII, was private-for-profit.

As per performance contract, all 23 government facilities and 4 (out of the 6) PNFP facilities were submitted to receive PHC NWR. In addition, 2 health facilities within the Municipal received PHC funding under the DLG. These facilities were reporting on HMIS as required.

Consequently, all facilities that were submitted to receive PHC NWR were reporting on HMIS as required. Whereas all facilities were required to submit health data on HMIS, only facilities that were approved by MOH received PHC. It was thus expected that some facilities which reported on HMIS did not receive PHC funding.

Governance, oversight, transparency and accountability

9

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

Maximum 4 for this performance measure

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

The Social services committee responsible for health met on **22nd August 2018** and under minute: 5/2018/2019, the DHO informed members that Kyabugimbi HC IV received a radiography machine from Dr. Silver Mugisha (M.D NWSC). Members requested the DHO to write an appreciation letter to him for his contribution towards improving health services.

Another meeting was held on **19th October 2018**. Under Minute: 11/2018/ 2019, members agreed to draft an ordinance and present it to council for its input and approval. This was after a growing concern on sanitation and hygiene in communities which needed improvement. Members also recommended the closure of all illegal drug shops and clinics that were putting people's lives at risk.

In the meeting held on **18th December 2018**, under minute: 17/2018/2019, members requested that re-allocation of 5,000,000 to repair staff house, fencing and install solar lights at Nombe HC II. This was sent to council for approval. Four model facilities were identified as excellent performers in the immunization exercise. These were; Buyanja HC II, Kakunju HC III, Nyabubare HC III and Kyeizooba HC III. These were sent to council for recognition.

Also Kashambya HC III in Bitooma sub-county was now operating and had accessed PHC funds but only waiting for supplier number. The facility had no accommodation and also awaiting to receive NMS supplies

Another meeting was held on 15th March 2019, here it was noted that Ankole Coffee Producers Cooperative Union in partnership with Abahambani cooperative society were to support the construction of a maternity ward at Kajunju HC II. Members also called for continuous sensitization and campaigns for parents to understand the importance of providing food to their children.

There was a meeting on **22nd May 2019** and under minute: 29/2018/2019, the health department presented its budget of UGX. 3,769,809,000 to the committee

2

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

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

During the council meeting held on **9th November 2018**, under MIN.25/2018/2019, the council recommended that the District lobby MoFPED to provide funding to Kashambya HC III in Bitooma sub-county. That was a concern that had been discussed in a sectoral meeting held on 18th December 2018, under minute: 17/2018/2019.

In the Council meeting held on **18th January 2019**, under MIN.40/2018/19 council approved and recognized the excellent performance in immunization by the four model facilities as recommended in the sectoral committee meeting held on 18th December 2018 under minute: 17/2018/2019. The council also approved re-allocation of Shs. 5,000,000 meant to renovate OPD to repair staff house to do fencing and install solar lights at Nombe HC II as had earlier been recommended during the Sectoral meeting of 18th December 2018 under minute: 17/2018/2019.

Maximum 4 for this performance measure

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

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

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

Maximum 6 points

There was evidence that the health facilities and hospitals had functional HUMCs or boards. As per list at DHO office (and the facilities visited), all health facilities had HUMCs and hospital boards.

At the facilities visited, Minutes of HUMCs and hospital boards were reviewed as detailed below.

Kyabugimbi HCIV: HUMC meetings held on:

Quarter 1: 26th September 2018

Quarter 2: 20th November 2018

Quarter 3: 17th March 2019

Quarter 4: 28th June 2019

The quarter 4 meeting discussed finance and resources under min6/2018 (presentation and discussion of financial report) and min7/2018 (Budget and workplan review and approval).

Kashogashoga HCII: HUMC meetings held on:

Quarter 1: 27th September 2018

Quarter 2: 1st December 2018

Quarter 3: 28th March 2019

Quarter 4: 28th June 2019

In all meetings, PHC releases were declared including the itemized budget allocation and accountability. The draft budget and workplan FY2019/20 was discussed in the quarter 4 meeting under Min24/2019.

Rutooma HCII: HUMC meetings held on:

Quarter 1: 21st September 2018

Quarter 2: 14th December 2018

Quarter 3: 27th March 2019

Quarter 4: 26th June 2019

In all meetings, PHC releases are declared and accountability discussed under "facility report from Incharge" e.g. Min3/9/2018 PHC funds released amounting to Ugx.1,571,250/=.

Kyeizooba HCIII: HUMC meetings held on:

Quarter 1: 12th July 2018

Quarter 2: 26th November 2018

Quarter 3: 22nd March 2019

Quarter 4: 19th June 2019

Under min8/2017-18 quarter 1 meeting, the financial report was discussed. The facility received Ugx.5,430,459/= and allocated as follows; PHC activities – 1,981,000/=, Administration – 1,769,000/=, Facility level activities – 1,550,000/= and bank charges of 120,459/=.

Comboni Hospital: Board meetings held on:

Quarter 1: 6th July 2018

Quarter 2: 26th November 2018

Quarter 3: 9th March 2019

Quarter 4: 26th April 2019

Budgets, fund mobilisation and allocation and accountability were discussed as part of hospital report to the board by the Hospital Medical superintendent. In addition, the hospital had a finance committee that met quarterly too e.g. held a strategic plan review meeting on 16th March 2019.

11

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

Maximum 4 for this performance measure

• Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4

There was evidence that the LG had publicized all health facilities that received PHC non-wage recurrent grants.

A notice was seen displayed on the noticeboard at office of the DHO and general district noticeboard. A total of 140,042,020/= was allocated for PHC NWR per quarter.

At the facilities visited, all had PHC quarterly releases displayed. E.g.

Kyabugimbi HCIV – 11,313,207/= received for 2nd quarter was displayed,

Kashogashoga HCII - 1,500,000/= received in quarter 2 FY2019/20 was also displayed.

Rutooma HCII – 1,440,000/= received and displayed

Kyeizooba HCIII – 5,300,000/= received

Kyamuhunga HCIII – 5,441,716/= received and displayed.

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>There was evidence that the health department submitted input into procurement to PDU that cover all investment items in the sector approved sector annual workplan.</p> <p>A copy of the procurement plan was presented. It was submitted and received on 27th March 2019. The plan included both capital developments and goods and services, consistent with the approved workplan . Capital development projects included construction of 2 stance latrine at Ryeishe HCIII and Kajunju HCII (each at Ugx.9,032,997/=), modification and extension of OPD at Ryeishe HCIII (Ugx.25,000,000/=) and Upgrading of Rutooma HCII (Ugx.500,000,000/=, this project was later centralized back to Ministry of Health). Procurement of goods and services included computer supplies and IT, vehicle maintenance, fuel and lubricants, Newspapers, Meals and refreshments and assorted stationary</p>	2
12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was evidence that the health department submitted procurement request forms to PDU by end of 1st quarter FY2019/20.</p> <p>Copies of procurement requests were seen for items due for procurement this FY2019/20. e.g. Procurement of newspaper (received and dated 26th August 2019), Procurement of fuel for cold chain quarter 1 (26th September 2019), procurement requests for 5 capital development projects (received and dated 25th April 2019).</p>	2
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>The LG Health departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: (i) M/s Charm Partners Limited was paid shs 35,720,470 on voucher number 66/1 of 1st June, 2019 in respect of renovation/completion and extension of Kabushaho Health Centre III in Bumbaire sub county.</p> <p>Initiation of payment was done on 17th June, 2019 and approval effected on 17th June, 2019. Receipt number 008 dated 27th June, 2019 was issued by the contractor.</p> <p>(ii) M/s Shell Malindi Bushenyi was paid shs 1,500,000 on voucher number 1/2 dated 5th February, 2019 for supply of fuel to DHO's office at the district head quarters.</p> <p>Receipt number 718 dated 13th February, 2019 was issued by the service provider to the district. Initiation for payment commenced on 30th January, 2019 whereas approval of payment was effected on 1st February, 2019.</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>There was no evidence that the health department had submitted performance reports (including quarterly reports) in time to the planning unit for consolidation.</p> <p>All departments were reported to have convened on the same day in the computer lab and worked at the same time and submitted a complete report into PBS system. So no evidence of a hard copy of submission.</p>	0
15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> 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>Action by the Health Department on queries raised by the Internal Auditor during FY 2018/2019:</p> <p>Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending</p> <p>01 01 00</p> <p>The Internal Auditor raised one query during FY 2018/2019 which was followed up and cleared.</p> <p>The query raised was:</p> <p>Unnumbered payment vouchers in respect of financial transactions that took place in the sector during FY 2018/2019 (Quarter three).</p> <p>The sector response was done through DHO's letter to the Principal Internal Auditor dated 5th August, 2019 and referenced MED.213/1 in respect of quarter four audit findings.</p> <p>Another letter dated 16th November, 2018 to the Principal Internal Auditor equally responded to the quarter one FY 2018/2019 audit findings.</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 % women: score 2 	<p>There was evidence that HUMC met the minimum gender composition as required expect one, Kyabugimbi HCIV.</p> <p>Kyabugimbi HCIV: 11 members of which 3 were female (27.3%)</p> <p>Kashogashoga HCII: 5 members of which 2 were female (40%)</p> <p>Rutooma HCII: 6 members of which 3 were female (50%)</p> <p>Kyeizooba HCIII: 9 members of which 4 female (44.4%)</p> <p>Kyamuhunga HCIII: 7 members of which 3 were female (43%)</p>	0
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16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There were no guidelines issued on management of sanitation in facilities in FY2018/19.</p> <p>At all facilities visited, men had different sanitation facilities (latrines) from women, as required.</p>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>The Environmental Officer screened health facilities infrastructure projects but they lacked screening dates. Projects screened were as follows;</p> <p>Construction of staff house at Ruhumuro HC III recommendation proper sitting on well-drained soil, limiting vegetation clearing at the specific site of construction , provision of the safety gears to the workers, collection, transportation and disposal of debris and wastes, plant appropriate flowers around the house, level the ground with top soil re-vegetation and site clearing to maintain beauty, provide three solid waste management pits adjacent to each other, stone pitch the verandah to direct storm water control soil erosion, installation of lightening arrestor(s) at appropriate location, provide a sock way pit for liquid waste and over flows, construction of a rump for easy accessibility by the disabled person, provision for bat-proof and mosquito gauze in the vents ,provide for collection and disposal of rain water from the roof</p> <p>Construction of staff house at Nyabubaare Health Center 111recomadations plant and protect at least 5 shade trees(Terminallia spp) in the compound and at least 20 at a distance of 30 meters as wind breakers and appropriate flowers, provide a sock way pit for waste and over flows, provide metallic fixed drying ranfor utensils, installation of lightening arrestor at appropriate location, construction of a rump for easy accessibility by disabled persons</p>	0
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>There was no evidence availed to show that the Environmental Officer and Community Development Officer had visited the sites to check whether the mitigation plans had been complied with. This was attributed to lack of transport facilitation.</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.

There were no guidelines issued on medical waste management in FY2018/19.

At facilities, there was evidence of posters on medical waste segregation. Final disposal of medical waste included incineration (Comboni Hospital and Kyamuhunga HCIII), open burning of paper based waste and disposal of pharmaceutical waste and sharps through pick up by Green Label.

The waste management procedures at the facilities met the required standard.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Bushenyi DLG Water average access 93% by the time of developing the Annual Work plan for Water sector.</p> <p>Below was allocation of the water sector budget to Ruhumuro Sub County</p> <p>In 2019/20 the approved AWP for Bushenyi DLG allocated all the resources to only Ruhumuro S/C having a water coverage of 71%, which was below the district average of 93%</p> <p>A budget total of UGX 459 Million (159,000,000 was from the DLG AWP while UGX 300,000,000 was from NSWC. Therefore the decision warranted 100% correct allocation of the water budget.</p>	10

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

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

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

Score 15

Maximum 15 points for this performance measure

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

During the FY 2018/19, Bushenyi DLG Water average access 93% by the time of developing the Annual Work plan for Water sector.

Below was a listed number of Sub Counties together with their respective water coverage by% by FY 2019/20:

1. Bumbaire S/C (95%) received UGX 35 Million for Extension of Rutooma GFS
2. Bitooma S/C (95%) received UGX 30.5 Million for Rehabilitation of Shallow wells & DBHs
3. Ibaare S/C (95%) 65 received UGX Million for Extension of Rutooma GFS
4. Kakanju S/C (95%) received UGX 30.8 Million for shallow wells and extension of GFS
5. Kyabugimbi S/C (95%) –Fully Gazeeted by NWSC
6. Kyamuhunga S/C (92%) received UGX 255 Million for Construction of GFS and DBHs
7. Kyeizooba S/C (95%) received UGX 57.4 Million for Protection of springs and DBHs
8. Nyabubare S/C (95%) received UGX 87 Million for spring protection and shallow wells and DBHs
9. Ruhumuro S/C (71%) received UGX 501.5 Million for GFS Reserve Tank and extension of pipelines

Out of a total of UGX 1,139,900,000 that the DLG water sector received in the FY 2018/19, only UGX 387,900,000 was from the DLG Annual Budget allocation while UGX 752,000,000 was sum total received from both NWSC and Rotary Club.

Only the LG water sector the AWP budget amounting to UGX 387,900,000 was allocated to the S/Cs below district average water coverage (ie Rumuro S/C-71% and Kyamuhunga S/C-92%), below District average of 93%, received budget allocation of UGX 83,500,000 out of the LG annual budget, which was computed to only 21% of the total water budget for FY 2018/19.

Monitoring and Supervision

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

Maximum 15 points for this performance measure

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

- If more than 95% of the WSS facilities monitored: score 15
- 80% - 95% of the WSS facilities - monitored: score 10
- 70 - 79%: score 7
- 60% - 69% monitored: score 5
- 50% - 59%: score 3
- Less than 50% of WSS facilities monitored: score 0

During the FY 2018/19, the DWO office executed several water facilities in the selected sub counties as shown here below;

1. Bumbaire S/C UGX.35 Million for Extension of Rutooma GFS
2. Bitooma S/C UGX. 30.5 Million for Rehabilitation of Shallow wells & DBHs
3. Ibaare S/C UGX.65 Million for Extension of Rutooma GFS
4. Kakanju S/C UGX.30.8 Million for shallow wells and extension of GFS
5. Kyabugimbi S/C –Fully Gazeeted by NWSC
6. Kyamuhunga S/C UGX.255 Million for Construction of GFS and DBHs
7. Kyeizooba S/C UGX.57.4 Million for Protection of springs and DBHs
8. Nyabubare S/C UGX. 87 Million for
9. Ruhumuro S/C UGX.501.5 Million. for GFS Reserve Tank and extension of pipelines

The following reports indicate the monitoring activities indeed covered all projects in the all the sub counties the water facilities were established, thus;

1. Supervision report on rehabilitation of 2 shallow wells and 5 protected springs in Kakanju, Bitooma, Kyeizooba, Ruhumuro and Nyabubare Sub counties of Ref ENG/851/2 dated on 28th March 2019 by Ainemaisko Ackson.
2. Supervision report on Rutooma GFS in Bumbaire and Ibaare S/Cs dated 15th Nov 2018 done by Nuwa Many Titus and Kumwesiga Samuel.
3. Supervision report on extension of Kakoni GFS in Kyamhunag S/C dated 17th Jan 2019 done by Nwamanya Titus, DWO
4. Supervision report on Rutooma GFS on Ref ENG/851/2 on 15th Nov 2018 by DWO.

4

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

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

Maximum 10 for this performance measure

5

The Water department submitted accurate / consistent data of water sector quarterly reports as shown below;

1. Quarter 1 Ref CR: 213/1: Submitted on 04/10/2018 signed by CAO and acknowledged by PS MoWE on 8/10/2018
2. Quarter 2 Ref CR: 213/1: Submitted on 9th/01/2019 signed by CAO acknowledged by PS MoW on 11/01/2019.
3. Quarter 3 Ref CR: 213/1: : Submitted on 4th/04/2019 signed by CAO acknowledged by PS MoWE on 8/04/2019
4. Quarter 4 Ref CR: 213/1: Submitted on 16th/07/2019 signed by CAO acknowledged by PS MoWE on 18/07/2019.

There was consistence in both the sector MIS and PBS for all the planned WSS facilities as confirmed in the Report that were presented to the AT.

4

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

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

Maximum 10 for this performance measure

5

List of water facilities which are consistent in both sector MIS reports and PBS for FY: 2018/19included;

1. Bumbaie S/C allocated UGX 35 Million for Extension of Rutooma GFS
2. Bitooma S/C allocated UGX 30.5 Million Rehabilitation of Shallow ells & DBHs
3. Ibaare S/C allocated UGX 65 Million Extension of Rutooma GFS
4. Kakanju S/C allocated UGX 30.8 Million shallow wells and extension of GFS
5. Kyabugimbi S/C–Fully Gazeeted by NWSC
6. Kyamuhunga S/C allocated UGX 255 Million Construction of GFS and DBHs
7. Kyeizooba S/C allocated UGX57.4 Million Protection of springs and DBHs
8. Nyabubare S/C allocated UGX 87 Million
9. Ruhumuro S/C allocated UGX (71%) 501.5 Million.GFS Reserve Tank and extension of pipelines

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>There was evidence that the adjusted Procurement Plan for FY: 2018/19, on Ref: CR/105/4, prepared by DPU signed by CAO and submitted to and received by PPDA on 15th April 2019. The Water Sector had 3 items while Works department had 17 items in the Procurement Plan.</p>	4
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>A sample of monthly site visits reports for the different WSS infrastructure projects as per the contract management plan confirmed existence of the contract management plan</p> <ol style="list-style-type: none"> Contract management Plan for Rehabilitation 2 shallow wells and 5 protected springs, Ref ENG851/2 dated 27th Feb 2019 prepared by DWO. Report from the Contract Management Plan; Final Supervision Report for Rehabilitation of two shallow well & 5 protected springs. Ref ENG/851/2 dated 28th March 2019 prepared and signed by ADWO. Contract management Plan for: Extension of Kakoni & Rutoma GFS Ref ENG851/2 dated 1st Oct 2018 prepared and signed by DWO. <p>Accompanied supervision Report on Rutooma GFS in Bumbaire & Ibaare S/Cs Ref; ENG851/2 dated 15th Nov 2018, prepared by DWO.</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>The water and sanitation facilities were found to be constructed as per design. The Designs of the water facilities were based on BOQs which form part of the Contract. The DWO and the DE in conjunction with the Contractor were mandated to ensure compliance and to follow the design of the projects till its logical completion.</p> <p>Below are sampled water facilities that were executed as per approved designs;</p> <ol style="list-style-type: none"> Extension of GFS Rutooma project. Contract No: BUSH506/WRKS/18-19/003 and Contract value: UGX 182,061,492. From the BOQs we confirmed that the project was constructed according to original design. Rehabilitation of 2 shallow wells and 5 protected springs. Contract No: BUSH506/WRKS/18-19/009 Contract value: UGX 12,082,610. From the BOQs we confirmed that the project was constructed according to original design. 	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>There was evidence of handover reports by the Contractor to the DLG. Below are 2 sampled Water facilities;</p> <ol style="list-style-type: none"> Rehabilitation of two shallow wells and 5 protected springs: Contract No: BUSH506/WRKS/18-19/009. Contract value UGX: 12,082,610 <p>Contractor: Kamoja Enterprises LTD dated 26th march, 2019 and prepared by Kamoja, Alfred.</p> <ol style="list-style-type: none"> Extension of Rutooma & Kakone project. Contract No: GFS BUSH506/WRKS/18-19/003 and Contract value: UGX 182,061,492 <p>Contractor: Buwaro Investment LTD dated 05/03/2019.</p>	2
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO appropriately certified all WSS projects and prepared and filed completion reports: We were presented with the certificate for one of the facilities as follows;</p> <ol style="list-style-type: none"> Extension of Rutooma & Kakone project. Contract No: GFS BUSH506/WRKS/18-19/003 and Contract value: UGX 182,061,492 Contractor: Buwaro Investment LTD dated 05/03/2019. Completion certificate. Rehabilitation of two shallow wells and 5 protected springs: Contract No: BUSH506/WRKS/18-19/009. Contract value UGX: 12,082,610 <p>Contractor: Kamoja Enterprises LTD. Interim completion certificate</p>	2
7	<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>The LG Water departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Examples:</p> <p>(i) M/s Kamoja Enterprises Limited was paid shs 10,894,828 on voucher number 11/4 of 17th April, 2019 for rehabilitation of 2 shallow wells and 5 springs in various sub counties in Bushenyi district.</p> <p>Receipt number 111 dated 3rd May, 2019 for shs 10,894,828 was issued to the district by the service provider.</p> <p>The initial request for payment was submitted on 26th March, 2019 and certification was done on 1st April, 2019.</p> <p>(iii) A payment request was submitted on 20th September, 2018. Certification and approval of the payment was done on 25th September, 2018. Payment was effected against voucher number 29/9 dated 3rd September, 2018, to M/s Total Uganda Limited for shs 9,860,000 for supply of fuel for grading and shaping of Rwenjojo Kyamabaare – Kitatera Road in Kyamuhunga sub county. Receipt number 440 dated 2nd October, 2018 was issued by the contractor.</p>	3

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

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

There was no evidence that the water department submitted performance reports (including quarterly reports) in time to the planning unit for consolidation.

All departments were reported to have convened on the same day in the computer lab and worked at the same time and submitted a complete report into PBS system. So there was no evidence of a hard copy of submission.

Maximum 5 for this performance measure

The District Water Department has acted on Internal Audit recommendation (if any)

- Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year

Action by the Water Department on queries raised by the Internal Auditor during FY 2018/2019:

Total number and nature of queries raised Total number and nature of queries cleared Total number and nature of queries pending

Maximum 5 for this performance measure

- o If sector has no audit query score 5

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- 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

The Internal Auditor raised three queries during FY 2018/2019 all of which were addressed and cleared.

Among the queries was one on unnumbered payment vouchers in respect of financial transactions that took place in the sector during FY 2018/2019 (Quarter three).

- If queries are not responded to score 0

The District Engineer through letter to the CAO dated 14th February, 2019 under reference Eng.252/3 responded to quarter one of FY 2018/2019 audit findings. Another letter to the CAO by the District Engineer dated 18th February, 2019 under reference 252/3 responded to quarter three audit findings for FY 2018/2019.

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

The works, water and roads committee responsible for water met on **23rd August 2018**, under MIN: 3(b)/2018/19, the DWO informed members about the planned activities for 2018/19 and challenges in the sector that included operation and maintenance of water facilities and changes in the climate.

In another meeting held on **17th October 2018**, under MIN: 7(b)/2018/19, the DWO informed members that 100 schools were to receive Rain Water Harvesting Tanks. That discussions are still on-going to have more donors contribute to this effect. The meeting also discussed change in work plan after NWSC took up Kigondo GFS. Funds worthy 15,000,000 were to be used to rehabilitate springs and shallow wells.

In the meeting held on **19th December 2018**, under MIN: 12(c) / 2018/19, the DWO informed members about repairs being made to the Kyamuhunga GFS by Mota Engil company. The DLG was to be responsible for supervising the project works. In the meeting the DWO informed members that works to construct a V.I.P latrine at Kizinda market was being done by LEAF under MoWE. Members suggested that NGOs that implement works in the District ought to give all detailed documentation to relevant offices.

In the meeting held on **23rd May 2019**. Under Min 25/2018/2019, the DWO informed members that Rotary Club had sponsored the drilling of 9 bore holes and that these funds amounting to 8,043,524 UGX were received and MOUs were signed for work to start. He also talked about the commissioning of the project to construct a 5 stance V.I.P latrine at Kizinda Market that was done successfully.

The sector presented the proposed budget for FY 2019/2020

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

Maximum 6 for this performance measure

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

The council approved the re-allocation of 15M meant for Kigondo GFS to rehabilitate springs and wells during the council meeting held on **9th November 2018** under MIN. 25/2018/19. This had been recommended in the works and engineering committee meeting that was held on 17th October 2018, under MIN: 7(b)/2018/19.

Similarly council approved the taking over of Ruhumuro GFS from NWSC during the meeting held on **4th September 2018** under min. 12/2018/19.

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>We noted the following publicity of grant releases on both district and Water office Notice Board;</p> <ol style="list-style-type: none"> Release display of Quarter 1 in amount of UGX 8,043,524 displayed on 30th July 2019 by DWO Mr Nwamanya Titus. Release display of Quarter 2 in amount of UGX 8,043,524 displayed on 10th October, 2019 by DWO Mr Nwamanya Titus Release display of Quarter 3 in amount of UGX 73,000,000 displayed on 7th Jan 2019 by DWO Mr Nwamanya Titus. Release display of Quarter 4 in amount of UGX 8,043,524 displayed on 11th April 2019 by DWO Mr. Nwamanya Titus. 	2
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>The Assessment team visited several project sites and found them clearly labeled on the notice boards and sampled below were some of the projects visited;</p> <ol style="list-style-type: none"> GFS Tap Stands sharing the same display information as follows; <ul style="list-style-type: none"> Construction date: 17th/01/2019 Contractor Buwaro Investment LTD FY 2018/19 GFS Reserve Tank constructions display: <ul style="list-style-type: none"> Reserve. Tank Contractor Buwaro Inv LTD Funder WSCG FY: 2018/19 Construction date 13th Oct 2018 	2
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>The notice boards published and displayed tenders and contract awards (indicating contractor name /contract and contract sum). For instance,</p> <ol style="list-style-type: none"> Best Evaluated Bidder Notice Extension of Kakoni GFS in Kyamuhunga & Rutooma GFS in Ibaale S/C dated 6th Sept 2018. Contractor: Buwaro Investment LTD. Contract sum UGX 182,061,492 Rehabilitation of two shallow well and 5 protected springs dated 8th Feb 2019. Contractor, Kamoja Enterprises LTD. Contract Amount, 12, 082, 610. 	2

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There was evidence of applications for water and/or public sanitation facilities during the current FY 2019/2020. Some of the examples included;</p> <ol style="list-style-type: none"> Application for Extension of Rutooma GFS dated 26th/11/2018 by Kabakama P/S Signed by Mr. Mazima G. Head teacher Application for Extension of 1 Tap to Kakoni Parish, Kyamuhunga S/C by C/P LC1 & C/P LC 3 Submission of unprotected water sources dated 20th Jan 2019 by Health Assistant of Kakanju S/C 	1
12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Water User Committees were found to be functional in the implemented projects.</p> <p>For instance at the extension of Kakoni GFS, minutes on maintenance of the water committee and formation and training of WUC were seen dated 18th Feb 2019, chaired by the Community Development Officer (water mobiliser). In attendance were Opinion leaders, Community leaders and community members.</p>	2

Social and environmental safeguards

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Environmental Officer screened water projects where by these two projects were combined in to one screening, however the screen was not dated as well as the report.</p> <p>Extension of Rutooma and Kakoni GFS in Ibaara, Bumbaire and kyamuhunga S/Cs and the recommendations were; support catchment land owners and that of immediate neighbourhoods to plant trees to control soil erosion, leave at least 20% of the water at the source untapped as an environmental flow, collect and dispose of all the construction debris at the source, thank sites and tap stand, provision of safety gears to the construction workers, fence off the land around the source to avoid contamination, construct a drainage channel and soak way pit at each tap stand to avoid water stagnation,</p>	0
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13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>The Environmental officer informed the assessor that during the assessment time there was no follow up support provided for the unacceptable environmental concerns in the past FY 2018/2019</p>	0
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>The Environmental Officer did not avail any evidence to the assessor to ascertain whether the construction and supervision contracts had a clause on environmental protection</p>	0
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>There was confirmation that WSC were gender sensitively elected as shown in the sampled committees below;</p> <ol style="list-style-type: none"> Mwetise Matyasi Tapstand in Kakoni Kyamuhunga: C/P & Vice were Male while Treasurer & Secretary were Female Kyamabale P/S Tapstand C/P & Secretary were Female while Vice & Treasurer & Caretaker Male Matia Bebembire Tapstand C/P & Treasurer & Secretary Male while Vice & care take are female 	3
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>No sanitation facility was constructed by the DWO</p>	0