



## **LGPA 2019/20**

Kyotera District

(Vote Code: 621)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	%
Crosscutting Performance Measures	60%
Educational Performance Measures	51%
Health Performance Measures	40%
Water & Environment Performance Measures	78%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
<b>Annual performance contract</b>				
1	LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.	<ul style="list-style-type: none"> <li>From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> <li>If LG submitted before or by due date, then state 'compliant'</li> <li>If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	Kyotera District Local Government submitted the annual performance contract on 23rd July 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant.	Yes
<b>Supporting Documents for the Budget required as per the PFMA are submitted and available</b>				
2	LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).	<ul style="list-style-type: none"> <li>From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> <li>The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	The Local Government submitted the budget together with the Procurement Plan on 23rd July 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant	Yes
<b>Reporting: submission of annual and quarterly budget performance reports</b>				
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)	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>If LG submitted report to MoFPED in time, then it is compliant</li> <li>If LG submitted late or did not submit, then it is not compliant</li> </ul>	The annual performance report for the previous year was submitted on 14th August 2019. This is within the adjusted deadline of 31st August 2019. Therefore the LG is Compliant.	Yes

4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>The Local Government submitted quarterly and annual reports as follows:</p> <p>Quarter 1 on 31st October 2018;</p> <p>Quarter 2 on 1st February 2019;</p> <p>Quarter 3 on 8th May 2019; and</p> <p>Quarter 4 on 14th August 2019.</p> <p>The LG submitted the 4th quarterly report (annual performance report) on 14th August 2019. This is within the adjusted deadline of 31st August 2019. Therefore, the LG is Compliant.</p>	Yes
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## Audit

5	<p>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.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>If LG did not submit a 'response', then it is non-compliant</li> <li>If there is a response for all – LG is compliant</li> <li>If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>There was NO evidence that Kyotera DLG had submitted to the PS/ST information on the status of implementation of the Auditor General's findings for the FY 2017/18 by the 30th April 2019.</p> <p>The evidence provided was a letter to Clerk to Parliament PAC Ref: CR/KTR/251/1 dated 20th March 2019 and received on 26-Mar-2019 .</p> <p>There was also NO evidence that the LG submitted responses to "Status of Implementation of the Internal Auditor General's Recommendations" for the FY 2017/18.</p>	No
6	<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>From the Auditor General's report for the FY 2018/19, the LG had an unqualified audit opinion.</p>	Yes

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>Kyotera District Local Government had a functional Physical Planning Committee comprising of 11 members, appointed under Ref: CR/214/1 and letter dated 8th August 2017.</p> <p>No physical planner in private practice, they were intending to hire services on one but constrained by limited finances to sustain his or her services.</p> <p>The District Physical Planning Committee met several sessions (FY 2018/19) and discussed various issues usually, they included the following:</p> <p>Meeting held on 26th April 2018, no, 002, comprised of 6 members; Min: 3/11/17, presentation of district physical planner, Architectural plans for; Rock of joy primary school proposed modifications and new development in Kito Kalisizo, Rhema primary school, City pride primary school, Our lady of Victoria monastery proposed refurbishment and extension at Kijonjo on 200 ha, and Kyotera district local government proposed administration block on plot 3 block 759 of 10 acres submitted on 26 April 2018;</p> <p>Meeting held on 15th May 2018 at District Natural Resources Office; Min:4/05/2018, presentation from the physical planner; Land application, Kigenza Rogers and Asiimwe Bob Savior applied to 3.5 ha, and Kanyankole Moses, Byaruhanga Fred and Batigo Edward for Koza Kyabisagazi, Kakuuto Kyotera applied to approximately 63.3 acres; and</p> <p>Meeting held on 30th August 2018 at District Natural Resources Office; Min:4/8/2018 presentation from the district physical planner; Land application, Matovu Hamid, Senyonga Moses, Rashid and Kaggwa John; proposed subdivision of plot 337, block 753 of 0.3600 ha to make new development of 0,0702 ha. Meeting held on 15th January 2019, at PAS office. Min: 02/15/01/2019, Britton choir land applications, Sango bay land application for extension of lease for 146,000 acres covering sub counties of Kabira, Kasasa, Kyebe And Kakuuto.</p>	1

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

Maximum 4 points for this performance measure.

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

Kyotera District Local Government submitted all the 4 sets of minutes of the Physical Planning Committee to the MoLHUD on the same date.

On 21st June 2019 submitted to MoLHUD zonal Office Masaka, the minutes of the sittings for Kyotera District physical Planning Committee for the Financial Year 2018/2019 and include the following:

1. Meeting held on 26th April 2018, no, 002, comprised of 6 members; Min: 3/11/17, presentation of district physical planner; (a) Architectural plans for the following;

(a) Rock of Joy Primary school proposed modifications an new development at Kito -Kalisizo;

(b) Rhema Primary school ;

(c) City pride primary school and

(d) Our lady of Victoria Monastery proposed refurbishment and extension at Kijonjo on 200ha.

2. Meeting held on 15th May 2018 at District Natural Resources Office; Min:4/05/2018, presentation from the physical planner; Land application;

3. Meeting held on 30th August 2018 at District Natural Resources Office; Min:4/8/2018 presentation from the district physical planner; Land application the proposed sub-division of plot-337 block 753 of 0.3620 Ha to make new plot of 0.0702 Ha.and

4. Meeting held on 15th January at PAS's Office, Minute 02/15/01/2019, Brief from chair, Land Application for Sango Bay for extension of lease for 146,000 Acres covering the sub-counties of Kabira, Kasasa, Kyebe and Kakuuto.

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

Maximum 4 points for this performance measure.

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

Kyotera District Local Government had No approved Physical Development Plan to guide all the Infrastructure investment.

However, various infrastructure projects were submitted to the physical planning committee for their approval, these include the following:

1. Land application; Registered trustees , Banakabalooli brothers submitted on 11th October 2018 and approved on 30th April 2019 min:04/04/29(2) , block 756, plot 14 in Kifukamiza, Lukakka, size 20.106 acres;

2. Matovu Hamidu, Senyonga Moses, submitted on 23 August 2018 at Kyotera Town Council block 753 plot 337, 0.0702 ha approved on 30th august 2018 under minute number 4/0/18 land application; and

3. Eaton towers submitted on 28th June 2018 at Kaaso-Kabira approved 30th August 2018.

1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>• Action area plan prepared for the previous FY: score 1 or else 0</p>	<p>Kyotera District Local Government an approved Area Action Plans to guide all the Infrastructure investments. and these include the Following:</p> <ol style="list-style-type: none"> <li>1. Mutukula Detailed Plan Phase-I; 87/4/23 &amp; 24; and</li> <li>2. Mutukula-Koza Area Detailed Plan 2018-2028-Phase-II; 87/4/23 &amp; 24; Drawing No: MTKLA /DP/010.</li> </ol>	1
2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<p>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</p>	<p>Prioritized investments in the approved AWP for the current FY 2019/2020 were derived from the outcomes of the budget conferences held on 2nd November 2018 held at Kasaali town hall and project profiles discussed.</p> <p>The projects included:</p> <p>OPD and other ward construction and rehabilitation at UGX 14,303,000/=;</p> <p>Construction of 5 stance latrine at Lukonya laundry site at UGX 27,000,000/=;</p> <p>Construction of 5 stance lined pit latrine at Kabira Health Center III at UGX 24,918,000/=;</p> <p>Construction services – water disposal facility (placenta pits) at Kakuuto Health Center IV at UGX 14, 303,000/=;</p> <p>Construction of classroom block at Kijonjo Moslem at UGX 85,000,000/=;</p> <p>Construction of classroom block at Mirigwe primary school at UGX 94,892,000/=;</p> <p>Latrine construction at Lugonza at UGX 26,450,000/=;</p> <p>Latrine construction at Kiwumulo at UGX 27,000,000/=;</p> <p>Latrine construction at district headquarters at UGX 12,030,000/=;</p> <p>Construction of water reservoir district wide at UGX 42,397,000/=;</p> <p>Borehole construction of 3 metric at selected site at UGX 60,659,000/=;</p> <p>Borehole construction of 3 metric water schemes at selected Sub Counties at UGX 134,732,000/= at Kigenya;</p> <p>Construction of pipe water system at Kachanga at UGX 85,000,000/=;</p> <p>Extension of 6km pipeline and 60 connections at Kakyanga-Kirumba;</p>	2

4 boreholes drilling;

1 public water borne toilet;

Construction of 2 rain water harvest tank in Nanyoma Sub County;

Renovation of Kalisizo hospital phase II;

Construction of placenta pits at different Health Center III;

Construction of staff houses at Kabuwoko Health Center III;

Construction of district and drugs and medicine stores;

Survey and acquisition of land titles of health centers;

Construction of staff houses in Kakuuto Health Center;

Upgrading of Nangoma Health Center, Nsumba and Kansensero Health Centers II & Health Centers III;

Construction of classroom in Mirigwe, Kirinda, Kitutamu, Ndolo, Kijonjo, Moslem, Ssimba Kabuwoko Hill, Kyakanyomozi and Lutonya primary schools; and

Construction of 5 stance lined pit latrines at Kiwumulo, Kabira, Kasasa New, Kizibira, Lugonza,, Ndolo, Mityebiri and Biwa primary schools.

2

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

Maximum 5 points on this performance measure.

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

1

The prioritized investments in the approved AWP for the current FY 2019/2020 were derived from the approved three-year development plan 2017/18-2019/2020 approved under Minute: Min DTPC/04/10.2018.

The projects included:

OPD and other ward construction and rehabilitation at UGX 14,303,000/=;

Construction of 5 stance latrine at Lukonya laundry site at UGX 27,000,000/=;

Construction of 5 stance lined pit latrine at Kabira Health Center III at UGX 24,918,000/=;

Construction services – water disposal facility (placenta pits) at Kakuuto Health Center IV at UGX 14,303,000/=;

Construction of classroom block at Kijonjo Moslem at UGX 85,000,000/=;

Construction of classroom block at Mirigwe primary school at UGX 94,892,000/=;

Latrine construction at Lugonza at UGX 26,450,000/=;

Latrine construction at Kiwumulo at UGX 27,000,000/=;

Latrine construction at district headquarters at UGX 12,030,000/=;

Construction of water reservoir district wide at UGX 42,397,000/=;

Borehole construction of 3 metric at selected site at UGX 60,659,000/=;

Borehole construction of 3 metric water schemes at selected Sub Counties at UGX 134,732,000/= at Kigenya;

Construction of pipe water system at Kachanga at UGX 85,000,000/=;

Extension of 6km pipeline and 60 connections at Kakyanga-Kirumba;

4 boreholes drilling;

1 public water borne toilet;

Construction of 2 rain water harvest tank in Nanyoma Sub County;

Construction of placenta pits at different Health Center III;

Construction of staff houses at Kabuwoko Health Center III;

Construction of district and drugs and medicine stores;

Survey and acquisition of land tittles of health centers;

Construction of staff houses in Kakuuto Health Center;

Upgrading of Nangoma Health Center, Nsumba and Kansensero Health Centers II & Health Centers III;

Construction of classroom in Mirigwe, Kirinda, Kitutamu, Ndolo, Kijonjo, Moslem, Ssimba Kabuwoko Hill, Kyakanyomozi and Lutonya primary schools; and

Construction of 5 stance lined pit latrines at Kiwumulo, Kabira, Kasasa New, Kizibira, Lugonza,, Ndolo, Mityebiri and Biwa primary schools.

2

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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

• Project profiles have been developed and discussed by TPC for all investments in the

AWP as per LG Planning guideline: score 2.

Project Profiles were developed and discussed by TPC for all investments in the Annual Work Plan and project profiles as per the LG Planning Guidelines:

Meeting held on 27th august 2018 at Kasaali district headquarters Min DTPC 05/08/2018 progress on district development plan and statistical abstract by planning unit (draft), Min DTPC/06/08/2018 presentation and discussion of project profiles;

Meeting held on 30th October 2018 at Kasaali Min DTPC/04/10.2018, department presentation on budget conference, Education DEO; planned for construction of classroom block at Mirigwe and Kibutamu in 2018/19; and

Council meeting held on 10th may 2018 at Kasaali town hall; Min: 05/KTRCOU/5/2018 presentation and approval of Kyotera district local government budget FY 2018/2019at UGX 30,081,280,000 approved with amendments to increase sports budget from 10m to 25m, Procurement plan, revenue enhancement and capacity building plan approval.

The projects included

OPD and other ward construction and rehabilitation at UGX 14,303,000/=;

Construction of 5 stance latrine at Lukonya laundry site at UGX 27,000,000/=;

Construction of 5 stance lined pit latrine at Kabira Health

2



Center III at UGX 24,918,000/=;

Construction services – water disposal facility (placenta pits) at Kakuuto Health Center IV at UGX 14,303,000/=;

Construction of classroom block at Kijonjo Moslem at UGX 85,000,000/=;

Construction of classroom block at Mirigwe primary school at UGX 94,892,000/=;

Latrine construction at Lugonza at UGX 26,450,000/=;

Latrine construction at Kiwumulo at UGX 27,000,000/=;

Latrine construction at district headquarters at UGX 12,030,000/=;

Construction of water reservoir district wide at UGX 42,397,000/=;

Borehole construction of 3 metric at selected site at UGX 60,659,000/=;

Borehole construction of 3 metric water schemes at selected Sub Counties at UGX 134,732,000/= at Kigenya;

Construction of pipe water system at Kachanga at UGX 85,000,000/=;

Extension of 6km pipeline and 60 connections at Kakyanga-Kirumba;

4 boreholes drilling;

1 public water borne toilet;

Construction of 2 rain water harvest tank in Nanyoma Sub County;

Construction of placenta pits at different Health Center III;

Construction of staff houses at Kabuwoko Health Center III;

Construction of district and drugs and medicine stores;

Survey and acquisition of land titles of health centers;

Construction of staff houses in Kakuuto Health Center;

Upgrading of Nangoma Health Center, Nsumba and Kansensero Health Centers II & Health Centers III;

Construction of classroom in Mirigwe, Kirinda, Kitutamu, Ndolo, Kijonjo, Moslem, Ssimba Kabuwoko Hill, Kyakanyomozi and Lutonya primary schools; and

Construction of 5 stance lined pit latrines at Kiwumulo, Kabira, Kasasa New, Kizibira, Lugonza,, Ndolo, Mityebiri and Biwa primary schools.

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.

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

Meeting held on 27th august 2018 at Kasaali district headquarters Min DTPC 05/08/2018 progress on district development plan and statistical abstract by planning unit (draft); and

Min DTPC/06/08/2018 presentation and discussion of project profiles.

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

Kyotera District Local Government Investment projects in the previous Financial Year 2018/2019 were within the approved budget. Min: 05/KTRCOU/5/2018 presentation and approval of Kyotera district local government budget FY 2018/2019 at UGX 30,081,280,000/= approved with amendments to increase sports budget from UGX 10,000,000/= to UGX 25,000,000/=.

These projects included the following:

Construction of 5 stance lines pit latrine at Kizibira primary school Under emergency started on 5th march 2019 and completed on 5th may 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 23,000,000/=; Procurement No:KYOT621/WRKS/18-19/00001;

Construction of 5 stance lines pit latrine at St. Simon Nazareth primary school started on 10th April 2019 and completed on 10th July 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 28,069,750/=; Procurement No:KYOT621/WRKS/18-19/00015;

Construction of 3 protected springs in Kalisizo Town Council started on 5th February 2019 and completed on 5th June 2019 budgeted at UGX 15,000,000/= with the contract sum of UGX 16,799,996/=; Procurement No:KYOT621/WRKS/18-19/00003;

Construction of placenta pit latrine at Kabuwoko Health Center III budgeted at UGX UGX 5,000,000/=; with the contract sum of UGX 5,000,000/=;

Construction of 7 fero tanks started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 52,000,000/= with the contract sum of UGX 52,500,000/=; Procurement No:KYOT621/WRKS/18-19/00002;

Sitting drilling and installation of 8 bore holes budgeted at UGX 216,000,000/= with the contract sum of UGX 219,220,000/=;

Construction of 2 classroom blocks at Kampungu primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 77,600,000/=; Procurement No:KYOT621/WRKS/18-19/00006;

Construction of 2 classroom blocks at Mutukula primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 79,600,000/=; Procurement No:KYOT621/WRKS/18-19/00005;

Construction of placenta pit at Kalisizo hospital under emergency started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 20,477,000/= with the contract sum of UGX 20,477,000/=; Procurement No:KYOT621/WRKS/18-19/00011;

Construction of placenta pit at Lwankoni Health Center III started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 14,755,186/= with the contract sum of UGX 14,755,186/=; Procurement No:KYOT621/WRKS/18-19/00011;

and

Construction of 5 stance lined pit at Matengero started on 5th may 2019 and completed on 5th July 2019 budgeted at UGX 24,556,279.3/= with the contract sum of UGX 24,274,582.4/=; Procurement No:KYOT621/WRKS/18-19/00016.

7	Investment activities in the previous FY were implemented as per AWP.	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul>	Kyotera District Local Government Investment projects in the previous Financial Year 2018/2019 were completed as per work plan by end of FY.	7
	Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>These projects included the following:</p> <p>Construction of 5 stance lines pit latrine at Kizibira primary school Under emergency started on 5th march 2019 and completed on 5th may 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 23,000,000/=; variation of UGX 1,556,279/= thus 6.34% Procurement No:KYOT621/WRKS/18-19/00001;</p> <p>Construction of 5 stance lines pit latrine at St. Simon Nazareth primary school started on 10th April 2019 and completed on 10th July 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 28,069,750/=; variation of UGX - 3,513,471/= thus -14.31% Procurement No:KYOT621/WRKS/18-19/00015;</p> <p>Construction of 3 protected springs in Kalisizo Town Council started on 5th February 2019 and completed on 5th June 2019 budgeted at UGX 15,000,000/= with the contract sum of UGX 16,799,996/=; variation of UGX -1,799,996/= thus -11.99% Procurement No:KYOT621/WRKS/18-19/00003;</p> <p>Construction of placenta pit latrine at Kabuwoko HCIII s budgeted at UGX UGX 5,000,000/=; with the contract sum of UGX 5,000,000/= variation of UGX 0/= thus 0%;</p> <p>Construction of 7 fero tanks started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 52,000,000/= with the contract sum of UGX 52,500,000/=; variation of UGX -500,000/= thus -0.96% Procurement No:KYOT621/WRKS/18-19/00002;</p> <p>Sitting drilling and installation of 8 bore holes budgeted at UGX 216,000,000/= with the contract sum of UGX 219,220,000/=; variation of UGX -3,220,000/= thus -1.49%;</p> <p>Construction of 2 classroom blocks at Kampungu primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 77,600,000/=; variation of UGX - 100,000/= thus -0.13% Procurement No:KYOT621/WRKS/18-19/00006;</p> <p>Construction of 2 classroom blocks at Mutukula primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 79,600,000/=; variation of UGX -2,100,000/= thus -2.71% Procurement No:KYOT621/WRKS/18-19/00005;</p> <p>Construction of placenta pit at Kalisizo hospital under emergency started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 20,477,000/= with the contract sum of UGX 20,477,000/=; variation of UGX 0/= thus 0% Procurement No:KYOT621/WRKS/18-19/00011;</p> <p>Construction of placenta pit at Lwankoni Health Center III started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 14,755,186/= with the contract sum of UGX 14,755,186/=; variation of UGX 0/= thus 0% Procurement No:KYOT621/WRKS/18-19/00011; and</p> <p>Construction of 5 stance lined pit at Matengero started on 5th may 2019 and completed on 5th July 2019 budgeted at UGX 24,556,279.3/= with the contract sum of UGX 24,274,582.4/=; variation of UGX 281,696.9/= thus 1.15% Procurement No:KYOT621/WRKS/18-19/00016.</p>	

Hence all the 11 investment projects implemented were completed as per work plan in terms of the budget and duration in Financial Year 2018/2019. Rated at 100% thus compliant.

5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Kyotera District Local Government Investment projects in the previous Financial Year 2018/2019 were within the approved budget.</p> <p>These projects included the following:</p> <p>Construction of 5 stance lines pit latrine at Kizibira primary school Under emergency started on 5th march 2019 and completed on 5th may 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 23,000,000/=; variation of UGX 1,556,279/= thus 6.34% Procurement No:KYOT621/WRKS/18-19/00001;</p> <p>Construction of 5 stance lines pit latrine at St. Simon Nazareth primary school started on 10th April 2019 and completed on 10th July 2019 budgeted at UGX 24,556,279/= with the contract sum of UGX 28,069,750/=; variation of UGX - 3,513,471/= thus -14.31% Procurement No:KYOT621/WRKS/18-19/00015;</p> <p>Construction of 3 protected springs in Kalisizo Town Council started on 5th February 2019 and completed on 5th June 2019 budgeted at UGX 15,000,000/= with the contract sum of UGX 16,799,996/=; variation of UGX -1,799,996/= thus -11.99% Procurement No:KYOT621/WRKS/18-19/00003;</p> <p>Construction of placenta pit latrine at Kabuwoko HCIII s budgeted at UGX UGX 5,000,000/=; with the contract sum of UGX 5,000,000/= variation of UGX 0/= thus 0%;</p> <p>Construction of 7 fero tanks started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 52,000,000/= with the contract sum of UGX 52,500,000/=; variation of UGX -500,000/= thus -0.96% Procurement No:KYOT621/WRKS/18-19/00002;</p> <p>Sitting drilling and installation of 8 bore holes budgeted at UGX 216,000,000/= with the contract sum of UGX 219,220,000/=; variation of UGX -3,220,000/= thus -1.49%;</p> <p>Construction of 2 classroom blocks at Kampungu primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 77,600,000/=; variation of UGX - 100,000/= thus -0.13% Procurement No:KYOT621/WRKS/18-19/00006;</p> <p>Construction of 2 classroom blocks at Mutukula primary school started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 77,500,000/= with the contract sum of UGX 79,600,000/=; variation of UGX -2,100,000/= thus -2.71% Procurement No:KYOT621/WRKS/18-19/00005;</p> <p>Construction of placenta pit at Kalisizo hospital under emergency started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 20,477,000/= with the contract sum of UGX 20,477,000/=; variation of UGX 0/= thus 0% Procurement No:KYOT621/WRKS/18-19/00011;</p> <p>Construction of placenta pit at Lwankoni Health Center III started on 22nd August 2018 and completed on 22nd February 2019 budgeted at UGX 14,755,186/= with the contract sum of UGX 14,755,186/=; variation of UGX 0/= thus 0% Procurement</p>	2
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Construction of 5 stance lined pit at Matengero started on 5th may 2019 and completed on 5th July 2019 budgeted at UGX 24,556,279.3/= with the contract sum of UGX 24,274,582.4/=; variation of UGX 281,696.9/= thus 1.15% Procurement No:KYOT621/WRKS/18-19/00016.

Hence all projects implemented were with in plus or minus 15 % of the proposed budgets, thus LG was compliant.

5	<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<p>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</p>	<p>There was no evidence that Kyotera LG budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY.</p>	0
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#### Human Resource Management

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<p>• Evidence that the LG has filled all HoDs positions substantively: score 3</p>	<p>The district had ten (10) HoD as per the approved organisation structure. Six (6) were substantively appointed as per their appointment letters as follows:</p> <ol style="list-style-type: none"> <li>1. D/CAO – LG/ p 10814 dated 13th May 2019</li> <li>2. CFO- CR/160/1 dated 6th August 2018</li> <li>3. DCDO – CR/156/5 dated 6th September 2018</li> <li>4. D/ Natural Resources Officer – CR/156/3 dated 3rd February 2015</li> <li>5. Production Coordinator – CR/156/3 dated 3rd February 2015</li> <li>6. DHO - CR/KTR/160/1 dated 15th May 2019</li> </ol> <p>Four (4) were performing duties of HoD as follows;</p> <ol style="list-style-type: none"> <li>1. D/Engineer – Duties were performed by the Senior Engineer – appointment letter, CR/D/10019 dated 30th June 2017 and Acting appointment letter, CR/D/10019 dated 30th June 2017</li> <li>2. DEO – Duties were performed by the Senior Inspector of Schools - appointment letter CR/160/1 dated 30th May 2016</li> <li>3. D/Planner – Duties were performed by the Senior Statistician - appointment letter CR/156/3 dated 12th February 2015</li> <li>4. D/ Commercial Officer – Duties were performed by the Senior Commercial Officer - appointment letter, CR/160/1 dated 26th June 2018</li> </ol>	0
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6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The district had Ten (10) HoD, They were appraised on the following dates as per their appraisal reports</p> <ol style="list-style-type: none"> <li>1. D/CAO – Not eligible for appraisal at the district level</li> <li>2. CFO – 30th July 2019</li> <li>3. D/Engineer – 19th July 2019</li> <li>4. DEO – 12th July 2019</li> <li>5. DCDO – 26th July 2019</li> <li>6. D/ Natural Resources Officer – 3rd July 2019</li> <li>7. D/ Production Coordinator – 2nd July 2019</li> <li>8. D/ Commercial Officer - 1st July 2019</li> <li>9. DHO -30th July 2019</li> <li>10. D/ Planner – 31st July 2019</li> </ol>	2
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>One hundred and twenty (120) vacant positions were submitted to the DSC for recruitment of new employees as per submission letter CR/KTR/214/1 dated 27th March 2019</p> <p>Only thirty two (32) were considered during the DSC meetings held between 8th and 29th April 2019, as per minute numbers from 01/04/2019 to 30/04/2019 and letter; DSC/KTR/12/121/3 VOL. 1 dated 24th April 2019</p>	0
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>Two (2) names of staff members were submitted to the DSC for confirmation of their appointment, as follows;</p> <p>One Head Teacher was submitted during the month of May 2019 as per submission latter CR/KTR/154/1 dated 2nd May 2019 and one Enrolled Nurse on 3rd August 2019 as per submission letter CR/KTR/214/1</p> <p>They were considered during the DSC meeting held on 8th April 2019, as per minute number 8/04/2019</p>	1
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>There were no submissions for disciplinary action</p>	1

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>Ten Education Assistants (10) were appointed in November 2018 as per minute number 37/2018. They submitted their "Acceptance of Appointment" letters between 10th and 20th November 2018 as per the records on the personal files sampled. They accessed the payroll during the month of March 2019 as per the district payroll for the month March 2019. Four months after their appointment.</p> <p>Thirty eight (38) positions of various designations were appointed in October 2018 as per their appointment letters dated 23th October 2018 and submitted their "Acceptance of Appointment" letters between 1st and 10th November 2018, as per the records on the sampled personal files. They accessed the payroll during the month of December 2018 as per the Uganda Government Payslips dated 28th December 2018.</p>	0
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>Eighteen (18) employees retired during FY 2018/19 as per the district retirement list. There was no evidence that they accessed the payroll within two months of their retirement</p>	0

#### Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• If the increase is from 5% - 10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Kyotera district LG Own Source Revenue collections decreased by <b>2.2%</b> (UGX 8,223,256) from UGX 376,629,546 in the FY 2017/18 to UGX 368,406,290 in the FY 2018/19.</p> <p>(Source: Kyotera District audited accounts for the FY 2017/18 per Statement of Financial Performance on Page 7 and Draft accounts for the FY ended 30th June 2019 submitted to the OAG on 30th August 2019 - Statement of Financial Performance Page 7)</p> <p>Reasons for under-collection were:-</p> <p>(a) Creation of 3 Town Councils that retain 100% collections</p> <p>(b) Loss of revenue from Non-tendering of trading licenses</p> <p>The district management had developed a Charging Policy to enhance collections for the FY 2019/20.</p>	0
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10	LG has collected local revenues as per budget (collection ratio)	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Original Approved Budget for Local Revenue - FY 2018/19 UGX, 423,967,000</p> <p>(Source: Council Min. 05/KTRCOU/5/2018 meeting held on 10th May 2018)</p> <p>Actual Local Revenue collections during FY 2018/2019 of UGX. 206,541,097</p> <p>(Source: Draft accounts for the FY ended 30th June 2019 submitted to the OAG on 14th August 2019 - Statement of Financial Performance Page 8)</p> <p>Variance of UGX. 217,425,903 or 51.2% which is above the +/- 10% limit.</p>	0
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11	Local revenue administration, allocation and transparency	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>Total LST collected during the FY2018/19 was UGX 83,588,750 (Source: Draft Accounts for FY2018/19 – Note 2: Statement of Revenue Collected - Page 19).</p> <p>Total transfer of Share of LST to the 9 Sub-Counties and 4 Town Councils for the FY 2018/19 was UGX. 52,249,500 analyzed as below:-</p>	2
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No LLG	Amount (UGX)
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1	Kabira S/C	4,060,032
2	Kakuuto S/C	4,920,467
3	Kalisizo S/C	2,754,875
4	Kasasa S/C	2,658,195
5	Kirumba S/C	3,460,626
6	Kyebe S/C	2,638,860
7	Lwankoni S/C	2,435,836
8	Nabigasa S/C	3,025,575
9	Nangoma S/C	1,295,034
10	Kasaali T/C	7,000,000
11	Kalisizo T/C	10,000,000
12	Kyotera T/C	7,000,000
13	Mutukula T/C	500,000
14	Kasensero T/C	500,000

<b>Total</b>	<b>52,249,500</b>
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(Source: Payment Vouchers per cashbook and attached remittance advice signed by the Senior Accountant provided)

11	Local revenue administration, allocation and transparency  Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> <li>• Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>There was evidence that total LG expenditure on Council Allowances paid out of own revenue sources for the FY 2018/19 was UGX 65,728,000 compared against total OSR for the FY 2017/18 of UGX 376,629,546 that represented 17.5%.</p> <p>Source: (All payment vouchers for council sittings during the financial year ended 30th June 2019 and audited accounts for the FY 2017/18 – Page 7 )</p> <p>This is <b>lower</b> than the 20% prescribed under the LGA Cap. 243</p>	2
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## Procurement and contract management

12	The LG has in place the capacity to manage the procurement function  Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> <li>• Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>- There WAS Evidence that Kyotera DLG had the position of a Senior Procurement Officer substantively filled under DSC Minute: Min No. 21/2009 (1) as per Correspondence Referenced CR/150/3 and Dated 21/April/2009. Mr. Brian Aturinda was the name of the Senior Procurement Officer.</p> <p>- There was NO Evidence that Kyotera DLG had the position of Procurement Officer substantively filled.</p>	0
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The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

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

There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2018/2019 FY) as exemplified by the following projects:

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 25/July/2018. The TEC Members who signed on the Evaluation Report were: District Water Officer, Senior Engineer; Head PDU.

- Construction of 7 No. 20M3 Communal Ferro Cement Tanks in Sub counties under Water Development Grant (Kyot/621/WRKS/2018-2019/00002). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 25/July/2018. The TEC Members who signed on the Evaluation Report were: District Water Officer, Senior Engineer; Head PDU.

- Construction of 8 Boreholes, Hydro-geological Investigation, Geographical Surveys, Siting, Drilling, Installation and Casting under Water Development Grant (Kyot/621/WRKS/2018-2019/00001). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 25/July/2018. The TEC Members who signed on the Evaluation Report were: District Water Officer, Senior Engineer; Head PDU.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 25/July/2018. The TEC Members who signed on the Evaluation Report were: District Water Officer, Senior Engineer; Head PDU.

- Construction of Placenta Pit at Rwankoni HCIII in Rwankoni Sub-county under DDEG (Kyot/621/WRKS/2018-2019/00011). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 14/November/2018. The TEC Members who signed on the Evaluation Report were: District Planner, Assistant Water Officer; Head PDU.

- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). The Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) for the procurement that was found in the PDU was endorsed by Members of Technical Evaluation Committee on 14/November/2018. The TEC Members who signed on the Evaluation Report were: District Planner, Assistant Water Officer; Head PDU.

The LG has in place the capacity to

- Evidence that the Contracts Committee considered

There WAS Evidence that Kyotera District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those

manage the procurement function	recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1	recommendations as exemplified by the following projects:
Maximum 4 points on this performance measure.		<ul style="list-style-type: none"> <li>- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/July/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/4/7/2018.</li> <li>- Construction of 7 No. 20M3 Communal Ferro Cement Tanks in Sub counties under Water Development Grant (Kyot/621/WRKS/2018-2019/00002). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/July/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/7/7/2018.</li> <li>- Construction of 8 Boreholes, Hydro-geological Investigation, Geographical Surveys, Siting, Drilling, Installation and Casting under Water Development Grant (Kyot/621/WRKS/2018-2019/00001). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/July/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/8/7/2018.</li> <li>- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/July/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/5/7/2018.</li> <li>- Construction of Placenta Pit at Rwankoni HCIII in Rwankoni Sub-county under DDEG (Kyot/621/WRKS/2018-2019/00011). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/November/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/5/11/2018.</li> <li>- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kanye Sub-county (Kyot/621/WRKS/2018-2019/00015). DCC considered and endorsed recommendations of TEC during a Meeting held on 27/November/2018, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/11/11/2018.</li> <li>- Construction of 7 No. 20M3 Ferro Cement Tanks in Kirumba, Kakuto, Kasasa, Nabigasa and Kalisizo Sub-counties (Kyot/621/WRKS/2019-2020/00003). DCC considered and endorsed recommendations of TEC during a Meeting held on 04/July/2019, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/6/7/2019.</li> <li>- Survey, Drilling, Casting and Installation of 5 Deep Boreholes in Kabira, Kakuto, Kasasa and Kalisizo Sub counties (Kyot/621/WRKS/2019-2020/00002). DCC considered and endorsed recommendations of TEC during a Meeting held on</li> </ul>

04/July/2019, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/7/7/2019.

- Construction of 2 Classroom Block with Office and Store at Kijongo P/S in Kasasa Sub-county (Kyot/621/WRKS/2019-2020/00005). DCC considered and endorsed recommendations of TEC during a Meeting held on 04/July/2019, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/8/7/2019.

- Construction of 2 Classroom Block with Office and Store at Mirugwe P/S in Kyebe Sub-county (Kyot/621/WRKS/2019-2020/00004). DCC considered and endorsed recommendations of TEC during a Meeting held on 04/July/2019, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/9/7/2019.

- Emergency Construction of 5 Stance Lined Pit Latrine at Mirugwe P/S in Kyebe Sub-county (Kyot/621/WRKS/2019-2020/00006) (Direct Procurement under Emergency – Urgent Need to Address Poor Sanitation Status at Mirugwe P/S in Kyebe Sub-county). DCC considered and endorsed recommendations of Acting District Education Officer and Chief Administrative Officer during a Meeting held on 06/September/2019, attended by Head Natural Resources, Senior Community Development Officer – Kyotera Town Council, Acting District Inspector of Schools; Senior Procurement Officer. DCC Minute: Kyot/DCC/5/9/2019.

13

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

(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2019/2020 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements:

- Construction of 7 No. 20M3 Ferro Cement Tanks in Kirumba, Kakuto, Kasasa, Nabigasa and Kalisizo Sub-counties (Kyot/621/WRKS/2019-2020/00003). (Page 40 of LG Approved Budget Estimates for FY 2019/2020, Vote 621: Kyotera District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated under Water Sector in Kyotera DLG District Procurement Plan for FY 2019/2020, Submission Letter Dated 10/September/2019 and Referenced CR/105/1, Signed by CAO on 10/September/2019, Received by PPDPAA Home Office on 20/September/2019).

- Survey, Drilling, Casting and Installation of 5 Deep Boreholes in Kabira, Kakuto, Kasasa and Kalisizo Sub counties (Kyot/621/WRKS/2019-2020/00002). (Page 40 of LG Approved Budget Estimates for FY 2019/2020, Vote 621: Kyotera District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated under Water Sector in Kyotera DLG District Procurement Plan for FY 2019/2020, Submission Letter Dated 10/September/2019 and Referenced CR/105/1, Signed by CAO on 10/September/2019, Received by PPDPAA Home Office on 20/September/2019).

- Construction of 2 Classroom Block with Office and Store at Kijongo P/S in Kasasa Sub-county (Kyot/621/WRKS/2019-2020/00005). (Page 30 of LG Approved Budget Estimates for FY 2019/2020, Vote 621: Kyotera District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non

2

Residential Buildings AND was also indicated under Education Sector in Kyotera DLG District Procurement Plan for FY 2019/2020, Submission Letter Dated 10/September/2019 and Referenced CR/105/1, Signed by CAO on 10/September/2019, Received by PPDPA Home Office on 20/September/2019).

- Construction of 2 Classroom Block with Office and Store at Mirugwe P/S in Kyebe Sub-county (Kyot/621/WRKS/2019-2020/00004). (Page 30 of LG Approved Budget Estimates for FY 2019/2020, Vote 621: Kyotera District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated under Education Sector in Kyotera DLG District Procurement Plan for FY 2019/2020, Submission Letter Dated 10/September/2019 and Referenced CR/105/1, Signed by CAO on 10/September/2019, Received by PPDPA Home Office on 20/September/2019).

- Emergency Construction of 5 Stance Lined Pit Latrine at Mirugwe P/S in Kyebe Sub-county (Kyot/621/WRKS/2019-2020/00006) (Direct Procurement under Emergency – Urgent Need to Address Poor Sanitation Status at Mirugwe P/S in Kyebe Sub-county). (Page 30 of LG Approved Budget Estimates for FY 2019/2020, Vote 621: Kyotera District, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings).

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

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). (Page 25 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 of 4 under Education Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

- Construction of 7 No. 20M3 Communal Ferro Cement Tanks in Sub counties under Water Development Grant (Kyot/621/WRKS/2018-2019/00002). (Page 33 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated on Page 3 of 4 under Water Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

- Construction of 8 Boreholes, Hydro-geological Investigation, Geographical Surveys, Siting, Drilling, Installation and Casting under Water Development Grant (Kyot/621/WRKS/2018-2019/00001). (Page 33 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated on Page 3 of 4 under Water Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). (Page 25 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 078180 Classroom Construction and Rehabilitation, 312101 Non

Residential Buildings AND was also indicated on Page 2 of 4 under Education Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

- Construction of Placenta Pit at Rwankoni HCIII in Rwankoni Sub-county under DDEG (Kyot/621/WRKS/2018-2019/00011). (Page 22 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 088283 OPD and Other Ward Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 1 of 4 under Health Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). (Page 25 of LG Approved Budget Estimates for FY 2018/2019, Vote 621: Kyotera District, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 of 4 under Education Sector in Kyotera DLG District Procurement Plan for FY 2018/2019, Submission Letter Dated 18/June/2018 and Referenced CR/105/1, Signed by CAO on 18/June/2018, Received by PPDPA Home Office on 20/June/2018).

14

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

Maximum 6 points on this performance measure.

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

For current FY (2019/2020), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. A calculation was made based on the respective Dates of Bid Notices of Individual Infrastructure Projects and results indicated that 100% of Bid Notices of Individual Infrastructure Projects for 2019/2020 FY were issued/published BEFORE August 30, 2019. The Calculation was based on the following Projects and the respective Dates on which the Projects Bid Notices were issued/published by Kyotera DLG;

- Construction of 7 No. 20M3 Ferro Cement Tanks in Kirumba, Kakuto, Kasasa, Nabigasa and Kalisizo Sub-counties (Kyot/621/WRKS/2019-2020/00003). Date of Issue/Publication of Bid Notice by Kyotera DLG: 31/May/2019, New Vision Newspaper, Page 44.

- Survey, Drilling, Casting and Installation of 5 Deep Boreholes in Kabira, Kakuto, Kasasa and Kalisizo Sub counties (Kyot/621/WRKS/2019-2020/00002). Date of Issue/Publication of Bid Notice by Kyotera DLG: 31/May/2019, New Vision Newspaper, Page 44.

- Construction of 2 Classroom Block with Office and Store at Kijongo P/S in Kasasa Sub-county (Kyot/621/WRKS/2019-2020/00005). Date of Issue/Publication of Bid Notice by Kyotera DLG: 31/May/2019, New Vision Newspaper, Page 44.

- Construction of 2 Classroom Block with Office and Store at Mirugwe P/S in Kyebe Sub-county (Kyot/621/WRKS/2019-2020/00004). Date of Issue/Publication of Bid Notice by Kyotera DLG: 31/May/2019, New Vision Newspaper, Page 44.

2

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

Maximum 6 points on this performance measure.

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

For previous FY (2018/2019 FY), there was NO Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements.



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

Maximum 6 points on this performance measure.

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

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

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). Contract Amount: 76, 720, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 03/July/2018, New Vision Newspaper, Page 37.
- Construction of 7 No. 20M3 Communal Ferro Cement Tanks in Sub counties under Water Development Grant (Kyot/621/WRKS/2018-2019/00002). Contract Amount: 52, 500, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/May/2018, New Vision Newspaper, Page 21.
- Construction of 8 Boreholes, Hydro-geological Investigation, Geographical Surveys, Siting, Drilling, Installation and Casting under Water Development Grant (Kyot/621/WRKS/2018-2019/00001). Contract Amount: 219, 999, 380 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 15/May/2018, New Vision Newspaper, Page 21.
- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). Contract Amount: 79, 300, 000 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 03/July/2018, New Vision Newspaper, Page 37.
- Construction of Placenta Pit at Rwankoni HCIII in Rwankoni Sub-county under DDEG (Kyot/621/WRKS/2018-2019/00011). Contract Amount: 14, 755, 186 UGX. Verified Procurement Method: Selective Bidding; Successful Bidder (Calinet General Enterprises Limited) appeared on List of Prequalified Bidders for Services, Supplies and Works for FY 2018/2019 Referenced CR/105/1, Dated 28/August/2018, Signed by Acting Chief Administrative Officer (Bukonya Idris Kasozi), Page 3.
- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). Contract Amount: 28, 069, 750 UGX. Verified Procurement Method: Selective Bidding; Successful Bidder (Zambo Investments Limited) appeared on List of Prequalified Bidders for Services, Supplies and Works for FY 2018/2019 Referenced CR/105/1, Dated 28/August/2018, Signed by Acting Chief Administrative Officer (Bukonya Idris Kasozi), Page 3.

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

Maximum 4 points on this performance measure

- Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2

There WAS Evidence that all works projects implemented in the previous FY (2018/2019 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision.

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). The project procurement file had Interim Payment Certificate No. 1 Dated 10/09/2018, Prepared by Assistant Engineering Officer (Project Manager) on 10/09/2018, Certified by District Engineer (Supervisor) on 10/09/2018, Approved by District Education Officer on 12/09/2018, Approved by Chief Administrative Officer on 12/09/2018, Paid by Kyotera DLG. Amount Paid: 34,649,950 UGX.

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). The project procurement file had Interim Payment Certificate No. 3 Dated 12/11/2018, Prepared by Assistant Engineering Officer (Project Manager) on 12/11/2018, Certified by District Engineer (Supervisor) on 13/11/2018, Approved by Environmental Officer/District Natural Resources Officer on 13/11/2018, Approved by District Education Officer on 13/11/2018, Approved by Principal Internal Auditor on 13/11/2018, Approved by Chief Administrative Officer on 14/11/2018, Paid by Kyotera DLG, Amount Paid: 6,411,941 UGX.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The project procurement file had Final Payment Certificate No. 1 Dated 10/12/2018, Prepared by Assistant Engineering Officer (Project Manager) on 10/12/2018, Certified by District Engineer (Supervisor) on 12/12/2018, Approved by Environmental Officer/District Natural Resources Officer on 10/12/2018, Approved by District Education Officer on 10/12/2018, Approved by Chief Administrative Officer on 12/12/2018, Paid by Kyotera DLG, Amount Paid: 71,504,407 UGX.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The project procurement file had Retention Payment Certificate No. 2 Dated 27/06/2019, Prepared by Assistant Engineering Officer (Project Manager) on 27/06/2019, Certified by District Engineer (Supervisor) on 27/06/2019, Approved by Environmental Officer/District Natural Resources Officer on 28/06/2019, Approved by District Education Officer on 28/06/2019, Approved by Chief Administrative Officer on 28/06/2019, Paid by Kyotera DLG, Amount Paid: 3,763,390 UGX.

- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). The project procurement file had Final Payment Certificate No. 1 Dated 13/06/2019, Prepared by Assistant Engineering Officer (Project Manager) on 13/06/2019, Certified by District Engineer (Supervisor) on 19/06/2019, Approved by Environmental Officer/District Natural Resources Officer on 18/06/2019, Approved by District Education Officer on 18/06/2019, Approved by District Planner on 18/06/2019, Approved by Chief Administrative Officer on 19/06/2019, Paid by Kyotera DLG, Amount Paid: 25,310,351 UGX.

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

Maximum 4 points on this performance measure

• Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2

There was NO Evidence that all works projects for the current FY (2019/2020 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as per observations made during field visits to construction sites for works projects for the current FY (2019/2020 FY). Additionally, all works projects that were implemented in the previous FY (2018/2019 FY) were completed within the previous financial year and did not qualify for assessment as per Addendum to/clarification of issues in the Local Government Performance Assessment Manual, 2018 (up-date of 2018 issues to 2019 LGPA).

## Financial management

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

The LG had reconciled all the 15 bank accounts held in both Centenary and Stanbic banks on a monthly basis and up to 30th June 2019 within the 1st week following end of month.

7 accounts sampled included the following:-

1. General Fund;
2. District Administration Account;
3. Finance
4. Statutory Bodies
5. Technical
6. YLP Project
7. YLP Fund

For the FY 2019/20, all accounts had been reconciled within the 1st week following end of month.

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

- If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.

A sample of 10 Transactions from the Water, Education, and Health departments showed that the LG effected payments to suppliers on time and most were within 2 months. Details are as below:-

1. KATS CIVIL & WATER WORKS submitted a payment request for Construction of a 20-Cubic meter Ferro Cement Tank in various sub-counties of UGX. 52,500,000 on 11-Oct-2018 that was approved by the DWO on 11-Oct-2018 and paid on 23-Oct-2018 vide Vr. No. 057 UGX 47,338,983; 11days
2. EAST AFRICA BOREHOLES submitted a payment request for hydro-geological survey and installation of 7 boreholes in Kyotera district of UGX. 134,341,200 on 12-Dec-2018 that was approved by the DWO on 17-Dec-2018 and paid on 18-Dec-2018 2019 vide Vr. No. 1422 UGX 134,341,200; 5 days
3. MITYEKULA ENTERPRISES LTD submitted a payment request for construction of a 5-Stance lined pit latrine at Kyabasimba Landing Site in Kyebe S/C of UGX. 17,000,000 on 10-May-2018 that was approved by the DWO on 17-May-2019 and paid on 17-May-2019 vide Vr. No. 4859 UGX 12,188,136; 6 days
4. EAST AFRICA BOREHOLES submitted a payment request for hydro-geological survey and installation of 7 boreholes in Kyotera district of UGX. 67,461,361 on 30-Apr-2019 that was approved by the DWO on 15-May-2019 and paid on 17-May-2019 vide Vr. No. 4862 UGX 67,461,361; 14 days
5. KASESE ENTERPRISES LTD submitted a payment request for construction of 3 5-Stance lined pit latrines at Kifukamiza, Kyakudduse and Kamuganja P/Ss of UGX. 45,000,000 on 15-Dec-2018; approved by the DEO on 19-Dec-2018 and paid on 19-Dec-2018 UGX. 41,340,109 vide Vr. 1508; 3 days
6. ENOTU CONSTRUCTION LTD submitted a payment request for construction of Nyangoma Seed School of UGX. 198,088,089 on 25-Jun-2019 that was approved by the DE on 28-Jun-2019; paid on 28-Jun-2019 UGX. 184,830,000 vide vr. 5553; 3 days
7. ZAMBO INVESTMENTS LTD submitted a payment request for construction of a 5-stance lined pit latrine at Kizibira P/S of UGX. 22,957,469 on 06-Jun-2019 that was approved by the DE on 12-Jun-2019; paid on 25-Jun-2019 UGX. 20,700,633 vide vr. 4542; 18 days
8. KASASE ENTERPRISES LTD submitted a payment request for construction of a Placenta Pit at Kalisizo Hospital of UGX. 20,499,707 on 27-Aug-2018 that was approved by the DHO on 30-Aug-2018; paid on 04-Sep-2018 UGX. 18,484,482 vide vr. 2149; 7 days
9. PASUE ENTERPRISES LTD submitted a payment request for renovation works at Kalisizo Hospital of UGX. 49,406,406 on 27-Mar-2019 was paid on 15-Apr-2019 UGX. 25,031,442 vide vr. 08/04/019; 18 days
10. KYAMULIBWA CARPENTRY WORKSHOP & CONSTRUCTION submitted a payment request for construction of 2 5-stance lined pit latrines at Kasasa HC III and Lwankoni HC III of UGX. 47,600,000 on 30-Nov-2018; Approved by DHO on 07-Dec-2018 and paid on 12-Dec-2018 UGX. 45,200,000 vide vr. 08/12/18; 12 days

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"><li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li><li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li></ul>	<p>Kyotera DLG has a substantive Principal Internal Auditor appointed as per DSC Min. No. 24/2018/2 evidenced from a letter ref: CR/160/1 dated 6th August 2018.</p>	1															
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"><li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li></ul>	<p>There was evidence that the LG had issued all the 4 quarterly Internal Audit reports on the following dates:</p> <table><thead><tr><th><u>Qtr.</u></th><th><u>Date issued</u></th><th><u>Ref.</u></th></tr></thead><tbody><tr><td>1st</td><td>01-Oct-2018</td><td>CR/251/1</td></tr><tr><td>2nd</td><td>31-Jan-2019</td><td>CR/251/1</td></tr><tr><td>3rd</td><td>12-Jun-2019</td><td>CR/251/3</td></tr><tr><td>4th</td><td>30-Aug-2019</td><td>CR/251/4</td></tr></tbody></table>	<u>Qtr.</u>	<u>Date issued</u>	<u>Ref.</u>	1st	01-Oct-2018	CR/251/1	2nd	31-Jan-2019	CR/251/1	3rd	12-Jun-2019	CR/251/3	4th	30-Aug-2019	CR/251/4	2
<u>Qtr.</u>	<u>Date issued</u>	<u>Ref.</u>																	
1st	01-Oct-2018	CR/251/1																	
2nd	31-Jan-2019	CR/251/1																	
3rd	12-Jun-2019	CR/251/3																	
4th	30-Aug-2019	CR/251/4																	
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The Internal Audit department provided the Council and LGPAC ALL the 4 quarterly reports on the following dates:-</p> <table><thead><tr><th>Qtr</th><th>Date received by LGPAC</th></tr></thead><tbody><tr><td>1st</td><td>14-Feb-2019</td></tr><tr><td>2nd</td><td>14-Feb-2019</td></tr><tr><td>3rd</td><td>01-Aug-2019</td></tr><tr><td>4th</td><td>26-Sep-2019</td></tr></tbody></table> <p>There were, however, no minutes or letters provided as evidence that the LG PAC had obtained status on implementation of all internal audit findings.</p>	Qtr	Date received by LGPAC	1st	14-Feb-2019	2nd	14-Feb-2019	3rd	01-Aug-2019	4th	26-Sep-2019	0					
Qtr	Date received by LGPAC																		
1st	14-Feb-2019																		
2nd	14-Feb-2019																		
3rd	01-Aug-2019																		
4th	26-Sep-2019																		

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>The LGPAC reviewed only the 1st and 2nd quarter Internal Audit reports for the FY 2018/19 as per Min. 04/05/2019 of meeting held on 27th May 2019.</p> <p>The 3rd and 4th Quarter Internal audit reports had been discussed on the 26th September 2019 as per the draft minutes Min. 03/09/2019 but the formal minutes had not been prepared.</p>	0
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>Kyotera LG maintained both manual and soft copies of the Fixed Assets register that included the following assets: - Land and Buildings, Motor Vehicles, Motor Cycles, Computer Equipment and Furniture.</p> <p>However, the register was <b>NOT</b> updated and the following gaps identified:-</p> <ol style="list-style-type: none"> <li>1 . Acquisition dates of some assets e.g. Furniture and Motor-Cycles were not indicated</li> <li>2 . Expenditure on Non-residential buildings e.g. Classroom blocks constructed during the year were not recorded</li> <li>3 . Motor-cycles received as donations / transfers from line ministries had no values</li> </ol>	0
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>From the Auditor General's report for the FY 2018/19, the LG had an unqualified audit opinion.</p>	4

## Governance, oversight, transparency and accountability

The LG Council meets and discusses service delivery related issues

Maximum 2 points on this performance measure

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

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

There was evidence that the Council met and discussed service delivery related issues including TPC reports, monitoring reports, performance as below:

FY 2019/2020 budget approval, Meeting held on 23rd may 2019, presentation and discussion of draft budget FY 2019/2020 at UGX 29,327,547,000/=, and the budget speech dated 29th march 2019 page 5;

Min: KDLG/COU/07/23/05/2019. Discussion and resolution on budget daft FY 2019/2020;

Council meeting held on 10th may 2018 at Kasaali town hall under Min: 05/KTRCOU/5/2018 presentation and approval of Kyotera district local government budget FY 2018/2019 at UGX 30,081,280,000/= approved with amendments to increase sports budget from UGX 10,000,000/= to UGX 25,000,000/=; and

Procurement plan, revenue enhancement and capacity building plan approval;

Meeting held on 30th October 2018 at Kasaali Min DTPC/04/10.2018, department presentation on budget conference;

Education DEO; planned for construction of classroom block at Mirigwe and Kibutamu in 2018/19;

Meeting held 23 may 2019 at Kasaali committee of the whole council min: 02/05/2019, discussion and way forward, develop Mutukula land project to do surveying and mapping to identify the available land to sell and those made part payments be prompted to full pay;

Meeting held on 18th December 2018 at Kasaali min: 09/KTRCOU/12/2018 committee on education and health;

Meeting held on 27th September at Kyotera district council hall under Min:05/COUKTR/9/2018 presentation of standing committee reports education and health e.g. Green valley PS latrine was renovated and was pending hand over:

- Health department received a motor vehicle and motor cycle given to Lwankoni;

- A film van was allocated to Lwankoni for a short period to health and education;

- Supported and supervised all Health Centers and hospital;

- Distributed nets to all primary schools;

- Renovation at Kalisizo hospital is ongoing and contact at UGX 200,000,000/= and

- Construction of Nabigasa staff quarters was completed.

Min:06/COU/KTR/9/2018 reactions and resolutions council also approved education department work plan of 766,369,000/= as follows 527,466,197/= was allocated to Nyangoma seed school and UGX 238,902,803/= under SFG, construction of pit latrines at Kyakudduse primary school.

22	<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG has designated a person to coordinate response to feedback (grievance/complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was evidence that Kyotera LG designated a person to coordinate response to feedback and responded to feedbacks and complaints as seen by the appointment of the Senior assistant secretary administrative (SAS) as public relations officer Ref: CR/KTR/152/1 dated 12th October 2018.</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"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>Community meetings were held for various reasons but <b>no minutes were recorded to provide evidence on what transpired in these engagements.</b></p>	0
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>LG Payroll and Pensioner Schedule on public/ general notice board was evident at CAO's office.</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>The procurement plan was displayed on general notice board for FY 2019/20 dated 27th June 2019.</p>	1



23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>Kyotera LG performance assessment results and implications were not published.</p>	0
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was evidence that the HLG communicated and explained guideline, circulars and policies by the national level to LLGs during the previous FY as below:</p> <p>DDEG guidelines were distributed to sub counties and town councils as per the letter dated 7th August 2018.</p>	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>No evidence was obtained that LG during the previous FY conducted discussions with the public to provide feed-back on status of activity implementation.</p>	0

## Social and environmental safeguards

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.

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

- Kyotera DLG Community Based Services Department presented a Report on Gender Responsive Planning for District Heads of Departments and Section Heads for Kyotera District with details on building the capacity of officials to apply Gender Responsive Budgeting to ensure that budgets, policies and outcomes are Gender Responsive; Dated 05/September/2018; Addressed to Chief Administrative Officer Kyotera DLG; Noted by Chief Administrative Officer Kyotera DLG on 05/September/2018; Compiled and Signed by Susan Nakawojwa, District Community Development Officer/Gender Focal Point Person, Kyotera DLG.

- Kyotera DLG Community Based Services Department presented Annual Gender Work Plan and Budget for Kyotera District for FY 2018/2019, Grand Total Budget: 8,460,000 UGX, Signed by Chief Administrative Officer on 06/July/2018, with the following details: women day celebrations at district and national levels, integrate GBV work plan and budget into District Development Plan, train Technical Planning Committee members on gender responsive planning and budgeting, conduct public awareness on GBV, conduct awareness creation meetings and training on gender policy and related laws and policies, initiate new women councils.

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.

- There WAS Evidence that gender focal point had planned activities for current FY (2019/2020 FY) to strengthen women's roles. Kyotera DLG Community Based Services Department presented Approved Budget Estimates for FY 2019/2020, Vote 621 Kyotera District, with Community Based Services Section on Pages 44 - 47 with the following planned activities: Output 108108: Children and Youth Services (4,712,000 UGX, Page 45); Output 108109: Support to Youth Councils (6,172,000 UGX, Page 45); Output 108110: Support to Disabled and the Elderly (15,499,000 UGX, Page 45); Output 108114: Representation on Women's Councils (4,334,000 UGX, Page 45).

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

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

Maximum 6 points on this performance measure

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

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

- Kyotera DLG Department of Natural Resources presented an Environmental Screening Report for Works Department Projects for Quarter 2 of FY 2018/2019, Dated 12/11/2018; Addressed to Chief Administrative Officer through District Natural Resources Officer; Signed and Stamped by Jude Kayovu, Acting District Environment Officer, Kyotera DLG.

- Kyotera DLG Department of Natural Resources presented an Environmental Screening Report for Works Department Projects for Quarter 4 of FY 2018/2019, Dated 25/04/2019; Addressed to Chief Administrative Officer through District Natural Resources Officer; Signed and Stamped by Jude Kayovu, Acting District Environment Officer, Kyotera DLG.

- Kyotera DLG Department of Natural Resources presented an Environmental and Social Screening Report for Health Department Projects for FY 2018/2019, Dated 13/August/2018, Signed and Stamped by Kiyingi Jamil, District Natural Resources Officer, Kyotera DLG.

- Kyotera DLG Department of Natural Resources presented an Environmental and Social Screening Report for Water and Sanitation Department Projects for FY 2018/2019, Dated 16/August/2018, Signed and Stamped by Kiyingi Jamil, District Natural Resources Officer, Kyotera DLG.

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

Maximum 6 points on this performance measure

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

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

- Construction of 8 Boreholes, Hydro-geological Investigation, Geographical Surveys, Siting, Drilling, Installation and Casting under Water Development Grant (Kyot/621/WRKS/2018-2019/00001). The project procurement file had a Budget for Environmental and Social Mitigation Measures (200,000 UGX) in Bill No. 1.4 (plant fruit trees for environment protection) on Page 26 of the Bill of Quantities; Signed and Stamped by Contractor – East African Boreholes Uganda Limited.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The project procurement file had a Budget for Environmental and Social Mitigation Measures (60,000 UGX) in Item K: Tree Planting (Environmental Issues – Supply and plant 5 No. Trees approved by the Environmental Officer and ensure maintenance i.e. irrigation for seedlings throughout the contract period) on Page 2 of 3 of the Bill of Quantities; Signed by District Engineer Kyotera DLG; Stamped by Contractor on 28/07/2018.

- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). The project procurement file had a Budget for Environmental and Social Mitigation Measures (300,000 UGX) in Item K: Tree Planting (Environmental Issues – Supply and plant 4 No. Trees approved by the Environmental Officer and ensure maintenance i.e. irrigation for tree seedlings throughout the contract period) on Page 2 of 3 of the Bill of Quantities; Stamped by Assistant Engineering Officer Kyotera DLG on 13/06/2019.

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

Maximum 6 points on this performance measure

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

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

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition	<ul style="list-style-type: none"><li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li></ul>	There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.
Maximum 6 points on this performance measure		

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

There WAS Evidence that Contract Payment Certificates included prior environmental and social clearance as exemplified by the following:

- Construction of 2 Classroom Block at Kampungu P/S in Kirumba Sub-county under SFG (Kyot/621/WRKS/2018-2019/00006). The project procurement file had Interim Payment Certificate No. 3 Dated 12/11/2018, Prepared by Assistant Engineering Officer (Project Manager) on 12/11/2018, Certified by District Engineer (Supervisor) on 13/11/2018, Approved by Environmental Officer/District Natural Resources Officer on 13/11/2018, Approved by District Education Officer on 13/11/2018, Approved by Principal Internal Auditor on 13/11/2018, Approved by Chief Administrative Officer on 14/11/2018, Paid by Kyotera DLG, Amount Paid: 6,411,941 UGX.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The project procurement file had Final Payment Certificate No. 1 Dated 10/12/2018, Prepared by Assistant Engineering Officer (Project Manager) on 10/12/2018, Certified by District Engineer (Supervisor) on 12/12/2018, Approved by Environmental Officer/District Natural Resources Officer on 10/12/2018, Approved by District Education Officer on 10/12/2018, Approved by Chief Administrative Officer on 12/12/2018, Paid by Kyotera DLG, Amount Paid: 71,504,407 UGX.

- Construction of 2 Classroom Block at Mutukula P/S in Mutukula Town Council under SFG (Kyot/621/WRKS/2018-2019/00005). The project procurement file had Retention Payment Certificate No. 2 Dated 27/06/2019, Prepared by Assistant Engineering Officer (Project Manager) on 27/06/2019, Certified by District Engineer (Supervisor) on 27/06/2019, Approved by Environmental Officer/District Natural Resources Officer on 28/06/2019, Approved by District Education Officer on 28/06/2019, Approved by Chief Administrative Officer on 28/06/2019, Paid by Kyotera DLG, Amount Paid: 3,763,390 UGX.

- Construction of 5 Stance Lined Pit Latrine at St Simon Nazareth P/S in Kyebe Sub-county (Kyot/621/WRKS/2018-2019/00015). The project procurement file had Final Payment Certificate No. 1 Dated 13/06/2019, Prepared by Assistant Engineering Officer (Project Manager) on 13/06/2019, Certified by District Engineer (Supervisor) on 19/06/2019, Approved by Environmental Officer/District Natural Resources Officer on 18/06/2019, Approved by District Education Officer on 18/06/2019, Approved by District Planner on 18/06/2019, Approved by Chief Administrative Officer on 19/06/2019, Paid by Kyotera DLG, Amount Paid: 25,310,351 UGX.

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

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

Maximum 6 points on this performance measure

There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)  Maximum 8 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	The LG had budgeted UGX 8,147,534,000 to cater for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY.	4
1	The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)  Maximum 8 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	From the staff lists, list of schools and the performance contract, it was evident that the LG had deployed a Head Teacher and minimum of 7 teachers per school (or a minimum of a teacher per class for schools with less than P.7) for the current FY. This was also confirmed from the sampled schools : Kyotera township P/s had 13 teachers; Kyotera P/S had 17 teachers; Bikira girls had 10 teachers; Bikira Boys 10 teachers and Misozi P/S had 09 teachers. The total number of teachers deployed in the 112 schools was 1,278.	4
2	LG has substantively recruited all primary school teachers where there is a wage bill provision  Maximum 6 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	The LG had filled 98% of the structure for primary teachers with a wage bill provision with 1278 out of the approved district sealing of 1299 teachers .	3
3	LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.  Maximum 6 for this performance measure	<ul style="list-style-type: none"> <li>Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	The LG had substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision, these were: Kigoye Mathias MIN.NO:13/2018 (39); Naddumba Harriet MIN NO:31/2018/42 and Namagala Sylvia: 25/05/2019.	6



4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>On 12/2/2019 the LG Education department submitted a recruitment plan to HRM for the current FY to fill positions of 29 primary teachers.</p>	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>There was no need for a recruitment plan since all the position of inspectors as approved by the structure were filled.</p>	2

#### Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>The District had two (2) Inspectors of Schools;</p> <ol style="list-style-type: none"> <li>1. Inspector of schools , appointment letter, CR/156/3 dated 1st September 1999</li> <li>2. Inspector of Schools, appointment letter, CR/KTR/160/1 dated 15th May 2019</li> </ol> <p>There was no evidence that they were appraised</p>	0
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5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>The district had one hundred twelve (112) Primary Schools and therefore, 112 Head Teachers.</p> <p>76 Appraisal Reports were examined and they indicated that the respective Head Teachers were appraised between 9th September 2018 and 5th March 2019</p> <p>Out of the 112 Head Teachers 76 were appraised, as per the Appraisal Report examined, representing a 67% compliance level.</p> <p>36 Head Teachers were not appraised</p>	0
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>From the sampled schools : Kyotera township; Kyotera P/S; Misozi P/S; and Bikira girls there was <b>no</b> evidence that the LG Education department had communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools which she had received as shown below: guidelines on school charges issued on 29/10/2018, Unlicensed /Unregistered school(re-issued )29/10/2018, East African community essay writing competition issued on 5/06/2019, Ban on buying examination from commercial examination bureau issued on 13/03/2019 and enforcement of Kavera ban in education institution issued on 4/10/2018.</p>	0
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>There was no evidence to show that the LG Education department held meetings with primary school headteachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national level.</p>	0

7	<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>On average 59% of all licensed or registered schools were inspected at least once per term and reports produced as follows : Term 11(2018) 102 out of 112 (91%) while 38 out of 149 (26%) of private schools were inspected .Term 1(2019) 112 out of 112 (100%) while 30 out of 149 (20%) of private schools were inspected Term 11(2019) 112 out of 112 (100%) while 22 out of 149 (15%) of private schools were inspected.</p>	1
8	<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was no evidence from the departmental reports and school inspection reports to show that the Education department had discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY.</p>	0
8	<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) acknowledgments from DES where seen as follows:11/12/2018,14/02/2019 and 14/02/2019.</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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>From the school inspection reports, from sampled schools and departmental meetings as well as minutes of SMC meetings of sampled schools there was no evidence that the inspection recommendations were followed up.</p>	0
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data:               <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>There was evidence that the LG submitted accurate data as seen from the 112 schools on both EMIS report and PBS.</p>	5
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>Enrolment data for all schools was 56,342 pupils which were consistent with EMIS/excel sheet and PBS.</p>	5

## Governance, oversight, transparency and accountability

10	<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"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The council committee responsible for education met and discussed service delivery issues:</p> <p>Meeting held on 18th December 2018 at Kasaali min: 09/KTRCOU/12/2018 committee on education and health; and</p> <p>Min:06/COU/KTR/9/2018 reactions and resolutions council also approved education department work plan of 766,369,000/= as follows 527,466,197/= was allocated to Nyangoma seed school and 238,902,803/= from SFG for construction of toilet facilities and Kyakudduse primary school.</p>	2
10	<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"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The education sector committee presented issues that required approval to Council:</p> <p>Meeting held on 27th august 2018 at Kasaali district headquarters Min DTPC 05/08/2018 progress on district development plan and statistical abstract by planning unit (draft); Min DTPC/06/08/2018 presentation and discussion of project profiles;</p> <p>Meeting held on 30th October 2018 at Kasaali Min DTPC/04/10.2018, department presentation on budget conference; Education District Education Officer; planned for construction of classroom block at Mirigwe and Kibutamu in 2018/19; and</p> <p>Council meeting held on 10th may 2018 at Kasaali town hall; Min: 05/KTRCOU/5/2018 presentation and approval of Kyotera district local government budget FY 2018/2019at UGX 30,081,280,000/= approved with amendments to increase sports budget from UGX 10,000,000/= to 25, 000,000/=, Procurement plan, revenue enhancement and capacity building plan approval.</p>	2
11	<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>From the minutes of SMC of all the sampled schools, only 80% have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO). The sampled schools held mandatory meetings as follows:</p> <p>Kirembwe primary school: 11/10/2018,12/02/2019 and 5/6/2019; Kyotera Township P/S: 15/11/2018,5/04/2019 and 24/07/2019; Bikiira Boys P/S: 17/10/2018, 5/4/2019 and 23/8/2019; Bikiira Girls :14/11/2018,22/03/2019 and 22/06/2019 However, Kijonjo Moslem had only one SMC meeting on 8/11/2018.</p>	3

12	<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG published on the public notice board at the District Headquarters all schools receiving non-wage recurrent grants on 10 /9/2019.</p>	3
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### Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	<p>The sector had submitted procurement input to the Procurement Unit that covered all investment items in the approved Sector annual work plan and budget on 26/09/2019 late after the required time frame of April 30.</p>	0
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### Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>A sample of 5 payments made during the FY 2018/19 indicated that the LG effected payments to suppliers within 2 months.</p> <ol style="list-style-type: none"> <li>1. ENOTU CONSTRUCTION LTD submitted a payment request for Construction of 2-classroom blocks at Kampungu P/S in Kirumba S/C of UGX. 46,000,000 on 04-Sep-2018 that was approved by the DEO on 12-Sep-2018; paid on 12-Sep-2018 UGX. 34,649,950 vide vr. 452; 7 days.</li> <li>2. KASESE ENTERPRISES LTD submitted a payment request for construction of 3 5-Stance lined pit latrines at Kifukamiza, Kyakudduse and Kamuganja P/Ss of UGX.45,000,000 on 15-Dec-2018; approved by the DEO on 19-Dec-2018 and paid on 19-Dec-2018 UGX. 41,340,109 vide Vr. 1508; 3 days.</li> <li>3. PASUE ENTERPRISES LTD submitted a payment request for construction of a 2-classroom block at Mutukula P/S on 29-Nov-2018 of UGX.79,300,000; Approved by the DE on 12-Dec-2018 and paid on 12-Dec-2018 UGX.71,504,407 vide vr. 520; 13 days.</li> <li>4. ENOTU CONSTRUCTION LTD submitted a payment request for construction of Nyangoma Seed School of UGX. 198,088,089 on 25-Jun-2019 that was approved by the DE on 28-Jun-2019; paid on 28-Jun-2019 UGX. 184,830,000 vide vr. 5553; 3 days.</li> <li>5. ZAMBO INVESTMENTS LTD submitted a payment request for construction of a 5-stance lined pit latrine at Kizibira P/S of UGX. 22,957,469 on 06-Jun-2019 that was approved by the DE on 12-Jun-2019; paid on 25-Jun-2019 UGX. 20,700,633 vide vr. 4542; 18 days.</li> </ol>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<p>• Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</p>	<p>The Education Department submitted Annual Performance Report for the previous Financial Year to the Planner on the Following date:</p> <p>Only Quarter-4 report was Submitted to the planner on 4th August 2019.</p> <p>Hence the Education department did not submit the Annual Performance Reports by 15th July to the planner for consolidation. Thus not compliant.</p>	0

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year               <ul style="list-style-type: none"> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>Internal audit queries for the Education sector were raised in 1st, 2nd and 4th Quarterly reports.</p> <p>There was evidence that the Education department had acted on the Internal Audit recommendations as indicted below:</p> <p><u>1st Quarter</u> – Destruction of school by earthquake at Kampungu P/S in Kirumba S/C.</p> <p>Response by the DEO was evidenced in the 3rd Quarter report – Pg. 3.</p> <p><u>2nd Quarter</u></p> <p>Nyangoma Seed School construction – Delayed execution by contractor and non-submission of accountability documents.</p> <p>Response provided in 3rd quarter audit report Page 32 No. 5.2.2.</p> <p>Mirigwe and Kirinda P/Ss in Kyebe S/C and Kalisizo rural – Dilapidated structures and destruction by earthquake.</p> <p>Response provided in 1st 2019/20 report – Construction of 2 classroom blocks on-going.</p> <p><u>4th Quarter</u>– Follow up on unaccounted for funds in the previous reports.</p>	2
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#### Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There was no evidence from minutes from meetings between DEO and the schools to show that the LG Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills,</p>	0
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>There was no evidence to show that LG Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	0



17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>From the List of SMCs and composition of members of the following: Lutunga P/S had 5 females and 7 males; Kirembwe P/S had 5 females and 7 males; Kijijonjo Moslem P/S had 5 females and 7 males; Kyotera P/S had 4 females and 8 males and Kibaale P/S had 5 females and 7 males.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was no evidence to show that the LG Education department in collaboration with the Environment department had issued guidelines on environmental management like tree planting, waste management, formation of environmental clubs and environment education.</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"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There is evidence from the Screening forms dated 27/8/2018 that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions.</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>There was no evidence to show that the environmental officer and community development officer visited the sites to checked whether the mitigation plans were complied with.</p>	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human resource planning and management</b>				
1	LG has substantively recruited primary health care workers with a wage bill provision from PHC wage	Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY	Kyotera District Local Government (LG) had filled 77% (480 out of 625) positions on the structure for primary health care dated 5/11/2019 with a wage bill provision from PHC wage for the financial year (FY) 2019/2020.	4
	Maximum 8 points for this performance measure	<ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>		
2	The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department	Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6	The LG had not submitted a comprehensive recruitment plan to the human resources management (HRM) department since it was not available at the time of the assessment.	0
	Maximum 6 points for this performance measure			
3	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	Evidence that the all health facilities in-charges have been appraised during the previous FY: <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	The district had thirty four (34) health facilities and therefore 34 Officers in-Charge. Appraisal Reports examined indicated that only 20 of the 34 Officers in Charge were appraised representing a 59% compliance level. 14 Officers in Charge were not a appraised.	0
	Maximum 8 points for this performance measure			

4	<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The LG health department had not deployed health workers in line with the lists submitted with the budget for the current FY. For instance, the numbers of staff on the deployment list for Kakuuto HCIV was 69 yet the budget catered for 49. On the other hand, Mitukula HCIII had 22 staff deployed yet the budget catered for 19. No justification for the variations was provided.</p>	0
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## Monitoring and Supervision

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The District Health Office (DHO) did not communicate the prioritised guidelines "Sector Grant and Budget Guidelines to Local Governments FY 2019/2020" to health facilities. All the five sampled health facilities (Byerima HCII, Kalisizo Hospital, Kakuuto HCIII, Lwankoni HCIII and Mitukula HCIII) had not received the guidelines.</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"> <li>Evidence that the DHO/MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>The DHO did not hold any meeting with health facility In-charges to explain among others aspects of a circular, policy or guidelines received from the Ministry of Health (MoH). Minutes reflecting the discussion were not available at the time of the assessment.</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>The District Health Team (DHT) supervised 0% of HCIVs and the hospital (none of Kakuuto HCIV and Kalisizo Hospital) once in each quarter of last financial year (FY). Kakuuto HCIV was not supervised in quarter two as per the report dated 18/12/2019, while Kalisizo Hospital was not supervised in quarter four as per the report dated 8/4/2019.</p>	0

6

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

Maximum 6 points for this performance measure

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

- If 100% supervised: score 3
- 80 - 99% of the health facilities: score 2
- 60% - 79% of the health facilities: score 1
- Less than 60% of the health facilities: score 0

The DHT did not ensure 100% supervision of lower level health facilities by the Health Sub District (HSD) within the previous FY. All the three sampled lower health facilities (Lwankoni HCIII, Mitukula HCIII and Byerima HCII) were not supervised in all quarters (0% supervised). The available supervision reports dated 10/12/2018; 15/2/2019; and 24/5/2019 did not reflect coverage of the aforementioned health facilities.

0

7

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

Maximum 10 points for this performance measure

- Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4

The DHT did not discuss all the four supervision reports and used them to make recommendations for corrective action in each quarter during the previous FY. Discussions of quarters one and four were held in other quarters. Details of discussions of each report are reflected below:

1. Quarter one supervision report was discussed by the DHT on 3/10/2018 under minute 6/DHT/10/2019 addressing inconsistencies of data from health facilities. It was recommended that reports should be made in consultation with heads of departments;

2. Quarter two supervision report was discussed by the DHT on 12/2/2019 under minute 6/DHT/2/2019 addressing limited supervision of lower health facilities by Kalisizo Health Sub District (HSD). It was recommended that Kalisizo HSD should be using the district vehicle to carry out supervision;

3. Quarter three supervision report was discussed by the DHT on 10/4/2019 under minute 5/DHT/2/2019 addressing increasing malaria cases at some health facilities. It was recommended that community dialogues be conducted in hot spot areas; and

4. Quarter four supervision report was discussed by the DHT on 7/04/2019 under minute DHT/6/5/2019 addressing gaps in the management of immunization activities in some health facilities. It was recommended that a meeting between health facility staff and the team of the Expanded Program on Immunisation be organized.

0

7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p>	<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6</li> </ul>	<p>Previous recommendations were not followed up. Minutes of a meeting where follow up on previous recommendations was made were not available during the time of assessment.</p>	0
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Maximum 10 points for this performance measure

8	<p>The LG Health department has submitted accurate/ consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding:               <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>The LG submitted accurate/consistent data regarding the health facilities that received PHC funding since all the 35 facilities on the list in the performance contracts (with PBS data) were on the lists in the HMIS reports.</p>	10
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Maximum 10 for this performance measure

## Governance, oversight, transparency and accountability

9	<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The Local Government committee responsible for health met and discussed service delivery issues:</p> <p>Committee on health and education held on 7th May 2019 under Min: 2/HLD/5/2018; Request to the District Health Officer was made: through supervise in the lower units and informed that Kabira Health Centre II was done well; and</p> <p>Min:5/HLD/5/2018 inventory to and District Councils will be at Kalisizo till the district got thieves as promised by them.</p>	2
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Maximum 4 for this performance measure

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

Maximum 4 for this performance measure

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

The health sector committee presented issues that require approval to Council:

Meeting held on 18th December 2018 at Kasaali min: 09/KTRCOU/12/2018 committee on education and health,

Meeting held on 27th September at Kyotera district council hall; Min:05/COUKTR/9/2018 presentation of standing committee reports education and health e.g. Green valley PS latrine was renovated and was pending hand over: and

Health department received a motor vehicle and motor cycle given to Lwankoni, A film van was allocated to Lwankoni for a short period to health and education, Supported and supervised all Health Centers and hospital, • Distributed nets to all primary schools, Renovation at Kalisizo hospital is ongoing and contact at UGX 200,000,000/=, Construction of Nabigasa staff quarters was completed.

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):

The health facility HUMCs and the hospital board were functional since 80% (4 out of 5) of them held all the quarterly meetings. The HUMC for Byerima HCII did not meet in quarters three and four. More information about the meetings of the HUMCs of the selected health facilities is presented below:

Maximum 6 points

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

1. Kalisizo Hospital board held all the four quarterly meetings on; 23/8/2018 and discussed the renovation of buildings under minute 05/08/2018; 17/12/2018 and discussed renovations under minute 05/01/2019; 12/3/2019 and discussed donations by BAMA under minute 04/3/2019; and 6/6/2019 and discussed procurement of the chain link and renovation of the fence under minute 04 and 06 /6/2019.

2. Kakuuto HCIV HUMC held all the four quarterly meetings on; 6/9/2018 and discussed the Results Based Funding (RBF) and allocation of Public Health Care (PHC) funds under minute 5; 5/12/2018 but did not discussed budgets and resource allocation; 25/2/2019 and discussed allocation of PHC funds under minute IV; and 13/6/2019 and discussed the budget for financial year 2019/2020 under minute 6.6.2019.

3. Lwankoni HCIII HUMC held all the four quarterly meetings on; 22/9/2018 and discussed RBF allocation under minute 6; 1/12/2018 and discussed fencing of the health facility under minute V; 15/3/2019 and discussed finalizing of the placenta pit under minute 6; and 28/6/2019 and discussed understaffing and need to hire staff under minute 6.

4. Mitukula HCIV HUMC held all the four quarterly meetings on; 1/9/2018 and discussed the PHC funding under minute 4; 1/12/2018 and discussed RBF allocation under minute 4; 6/2/2019 and discussed allowances for staff under minute 4; and 18/5/2019 and discussed the budget for financial year 2019/2020 and work plan under minute 4.

5. Byerima HCII HUMC held only two of the four mandatory quarterly meetings on 16/10/2018 and 19/2/2019 but did not discuss budgets and resource allocation. The HUMC minutes for quarters one and four were not available at the time of assessment.

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

- 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

The LG publicised all 42 health facilities that received PHC non- wage recurrent grants through posting the lists for quarter one FY 2019/2020 on the second main block notice board (near the Clerk to Council's office), with a cover letter dated 16/10/2019. All the 42 facilities were also on the lists in the budget of FY 2019/2020.

Maximum 4 for this performance measure

## Procurement and contract management

12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>The health sector provided input to the procurement plan by submitting the health sector procurement plan to the Planning and Disposal Unit (PDU) on 16/5/2019. However, the procurement plan was submitted after the deadline of 30/4/2019.</p> <p>0</p>
12	<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>The LG Health department did not submit the procurement request form (Form PP1) for the previous FY to the PDU. Form PP1 for the previous FY was not available at the time of assessment.</p> <p>0</p>
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"> <li>Evidence that the DHO/MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>4 payments were made during the FY 2018/19 and all showed that the LG effected payments to suppliers on time and were within 2 months.</p> <p>1 . P&amp;D Traders and Contractors Ltd submitted a request for advance for Up-grading Kakoma HC II to HC III of UGX. 138,653,955 on 12-Feb-2019 that was approved by the CAO on 13-Feb-2019 and paid on 13-Feb-2019 vide Vr. No. 8877 UGX 131,603,479; 1 day</p> <p>2 . Tripah Engineering Services Ltd submitted a request for Construction of 7-Stance Lined Toilet at Lwengo HC IV on 15-Apr-2019 that was approved by the DE on 15-Apr-2019 and paid on 18-Apr-2019 vide Vr. No. 6650 UGX 26,831,014; 3days</p> <p>3 . Tripah Engineering Services Ltd submitted a request for Construction of 2-Unit Staff House at Kyetume HC II on 21-Jun-2019 that was approved by the DE on 21-Jun-2019 and paid on 24-Jun-2019 vide Chq. No.185186 UGX 35,984,928; 3days</p> <p>4 . P&amp;D Traders and Contractors Ltd submitted a request for Up-grading Kakoma HC II to HC III of UGX. 103,158,698 on 25-Jun-2019 that was approved by the DE on 25-Jun-2019 and paid on 28-Jun-2019 vide Vr. No. 8878 UGX 97,913,322; 2days</p> <p>4</p>



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"> <li>• Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>The Health Department submitted Annual Performance Reports for the previous Financial Year to the Planner on the Following dates:</p> <p>Quarter-3: Submitted to the planner on 3rd August 2019; and</p> <p>Quarter-4: Submitted to the planner on 3rd August 2019.</p> <p>Hence the Health Department did not submit the Annual Performance Reports by 15th July to the planner for consolidation.</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"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>Internal audit queries for the Health sector were raised in the 1st, 2nd and 3rd Quarterly reports.</p> <p>There was evidence that the Health department had acted on the Internal Audit recommendations as indicted below:-</p> <p><u>1st Quarter</u> – Unaccounted for funds in Kakuuto HC IV and all HCs II and III</p> <p>Response was provided as evidenced in the 3rd quarter Internal Audit report – “Follow up on previous audit findings” on pages 31 – 32</p> <p><u>2nd Quarter</u> – Unaccounted for funds in all HCs II and III</p> <p>Response was provided as evidenced in the 3rd quarter Internal Audit report – “Follow up on previous audit findings” on pages 22, 31 – 32</p> <p><u>3rd Quarter</u></p> <p>Lack of land titles for HC IIs</p> <p>Unaccounted for funds – UGX. 29,076,627</p> <p>Evidence of response provided in 4th quarter internal audit report as below:-</p> <ol style="list-style-type: none"> <li>1. Education and Health departments liaised with the Natural Resources department to obtain the land titles</li> <li>2. Accountability documents were submitted</li> </ol>	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"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>All the HUMCs and Hospital board met the gender requirement of 30% women as showed; Kalisizo Hospital board had 43% (6 out of 14) members; Kakuuto HCIII HUMC had 44% (4 out 9) members; Mitukula HCIII HUMC had 57% (4 out of 7) members; Lwenkoni HCIII had 50% (4 out of 8) members; and Byerima HCII had 43% (3 out of 7) members.</p>	2
16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>The health department had issues guidelines on sanitation and latrines separated for males and females apart from Kagganda HCII reflected below:</p> <ol style="list-style-type: none"> <li>1. Kakuuto HCIV had received; a chart on segregation of medical waste – pinned in the the laboratory; and a manual titled “National Infection Prevention and control guidelines 2013”. The latrine for the general ward was separated for males and females while that for maternity was not.</li> <li>2. Kalisizo Hospital had received a chart on segregation of medical waste – pinned in the laboratory. The latrine was separated for males and females.</li> <li>3. Lwankoni HCIII had received; three charts on; segregation of medical waste; waste management flow – pinned in the laboratory; and the one on Waste Management flow chart, all pinned in the laboratory. The latrine was separated for males and females.</li> <li>4. Byerima HCII had received the guideline on sanitation titled “Segregation of medical waste” pinned in the dispensing room. The latrine was not separated for males and females.</li> <li>5. Mitukula HCIII had received the chart on segregation of medical wastes – pinned in the laboratory. The latrine was separated for males and females.</li> </ol>	2
17	<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>The health infrastructural projects were screened for environmental and social aspects before approval but the checklist that came with the budget guidelines was not used as noted from the screening report on all health projects for the FY 2018/2019 dated 13/8/2018.</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"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>	<p>No environment and social monitoring was conducted since no related report was available at the time of the assessment.</p>	0
18	<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li> </ul>	<p>The LG issued guidelines on medical waste management since the chart on segregation of medical waste was available in four out of the five sampled health facilities. Byerima HCII did not have the chart.</p>	4

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Planning, budgeting and execution</b>				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> <li>If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>If 80-99%: Score 7</li> <li>If 60-79: Score 4</li> <li>If below 60 %: Score 0</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Kyotera district has a safe water coverage of 62% according to the Nakasongola District safe water coverage data.</li> <li>The safe water coverage of 7 Sub-counties of Kabira (47%), Kirumba(47%), Kalisizo (56%), Kasasa (47%), Kakuto (60), Kyebe 38% and Nangoma (32%) are below the District average coverage.</li> <li>According to the AWP of the current FY dated 31st July 2019, submitted to the MoWE, received and approved on August 6th, 2019, 84% of the budget targeted these seven sub-counties</li> </ul>	7
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> <li>If 100 % of the water projects are implemented in the targeted S/Cs: Score 15</li> <li>If 80-99%: Score 10</li> <li>If 60-79: Score 5</li> <li>If below 60 %: Score 0</li> </ul> </li> </ul>	<p>As per the Annual Progress Reports for the previous FY that was submitted to the MoWE dated 12th July 2018, (Ref CR/213) 34 water and Sanitation projects were planned. Of these, 32 were planned for the 8 sub-counties with safe water coverage below the district average were implemented.</p> <p>The projects that were implemented included:</p> <p>Drilling of 8 boreholes;</p> <p>Rehabilitation of 13 boreholes;</p> <p>Construction of 7 ferro-cement tanks;</p> <p>Protection of 3 medium springs; and construction of 1 lined VIP public latrine</p> <p>Therefore, 100% of the planned projects in these sub counties with water coverage below the district average coverage were implemented.</p> <p>Of the 32 projects implemented in the sub counties with coverage below district average coverage, I visited 3, namely: Kyakanyomozi Borehole in Kalisizo Sub County, Lukoma Borehole in Kakuto Sub County and 5 stance latrine at Kyabasimbi in Kyebe Sub County.</p>	15

## Monitoring and Supervision

3	<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>• The District Water Office provided filled 18 Form 1s which were used for monitoring all new water sources in the district. In addition, Form 4s were also provided for all the old water sources confirming that they were monitored. There were 18 new Water Supply and Sanitation projects implemented.</p>	15
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> </ul>	<p>The data lists of water facilities contained in the District Annual Work Plan is similar to the information in the MIS report obtained from the Ministry of Water and Environment. They included:</p> <ul style="list-style-type: none"> <li>• 81 protected springs</li> <li>• 262 shallow wells</li> <li>• 195 deep boreholes</li> <li>• 187 rainwater harvesting tanks</li> <li>• 0 dam</li> <li>• 2 valley tanks</li> <li>• 56 tap stands</li> </ul>	5
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The water facilities listed in the MIS report provided by the Ministry of Water and Environment reflected;</p> <ul style="list-style-type: none"> <li>• 8 boreholes were drilled;</li> <li>• 1 five-stance VIP latrine with a urinal was constructed;</li> <li>• 7 Ferro cement Rainwater Harvesting Tanks (each 20 Cubic meters in volume) were constructed;</li> <li>• 15 boreholes were rehabilitated; and</li> <li>• 3 Medium Size Springs were protected</li> </ul> <p>This was consistent with the information in the PBS in the 4th quarter report.</p>	5

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the District Water Office, it was established that the list of procurement requisitions for the following contracts was submitted to the PDU on May 14th, 2019, which was two weeks after the deadline of April 30th, 2019. The list</p> <ul style="list-style-type: none"> <li>• Drilling, Casting and Installation of 5 boreholes estimated at UGX 125,000,000</li> <li>• Construction of 7 Ferro Cement Rain Water Harvesting Tanks estimated at UGX 50,000,000</li> <li>• Works for latrine construction at Minziro landing Site estimated at UGX 30,000,000</li> <li>• Rehabilitation of 15 boreholes estimated at UGX 54,000,000</li> <li>• Extension of piped water to Kakyanga (Contribution) estimated at UGX 85,000,000</li> <li>• Supply and Installation of HDPE Water Reservoirs</li> </ul>	0
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>There was no evidence to the effect that the contract manager prepared a contract management plan to conduct monthly visits. Monthly field visits were as and when the water officer deemed them necessary but not guided or based of a structured contract management plan. .</p>	0
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>Three water and sanitation projects were visited namely:</p> <ul style="list-style-type: none"> <li>• Kyabasimbi – Five stances lined VIP pit latrine Coordinates: S00.87746, E 031.76478</li> <li>• Lukoma – Deep well Borehole Coordinates: S00.91814, E 031.42297</li> <li>• Kyakanyomozi – Deep well borehole Coordinates: S00.606719, E031.60719</li> </ul> <p>The visited projects were all found to have been implemented as designed</p>	2

6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>The District Water Office had no handover reports to show that all the completed facilities were handed over officially by the contractors after completion.</p>	0
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>DWO certified and prepared completion reports for all the projects carried out three of which were sampled and outlined as below:</p> <ul style="list-style-type: none"> <li>East Africa Boreholes Limited dated 19th December, 2018 for drilling of 8 Boreholes in regards to contract No. KYOT 621/WRKS/18-19/00001</li> <li>KATS Civil and Water Work Ltd dated 24th October, 2018 for Construction of Seven 20Cubic Meter Ferro Cement Tanks in regards to contract No. KYOT 621/WRKS/18-19/00002</li> <li>Mityekula Enterprises Uganda Limited dated 26th February, 2019 for Construction of three Protected Springs in regards to contract No. KYOT 621/WRKS/18-19/00003</li> <li>Mityekula Enterprises Uganda Limited dated 12th September, 2018 for Repair of 15 boreholes in regards to contract No. KYOT 621/SUPLS/18-19/00004</li> </ul>	2

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

Maximum 3 for this performance measure

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

A sample of 7 payments made during the FY 2018/19 showed that the LG effected payments to suppliers were within 2 months.

1 . Sauda & M.Nampeera Contractors Ltd (Interim) Ltd submitted a payment request for drilling and installation of one (1) Min solar powered borehole in Nakatete Village, Kisekka S/C UGX. 105,084,900 on 25-Jun-2019 that was approved by the DWO on 27-Jun-2019; paid on 28-Jun-2019 vide Vr. No. 8533 UGX 86,,821,208; 3 days

2 . K.S Richard and Sons Ltd submitted a payment request for supply of borehole spares on 24-Nov-2018 UGX. 64,311,888 that was approved by the DWO on 26-Nov-2019; paid on 14-Dec-2018 vide Vr. No. 6386 UGX 61,041,792; 20 days

3 . Pasque Enterprises Ltd submitted a payment request for construction of valley tank in Kyamatafaali valley in Ndagwe S/C on 19-Feb-2019 that was approved by the DWO on 21-Feb-2019; paid on 27-Feb-2019 vide Vr. No. 5947 UGX 38,474,773; 8 days

4 . Majoka Bereau Co. Ltd submitted a payment request for construction of 2 30,000m3 S/brick masonry tank in Kkingo and Malongo S/C on 18-Jun-2019 that was approved by the DWO on 24-Jun-2019; paid on 27-Jun-2019 vide Vr. No. 8448 UGX 20,453,569; 6 days

5 . Laina Designers & Civil Engineers Ltd submitted a payment request for installation of one (1) solar powered borehole in Nzinzi, Kkingo S/C on 25-Jun-2019 UGX. 92,753,900 that was approved by the DWO on 24-Jun-2019; paid on 27-Jun-2019 vide Vr. No. 7713 UGX 79,233,840; 2 days

6 . Thorns Engineering Ltd submitted a payment request for construction of 5-stance lined pit-latrline in Lyakibirizi, Kyazanga S/C on 21-Jun-2019 UGX. 16,879,500 that was approved by the DWO on 25-Jun-2019; paid on 27-Jun-2019 vide Vr. No. 8442 UGX 14,419,098; 6 days

7 . Laina Designers & Civil Engineers Ltd submitted a payment request for construction of one (1) solar powered motorized deep borehole on 11-Sep-2018 UGX. 9,257,750 that was approved by the DWO on 12-Sep-2018; paid on 10-Oct-2018 vide Vr. No. 0050 UGX 8,787,017; 30 days



8	<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>The Water Department submitted Annual Performance Reports for the previous Financial Year to the Planner on the Following dates:</p> <p>Quarter-3: Submitted to the planner on 5th August 2019; and</p> <p>Quarter-4: Submitted to the planner on 5th August 2019.</p> <p>Hence the Water department did not submit the Annual Performance Reports by 15th July to the planner. Thus not compliant.</p>	0
9	<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year               <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> </ul> </li> <li>If queries are not responded to score 0</li> </ul>	<p>Internal audit queries for the Water sector were raised in the 1st Quarterly reports</p> <p>There was evidence that the Water department had acted on the Internal Audit recommendations as indicated below:-</p> <p>1st Quarter – Unaccounted for funds by district headquarter staff for data collection</p> <p>Response was provided in the 4th Quarter report Page 23 in which accountability was submitted.</p>	3

### Governance, oversight, transparency and accountability

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The council committee responsible for water met and discussed service delivery issues for example:</p> <p>Water committee meeting held on 7th February 2019 stand by committee under Min: 04/02/2019 reports from departments and discussed the extension of piped water in the community by NWSC.</p>	3
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10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>The water sector committee presented issues that required approval to Council:</p> <p>Min: 04/02/2019 reports from departments; National Water and Sewerage Corporation to extend piped water in the areas of operation for the communities.</p> <p>Procurement process of verified protected springs was underway, Boreholes hydro, geological survey was awarded and going.</p> <p>Water report to council held on 8th November 2018: seven boreholes were drilled awaiting prompt testing.</p> <p>Seven 20 cc communal ferro cement tanks have been completed in Kalisizo, Kakuto, Kabira And Kasasa Sub Counties.</p>	3
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The AWP, Budget and the water development grant releases and expenditures were not displayed on the notice boards as per the PPDA Act</p>	0

11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>The sampled and visited WSS projects were labelled as below:</p> <ol style="list-style-type: none"> <li>Kyabasimba five stance VIP Latrine was labelled: <ul style="list-style-type: none"> <li>Project: Construction of 5 stance Lined VIP latrine for men and women at Kyabasimba Landing site.</li> <li>Funded By: Water and Sanitation Sector, Kyotera District</li> <li>FY 2018-2019</li> <li>Contractor : Mityekula Enterprises (U) Ltd</li> </ul> </li> <li>Lukoma Borehole was labelled as follows: <ul style="list-style-type: none"> <li>Fiscal Year: 2018-2019</li> <li>No: DWD 70264</li> <li>Date of Completion: 16-06-2019</li> <li>Contractor: East African Boreholes (U) Ltd.</li> </ul> </li> <li>Kyakanyomozi Borehole was labelled as follows: <ul style="list-style-type: none"> <li>Fiscal Year: 2018-2019</li> <li>Funding DWSDG</li> <li>No: DWD 70268</li> <li>Date of Completion: 13-06-2019</li> <li>Contractor: East African Boreholes (U) Ltd.</li> </ul> </li> </ol>	2
11	<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Information on tenders and contract awards was not displayed on the district notice board for the public to view</p>	0

12	<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>Evidence of community application files was seen and applications for 5 Water and Sanitation projects were sampled as seen below:</p> <ol style="list-style-type: none"> <li>1. Application for Deep Borehole for Bukaala Primary School by Lutasingwa Yosam Head Teacher of Bukaala P/S endorsed by Ssenganda Eugenius LC I Chairperson Bukaala, on 19/04/2018;</li> <li>2. Application for Deep Borehole for Busanje Primary School by Mutunzi Emmanuel Head Teacher of Busanje; P/S endorsed by Lwangaza Joseph, LC I Chairperson Kyankere, on 01/04/2018</li> <li>3. Application for a deep borehole for Kigenya Cell by BK Gonzaga, Secretary, on 14/07/2019 endorsed by Kavuma Beina, Chairperson Kigenya Cell;</li> <li>4. Application for a deep borehole for Mitwizi community by Nakibinge Getrude, Chairperson on 16/07/2019 endorsed by over 30 residents of the village; and</li> <li>5. Application for a deep borehole for Kasaasa A by Mubiru Majid, Chairperson, on 06/08/2018 endorsed by over 15 residents of the village</li> </ol>	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"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>Evidence of collection of community contribution for O&amp;M funds for newly constructed projects and repair was seen as summarized below:</p> <ol style="list-style-type: none"> <li>1. Contribution of UGX 200,000 towards Newly constructed Borehole for Bukaala LC IA, Kabira Sub County acknowledged by Kyotera DLG on General Receipt No. 2506 dated 12/09/2018.</li> <li>2. Contribution of UGX 100,000 towards Newly constructed Ferro Cement Rain water Harvesting Tank for Nsambya LC I, Kalisizo Sub County acknowledged by Kyotera DLG on General Receipt No. 2455 dated 12/09/2018.</li> <li>3. Contribution of UGX 100,000 towards borehole rehabilitation of borehole for Kyango LC I, Kasali Sub County acknowledged by Kyotera DLG on General Receipt No. 2426 dated 23/08/2018.</li> <li>4. Contribution of UGX 100,000 towards newly constructed borehole for Zziwa LC I, Kabira Sub County acknowledged by Kyotera DLG on General Receipt No. 2503 dated 10/05/2018.</li> <li>5. Contribution of UGX 100,000 towards borehole rehabilitation of borehole for Nakatooke LC I, Kasasa Sub County acknowledged by Kyotera DLG on General Receipt No. 1523 dated 22/02/2018.</li> </ol>	2

13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>There is evidence that environmental screening was conducted for all projects and the screening report prepared by the Natural Resources Officer dated August 16th, 2018 was seen. The report was submitted to the DWO all projects implemented under the sector in the previous Fiscal Year. These included:</p> <p>Drilling of 8 deep boreholes;</p> <p>Construction of 7 ferro cement rain water harvesting tanks;</p> <p>Protection of 3 medium springs; and</p> <p>Construction of a lined 5 stance public latrine.</p> <p>The BoQs accordingly included the cost for mitigating environment concerns based on the recommendation of the screening report as is the case for the contract of borehole drilling Contract No. KYOT 621/WRKS/18 – 19/00001 signed with East African Borehole (U) Ltd on August 22nd, 2018 alluded to below.</p>	2
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>According to the Environmental Monitoring Templates seen, there were no cases of unacceptable environmental concerns, therefore, no need for follow up support to be provided.</p>	1
13	<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>According to the sampled water contracts, there was evidence of a clause on environmental protection. For example,</p> <p>In the BoQ of contract signed by East African Boreholes (U) Limited which was contracted to drill 8 boreholes, item 1.4 of the BOQ provides for “ Plant Fruit Trees for Environmental Protection”</p>	1

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

Maximum 3 points for this performance measure

- If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3

Five WSCs for five water sources were sampled from the reviewed software progress reports to ascertain the respective representation of women on each of them. The sample committees included those on the two new sources that were visited during the assessment and three from other water sources in the district. The representation of women on the respective water source committees is/ was summarized below:

- Kyakanyomozi Borehole in Kalisizo S/C – 2 female (Vice Chairperson and secretary) and 3 male;
- Lukoma Borehole in Kakuto S/C – 3 female (Chairperson, Vice Chairperson and secretary) and 2 male;
- Buyisa Borehole, Kirumba Sub County – 3 females (Treasurer, Secretary and caretaker) and 2 males
- Kyebe Borehole in Kyebe Sub County – 2 female ( treasurer, and secretary) and 3 male; and
- Nabigase Borehole in Nabigase Sub County 3 females (Treasurer, secretary and caretaker) and 2 male.

While the representation of women on some of the water sources committees is below 50% benchmarks, women are in positions to play critical roles in the management of their respective water sources.

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

RGCs provided by the Water Department.

Maximum 3 points for this performance measure

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

One five stances VIP lined latrine was built in the district 2018/2019 at Kyabasimba landing site. It is located at coordinates S 00.87746, E 031.76478) at Kyabasimba, LC I. The latrine was visited and found to have the following:

- Adequate access for PWDs in terms of a ramp as well as hand rail supports.
- Separate stances for women (2 stances) and men (2 stances) and persons with disabled (1 stance) which a clearly well labelled.
- Hand washing facility

One good practice that could be replicated elsewhere is the use of latrine roof to harvest rain that is collected in a tank for hand washing.