



Local Government Performance Assessment

Kamuli District

(Vote Code: 517)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	44%
Educational Performance Measures	49%
Health Performance Measures	80%
Water Performance Measures	62%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>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.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Kamuli District LG submitted Annual Performance Contract of the forthcoming year to MoFEP on August 13th, 2018, through the PBS system. MoFPED extended period of 1st August not met by the LG</p>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o 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. 	<p>The budget submitted on August 13th, 2018 included a procurement plan for the forthcoming FY (LG PPDA Regulations, 2006) Budget submitted past the extended deadline of August 1st, 2018</p>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted Annual Performance Report for the previous FY on August 31st, 2018 through the PBS system. The submission did not happen as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>No</p>
<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"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<ul style="list-style-type: none"> • The LG submitted the quarterly budget performance report for all the four quarters <p>Q1 submitted on 12/01/2018</p> <p>Q2 submitted on 08/04/2018</p> <p>Q3 submitted on 08/06/2018</p> <p>Q4 submitted on 31/08/2018</p> <p>Report for Q4 was not submitted as per PFMA Act, 2015 requirement (submission was also beyond the MoFPED extended deadline of August 1st, 2018).</p>	<p>No</p>
<p>Audit</p>			

<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"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG submitted the status of implementation of recommendations for Internal Audit findings and Auditor General's findings for the year 2016/17 (both Internal and external were embedded in one document) to the Internal Auditor General (Ministry of Finance) on March 23 2018. Ref: CR/115/1. This was copied to the PS/ST.</p> <p>The Auditor General's report raised 2 issues. Ref: DLA 16/46/01/17 dated December 8 2017.</p> <p>All AG issues were responded to and the IAG findings were also responded to.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The LG had an unqualified audit opinion as per AG's Report.</p> <p>(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The LG has a Physical Planning Committee of 13 people in place a letter dated March 26th, 2015, Ref. CR156/1 signed by Mr. Salwiny Silimani the Deputy CAO,</p> <p>However, the committee has not transacted any business of Physical Planning /infrastructure of the district in nature and has no plan registration book to register new investments that need approval.</p>	0
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Kamuli District Physical Planning Committee sits as per the minutes. Three (3) sets of minutes were available ie</p> <ul style="list-style-type: none"> - 14th /08/2017 - 12th /12/2017 - 28th /02/2018 <p>The District has not submitted any set of minutes to the MoLHUD</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<ul style="list-style-type: none"> • The district has no Physical Plan, thus no infrastructure investments can be consistent with physical development. Thus no plans have been approved as required by Physical Planning Law. The committee has neither approved any development nor has it controlled developments in the sub counties. 	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<ul style="list-style-type: none"> • The LG did not prepare an Action Area Plan for the previous FY. 	<p>0</p>

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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

There was evidence that priorities in the AWP for the current FY are based on the outcomes of Budget conferences. The District held a budget conference to feed into the plan and budget for FY 2018/19 on March 14th, 2018 at Kamuli Youth Centre. Priorities in the AWP for the current FY were as below in the Budget conference report (BCR);

Education and Sports; page 28-29 BCR

- Construction of classrooms and one office in 5 primary schools.
- Construction of a 4 five- stance lined pit latrines
- Procurement of 513 three-seater desks
- Completion of twin teachers' house at Nagwenyi P/S in Bulopa S/C

Health page 26-28 BCR

- Construction of a Lined-5-stance VIP pit latrine at the HQs
- Expansion and expansion od of Maternity Wards at H/C IIs
- Completion of staff House at Mbulamuti H/C II

Technical Services and Works page 30-31 BCR

- Periodic maintenance of Roads
- Routine manual maintenance of entire road network by road gangs
- Emergency repairs (especially culverts)

Water page 31-33 BCR

- Drilling of boreholes(hand pump)
- Rehabilitation of water sources
- Construction of VIP latrines
- Supervision , monitoring and coordination

Production page 13-23 BCR

Construction of a slaughter slab and drainage channel

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>The LG has an approved 5 Year Development Plan FY 2015/16-2019/20 from which it derives its capital investment. It was approved by Council on May 7th 2015, under min no. 53/KDLC/05/2014/15. The current annual work plan FY 2018/19 was approved by Council on 29th/3/2018, under min no. 29/KDLC/03/2017/18.</p> <p>Technical Services and Works, AWP page 34-35 and DDP page 143</p> <ul style="list-style-type: none"> • Periodic and routine road maintenance • Opening of community access roads • Repairs of roads and structural bottlenecks. <p>Water and Sanitation; AWP pg 35 and DDP pg 141</p> <ul style="list-style-type: none"> o Drilling of 21 boreholes(hand pump) o Rehabilitation of 34 water sources o Construction of 2 VIP latrines o Payment of retention on 2017/18 projects o Supervision , monitoring and coordination <p>Education and Sports; AWP pg33-34 and DDP pg 142</p> <ul style="list-style-type: none"> • Construction of 9 classrooms and one office in 5 primary schools. • Construction of a 4 five- stance lined pit latrines • Payment of retention on SFG projects for FY 2017/18 • Procurement of 513 three-seater desks • Roofing of a 3 classroom block in Mbulamuti • Completion of twin teachers' house at Nagwenyi P/S in Bulopa S/C <p>Health; AWPpg 30-32 and DDP pg138-140</p> <ul style="list-style-type: none"> • Construction of a Lined-5-stance VIP pit latrine at the Main Administration Block • Expansion of Maternity Ward at Bugeywa H/C II • Construction of Maternity Ward at Kagumba H/C II done • Completion of staff House at Mbulamuti H/C II 	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>LG did not develop project profiles for presentation and discussion in the TPC saves for those in the DDP that were included in the DDP that was prepared in 2015.</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>LG compiled a statistical abstract 2018/19 FY to support budget allocation and decision-making but was no presented to TPC</p>	<p>0</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>From the Annual Budget Performance Report for FY 2017/18, all infrastructure projects implemented by the LG were derived from the AWP and budget approved; examples are captured below:</p> <p>Health</p> <ul style="list-style-type: none"> • Construction of an Incinerator at Namwendwa HCV, AWB pg AWP pg 41 and budget page 20 • Construction of (2) 5 stance VIP latrines at Buwoya HCII and Buluya HCII, AWP pag 41 and budget pg19 <p>Education</p> <ul style="list-style-type: none"> • Construction of 2 classroom blocks at St. Matia Mulumba Kisege PS, AWP page 46 and budget page 29. • Construction of 2 classroom blocks at St. Kalori Namaganda PS, AWP page 46. And budget page 29 • Construction of a 2 unit classroom block at Bugeywa PS, Butansi S/C, and AWP page 46. And budget page 29 <p>Water and Sanitation</p> <ul style="list-style-type: none"> • Rehabilitation of Water facilities (29) AWP page 49 and budget page 37 	
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<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>From the Annual Budget Performance Report, the infrastructure projects implemented by the LG were completed as per work plan by end of FY 2017/18</p> <p>Health</p> <ul style="list-style-type: none"> • Construction of an Incinerator at Namwendwa HCV, APR page 64... 100% completed on schedule • Construction of (2) 5 stance VIP latrines at Buwoya HCII and Buluya HCII, APR, page63. 100% completed on schedule <p>Education</p> <ul style="list-style-type: none"> • Construction of 2 classroom blocks at St. Matia Mulumba Kisege PS, APR page 70. 100% completed on schedule • Construction of 2 classroom blocks at St. Kalori Namaganda PS, APR page 70. 100% completed on schedule • Construction of a 2 unit classroom block at Bugeywa PS, Butansi S/C APR page 70. 100% completed on schedule <p>Water and Sanitation</p> <ul style="list-style-type: none"> - Rehabilitation of Water facilities (29), APR, page84. 100% completed on schedule 	
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<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>From the Annual Budget Performance Report 2017/18 investment projects were implemented and completed within approved budget (i.e. 7.6%) which is within +/- 15%</p> <p>Health</p> <ul style="list-style-type: none"> • Construction of an Incinerator at Namwendwa HCV, • Construction of (2) 5 stance VIP latrines at Buwoya HCII <p>Total Budget for the two project shs 47,400,000</p> <p>Actual spent on the two was shs 34,644,000</p> <p>Education</p> <ul style="list-style-type: none"> • Construction of 2 classroom blocks at St. Matia Mulumba Kisege PS, • Construction of 2 classroom blocks at St. Kalori Namaganda PS, • Construction of a 2 unit classroom block at Bugeywa PS, Butansi S/C <p>Total Budget for the three shs 359,518,000</p> <p>Actual spent on the three shs 341,376,000</p> <p>Investment projects were implemented and completed within approved budget (i.e. 7.6%) which is within +/- 15%</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Expenditure on O&M for infrastructure was 63.1% only which is far below the 80% required to be spent on infrastructure</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<ul style="list-style-type: none"> • Evidence from personal files show that only 9 Heads of Departments out of 11 are filled substantively according to appointment letters and minutes of the District Service Commission. • The two positions of District Engineer and Principle Human Resource are not filled substantively. Mulondo Grace is the acting District Engineer according to Min. no. 121/JDSC/2012/KML and Nanono Jane is the acting Principle Human Resource Officer according to Min. No. 226/KDSC/2016. Therefore not all positions are filled substantively. <p>Examples of HoDs filled according to requirements are;</p> <p>Dr. Batesaaki Aggrey DHO appointed under min.no. 115/KDSC/2016</p> <p>Isabirye Robert DNSO appointed under min.no. 107/JDSC/2012/KML</p> <p>Kifuse Alex District Internal Auditor appointed under min.no. 110/JDSC/2012/KML</p> <p>Akoyo Charles DEO appointed under min.no. 28/KDSC/2015</p> <p>Mimerewoma Leo District Development Officer appointed underr min. no. 206/KDSC/2013</p>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • There are only five out of 11 Heads Of Departments who signed performance agreements and reports with the CAO. It is only these five whose available personal files show that appraisal was done. These are; • Akoyo Charles DEO • Ngobi Juma Ali CFO • Isabirye Robert district natural resources officer • Musenero Richard district production officer • Batesaaki Aggrey DHO • The other six HODs had no evidence of appraisal done. 	<p>0</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>EVIDENCE FROM DSC</p> <p>Out of 53 staff submitted for recruitment only 23 were considered leaving 30 vacant positions. Evidence from the submitted recruitment lists and the minutes of the DSC indicate that the positions of Principle Human Resource, Senior Planner were not considered although the letter from the CAO of 31st Oct 2017, ref.no CR/152/3 to the DSC was submitted for filling these positions. Secondly the submission lists from the Town Clerk dated 9th May 2018 and 7th May 2018 were submitted for recruitment of Labour Officer, Education Assistant, Senior Accounts Assistant, to mention but a few but were not considered.</p>	<p>0</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<ul style="list-style-type: none"> • Evidence from submission lists and minutes of the DSC, all 16 staff that were recommended for confirmation other than two people namely Ms Nakasango Lovisa a grade 3 teacher and Nabirye Madia a Health Assistant who were differed due to lack of some records on their files, all the others were considered for confirmation. 100 percent consideration. 	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<ul style="list-style-type: none"> Evidence from a letter of CAO to DSC dated 16th Nov 2017 ref. no.CR/156/1 recommended the following for disciplinary action. Baluywa Mohammed (unethical code of conduct), Sumaya Martins, Waiswa, Ms Muchake Erina (abscndment for 4 years). the committee that sat on 11th Dec 2017 disciplined them. There are also 4 staff recommended by IGG for disciplinary action and these are Mukasa Patrick earning double salary vide JJA/06/01/2003. a letter received by DSC on 15th June 2018. DSC wrote to Mukasa on 3rd July 2018 to appear on disciplinary committee. Buwoya John impersonation vide JJ/02/05/2016 of IGG. Letter from DSC of 03/07/2018 was received on 09/07/2018 by buwoya john to appear on the disciplinary committee. mr. Baleese Alex forged academic documents vide JNJ/05/03/2012 of IGG. DSC wrote to him on 3rd July 2018 and he received an invitation on 17th July 2018 to appear on disciplinary. Buwoya John Kivu impersonation vide JJ/02/05/2016 of IGG. a letter from DSC inviting him to appear on disciplinary committee of 3rd July 2018 was received by him on 9th July 2018. Accordingly all the submitted personnel for disciplinary action were considered. 100 percent were considered. 	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> There was evidence from staff payroll that not all recruited staff accessed pay roll in two months. Example is Namutaane Ritah who was appointed on 25th of July 2017 and accessed payroll in October 2017. This was more than the recommended period of two monrhs. 	<p>0</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<ul style="list-style-type: none"> No evidence from pension payroll that retired staff accessed payroll in two months. 	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% -10 %: score 2. If the increase is less than 5 %: score 0. 	<p>Local Government registered a total of 256,130,973 of OSR (Net of One offs) for FY 2017/2018 compared to shs 186,937,566 in FY 2016/2017. This indicated an increase of 37% (shs 69,193,407)</p>	4
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs 946,665,000 compared to the actual revenue local revenue collected of shs 270,773,973 for FY 2017/2018.</p> <p>With a divergence of shs 675,891,027, budget realization was -44% which did not fall in the range of +/-10%.</p>	0

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Out of the LST shs 56,141,000 the LG remitted Shs 20,205,688 to LLGs as per Payment Voucher No. 002251 to 002266 all dated 19 Dec 2017 and distribution schedule Ref: CR/103/1. This indicated 36% share which is below the threshold of 65%</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>The Council spent 39% of OSR on its allowances and emoluments (72,944,468/186,937,566). This was above the threshold of 20%</p> <p><i>(Source: Final accounts 2016/17 & 2017/18)</i></p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>Senior Procurement Officer (SPO) position was substantially filled as indicated in the letter dated 31st May 2012 under the District Service Commission (DCS) Minute Number: 113/KDSC/2012/KML.</p> <p>Procurement Officer (PO) position was substantially filled under the District Service Commission (DCS) Minute Number: 154/KDSC/2018(B) as indicated in the letter dated 15th March 2018.</p>	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Technical Evaluation Committee (TEC) produced and submitted reports to the Contracts Committee (CC). For example;</p> <p>TEC valuation report dated 17th August 2017 recommending M/S Balike Investments Ltd for the Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003) at a cost of UGX 53,472,440.</p> <p>TEC valuation report dated 17th October 2017 recommending M/S Sseka Group of Companies for the Construction of a 2 Classroom Block at Kisaiky P/S in Namasagali S/C ((Proc Ref No: KAMU 517/WRKS/2017-18/00004) at a cost of UGX 50,214,480.</p> <p>TEC valuation report (LGPP form 12(D) dated 17th October 2017 recommending KLR Uganda Ltd for Siting, Drilling, Test pumping and Casting of 10 Boreholes , Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001) at a cost of UGX 153,122,700.</p> <p>TEC valuation report dated 17th October 2017 recommending LHM Ground Water Exploration & Geo Mapping Services Ltd for the Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001) at a cost of UGX 20,000,000.</p> <p>TEC valuation report dated 17th October 2017 recommending Mulungi Investments Ltd for the Construction of a 3-Stance VIP Latrine at Buluya HC II in Mbulamuti S/C under medical department (Proc Ref No: KAMU 517/WRKS/2017-18/000025) at a cost of UGX 9,333,0000.</p> <p>TEC valuation report dated 17th October 2017 recommending Lyana Investments Ltd for the Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024) at a cost of UGX 9,234,000.</p> <p>TEC valuation report dated 17th October 2017 recommending Gwase General Contractors Ltd for the Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011) at a cost of UGX 14,774, 980 VAT exclusive.</p> <p>TEC valuation report dated 17th August 2017 recommending Jofah Associates Ltd and MJ Services which were compliant at preliminary stage for the Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007) at a cost of UGX 52,012,440 VAT exclusive.</p>	<p>1</p>
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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 Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1

Contracts Committee (CC) considered recommendations of the TEC. For example,

Under Minute Number KDCC/97/2017/6/3 in the 97th CC meeting held on 30th August 2018, the CC considered recommendations of the the Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (*Proc Ref No: KAMU 517/WRKS/2017-18/00003*).

Under Minute Number KDCC/97/2017/6/4 in the 97th CC meeting held on 30th August 2018, the CC considered recommendations of the TEC for the Construction of a 2 Classroom Block at Kisaikye P/S in Namasagali S/C (*Proc Ref No: KAMU 517/WRKS/2017-18/00004*).

Under Minute Number KDCC/97/2017/6/4 in the 99th CC meeting held on 18th December 2018, the CC considered recommendations of the TEC for Siting, Drilling, Test pumping and Casting of 10 Boreholes , Lot 1 (*Proc Ref No: KAMU 517/WRKS/2017-18/00001*) at UGX 153,122,300.

Under Minute Number KDCC/99/2017/4/4 in the 99th CC meeting held on 18th December 2018, the CC considered recommendations of the TEC for the Supervision of Construction of 20 Boreholes, Lot 1 (*Proc Ref No: KAMU 517/SRVS/2017-18/00001*).

Under Minute Number KDCC 99/2017/5/26 in the 99th CC meeting held on 18th December 2018, the CC considered recommendations of the TEC for the Construction of a 3- Stance VIP Latrine at Buluya HC II in Mbulamuti S/C (*Proc Ref No: KAMU 517/WRKS/2017-18/000025*).

Under Minute Number KDCC 99/2017/5/25 in the 99th CC meeting held on 18th December 2018, the CC considered recommendations of the TEC for the Construction of a 3- Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (*Proc Ref No: KAMU 517/WRKS/2017-18/000024*).

Under Minute Number KDCC 99/2017/5/14 in the 99th CC meeting held on 17th October 2018, the CC considered recommendations of the TEC for the Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (*Proc Ref No: KAMU 517/WRKS/2017-18/000011*).

Under Minute Number KDCC 97/2017/6/5 in the 97th CC meeting held on 30th August 2018, the CC considered recommendations of the TEC for the Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (*Proc Ref No: KAMU 517/WRKS/2017-18/00007*).

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 	<p>Procurement plan FY 2018/18 that was approved by Council under Min No: 29/KDLC/03/2017/2018 on 29th March 2018 does not cover all infrastructure projects in the current approved and AWP/B for FY 2018/19.</p> <p>This was because MFPED sent funds un conditional so the district revised its first procurement plan which was approved by Council and AWP/B. Then later MFPED sent new guidelines to condition the funds specific to projects in Health and Education. There is a letter dated 2nd August 2018 (Ref CR/212/1) which invited District Executive Committee (DEC) to discuss the changes as per the new guidelines to condition the funds to Health & Education projects. The DEC meeting took place on 7th August 2018. Hence some projects in the procurement plan FY 2018/19 are not shown in the current AWP/B for FY 2018/19 because of the adjustments.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>Out of the 48 infrastructure projects in procurement plan FY 2018/19 no bid document was prepared by PDU and approved by Contracts Committee (CC) by 30th August 2018. There was only 1 bid document for shortlisting of all provider for revenue collection of revenue from the 29 markets.</p>	<p>0</p>

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

Maximum 6 points on this performance measure.

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

There was an updated contract register with complete procurement activity files for all procurements made in FY 2017/18. For example, from a sample of 5 projects listed below;

There was an updated contract register with complete procurement activity files for all procurements made in FY 2017/18. For example, from a sample of 5 projects listed below;

Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003).

Construction of a 2 Classroom Block at Kisaikye P/S in Namasagali S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00004).

Siting, Drilling, Test pumping and Casting of 10 Boreholes, Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001).

Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).

Construction of a 3-Stance VIP Latrine at Buluya HC II in Mbulamuti S/C under medical department (Proc Ref No: KAMU 517/WRKS/2017-18/000025).

Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024).

Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011).

Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007).

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.

Kamuli DLG adhered to the procurement thresholds. For example, from the sampled projects below, indicated compliance with the procurement thresholds & method of procurement.

Open National Bidding at UGX53,473,400 for the Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003).

Open National Bidding at UGX50,214,480 for the Construction of a 2 Classroom Block at Kisaikye P/S in Namasagali S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00004).

Open National Bidding at UGX153,122,700 for Siting, Drilling, Test pumping and Casting of 10 Boreholes, Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001).

Open Domestic Bidding (ODB) at UGX 20,000,000 for Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).

Selective Bidding (SB) at UGX 9,234,000 for Construction of a 3-Stance VIP Latrine at Buluya HCII in Mbulamuti S/C under medical department (Proc Ref No: KAMU 517/WRKS/2017-18/000025).

Selective Bidding (SB) at UGX 14,774,980 for Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024).

Selective Bidding (SB) at UGX 52,012,440 for Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011).

Selective Bidding (SB) at UGX 52,012,440 for Construction of a 2-Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007).

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All works projects implemented in the previous FY were appropriately certified. Interim and completion certificates for all projects based on technical supervision were on file and attached to the payment vouchers. For example,</p> <ul style="list-style-type: none"> • Certificate number 2 issued on 14th December 2017 and signed by the District Engineer on 19th December 2017, Engineering Assistant (MOES) on 14th December 2017, and DEO on 14th December 2017 for Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003). • Certificate number 2 issued on 7th December 2017 and signed by the Engineering Assistant (MoES) on 7th December 2017, and DEO on 11th December 2017 for Construction of a 2 Classroom Block at Kisaikye P/S in Namasagali S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00004). • Certificate number 1 issued on 14th December 2017 and signed by the District Engineer on 18th December 2017, Engineering Assistant (MOES) on 14th December 2017, and DEO on 18th December 2017 for Construction of a 2- Unit Teacher’s House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007). • Interim certificate number 1 issued on 25th May 2018 2018 signed by the District Engineer, Assistant Engineering Officer, and District Engineer for Construction of a 3-Stance VIP Latrine at Buluya HC II in Mbulamuti S/C under medical department (Proc Ref No: KAMU 517/WRKS/2017-18/000025). <p>Interim completion certificate signed and stamped on 30th June 2018 for the Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).</p>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was no works project for the current FY 2018/19 that was implemented so that the LGPA Assessor could visit the project sites to ascertain if all projects were clearly labelled (site boards) indicating the name of the project, contract value, the contractor; source of funding and expected duration.</p>	<p>2</p>
<p>Financial management</p>			

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 is not up to date with monthly bank reconciliations as evidenced below from a sample of 5 Bank accounts;

1. KAMULI DISTRICT GENERAL FUND - Centenary Bank

The account was last reconciled on June 30 2018. July and August reconciliations were not available.

March 2018 was reconciled in June 2018

Aug 2017 was reconciled in Dec 2017

2. KAMULI DLG UWEP RECOVERY - Centenary Bank

The reconciliation for September 2017 was done on March 21 2018 (5 months after grace period of 1 month).

April 2018 reconciliation was done on June 22 2018 (22 days after grace period of 1 month).

January 2018 reconciliation was done on March 21 2018. (21 days after grace period of 1 month)

3. KAMULI DLG YLP FUNDS - Centenary Bank

January 2018 reconciliation was done on 19 March 2018

June, July and August 2018 have no bank reconciliations.

4. KAMULI DISTRICT UNICEF-Centenary Bank

A/c No. 6410500105

There are no reconciliations for July and August 2018.

November 2017 was done in January 23 2018. (1 month after grace period)

October 2017 rec was done on January 23 2018 (2 months after grace period).

July 2017 reconciliation was done in September 2017 (1 month after grace period).

5. GLOBAL FUND –Stanbic Bank Kamuli

A/c No. 9030005785919

Reconciliations for Feb 2018 was done in April 2018 (1 month after grace period)

Reconciliation for January 2018 was done in April 2018.(2 months after grace period)

Reconciliation for October 2017 was done in January 2018.(2 months after grace period)

Note: All reconciliation statements were not signed by the CFO as required by the Local Government Financial and

		Accounting Regulations 2007. Part VII Sec 73.	
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG made supplier payments on time i.e less than 2 months as evidenced below;</p> <p>1. Mulungi Investments (KAMU517/WRKS/17-18/00025)- Construction of VIP latrine at Buluya Health centre. Requisition date- 25 May 2018 Recommendation by DEO- 29 May 2018 Payment date- 18 June 2018</p> <p>2. Paujose Investments (KAMU517/WRKS/17-18/00008)- Construction of a 2 classroom block at Kiseege Primary school. Requisition date- 12 Feb 2018 Recommendation by DEO- 15 Feb 2017 Payment date- 20 March 2018</p> <p>3. Total Kamuli- Fuel & lubricants Approval date- 18 Aug 2017 Payment date- 20 Sept 2017 (Vch No. 01300)</p> <p>4. Shamul Enterprises- Supply of stationery Delivery date- 16 Aug 2017 Approval date- 18 Aug 2017 Payment date- 20 Sept 2017 (Vch No. 01302)</p> <p>The sampled suppliers were all paid within a time frame of less than 2 months.</p>	2
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG CAO appointed Alex Kifuuse as the Principal Internal Auditor under DSC Min No. 110/JDSC/2012/KML, Ref: CR/159/1 dated 31 May 2012.</p>	1

<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"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG Internal Audit has produced all the quarterly Internal Audit reports for the FY 2017/2018.</p> <p>Quarter one report dated 17 Oct 2017 Ref: CR/252/2</p> <p>Quarter two report dated 30 Jan 2018 Ref: CR/252/2</p> <p>Quarter three report dated 04 April 2018 Ref: CR/252/2</p> <p>Quarter four report dated 30 July 2018 Ref: CR/252/2</p> <p><i>Reference to IA Minutes</i></p> <p>IA meeting held on March 09 2018.</p> <p>Min :20/Audit/17/18: finished audits</p> <p>The chairperson informed the members that the 2nd quarter report for headquarters for FY 2017/2018 has been produced and submitted to the various stake holders.</p>	<p>2</p>
<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</p> <p>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 LG has no Status of implementation for quarterly internal audit findings for the year 2017/2018. The LGPAC had never discussed the Internal audit reports/findings for all the four quarters. This was attributed to insufficient funds to have frequent PAC meetings to discuss the audit queries and follow-up.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG submitted the quarterly reports to LG PAC and Accounting Officer but PAC did not review & follow-up.</p> <p>Submission to LGPAC & Accounting officer;</p> <p>Quarter 1 was submitted on Oct 31 2017</p> <p>Quarter 2 was submitted on Feb 15 2018</p> <p>Quarter 3 was submitted on May 10 2018</p> <p>Quarter 4 was submitted on August 31 2018</p> <p>Reference to LGPAC minutes</p> <p>There were no minutes availed for review. The Secretary to PAC confirmed that PAC did not meet for the year 2017/18. He attributed this to lack of funds to facilitate the meetings.</p> <p>Since PAC did not review any of the reports, there in turn no follow-ups.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG did not maintain an updated assets register. The copy availed was an Annex from “ SUBMISSION OF KAMULI DISTRICT LG DATA FOR ORACLE TIER TWO” addressed to the PS MoFPED on June 18 2018.</p> <p>Apart from missing vital information on the assets (like cost, model, titles) the format used is not the one required by the Accounting manual (Form AC 33 (a), (b), etc)</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The LG had an unqualified audit opinion as per AG's Report.</p> <p><i>(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</i></p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>Kamuli District has a functional Council that meets and discusses service delivery related issues including monitoring reports, performance assessment results and LG PAC reports for last FY:</p> <p>Council sitting on October 10th, 2017; Min. No. 05/KDLC/10/2017/18; presentation of and approval of the supplementary budget No. 1 FY 2017/18. Council Approved supplementary budget;</p> <ul style="list-style-type: none"> - shs 109,338,900 for mass house to house polio campaign - shs 106,077,740 for emergency road works - shs 569,835,305 for YLP - shs 282,068,322 for UWEP programs - shs 298,741,272 for agricultural extension in the district <p>Council sitting on December 21st, 2017</p> <p>under Min. no. 15/KDLC/12/2017/2018, sub section (Vi &Vii) discussed sect oral reports on Education and Health</p> <p>Education:</p> <ul style="list-style-type: none"> All head teachers to be given targets/goals to at least have 1 pupil in first grade at PLE and to reduce the ungraded candidates. To curb absenteeism, the head teachers who fail to bring to book absentee teachers to be punished. <p>Health</p> <ul style="list-style-type: none"> Council allocated 30,000,000 for the completion of staff house at Mbulamuti HCII Allocation of 20,000,000 for the expansion of a maternity ward and Bugeywo HCII
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feedback (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>Kamuli District CAO has not appointed any staff of the District to coordinate response to feedback (grievance/complaints) from citizens and responded to feedback and complaints.</p>	<p>0</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>LG has not specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Kamuli District LG has not published information on noticeboard ie, LG staff payroll, pensioner payment schedule.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>The procurement plan, awarded contracts and amounts are not displayed on public noticeboards</p>	<p>0</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>LG performance assessment results and implications for FY 2016/17 are neither published to the citizens nor to the budget website. TPC did not review the results too</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that the district has communicated and explained guidelines, circulars and policies issued by the national level to LLGs eg Budget Call Circular (BCC) FY 2018/19 was circulated to Senior Assistant Secretaries (SAS) by the planer on March 6th, 2018 through an email. This included:</p> <ul style="list-style-type: none"> - Key policy issues regarding budgeting FY 2018/19 - Indicative planning figures (Departments and LLGs) <p>DDEG guidelines were also disseminated in a TPC meeting by email (how the grant should be spent, eligibility and ineligible areas, percentage allocation</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<ul style="list-style-type: none"> • A Baraza Report from the CAO's office held on 14/12/2017 at Balawoli sub county Hqs; a copy to RDC was available. • Annual schedule of radio talk shows was available (2 hours per week) on two different Radio stations. – KBS FM and Kyoga Broadcasting service FM 	<p>1</p>
<p>Social and environmental safeguards</p>			

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.

Gender focal person (GFP) & DCDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example,

Report dated 22nd March 2018 on training of HoDs on Gender which took place on 15th March 2018. The objective was to create awareness on gender issues and enable them to enhance gender equity (Gender, sex, roles, equality, equity, GBV, roles, effects and prevention measures, etc).

Quarterly report dated 31st August 2017 on dialogues meetings in schools and communities held on 1st July 2017. A total of 14 community dialogues were held with parents and parental care givers. A total of 14 dialogues meetings were held with children and adolescents at risk of violence and abuse in and out of school. It was facilitated by District Inspector of Schools (DIS), Senior Probation and Social Welfare Officer (SPSWO), Child and Family Protection Unit (CFPU) of Uganda Police, District Health Officer (DHO) and District Community Development Officer (DCDO).

Report dated 6th July 2017 on the School Dialogue carried out in Budhamuli P/S, Mbulamuti P/S (Government) and St Mathias P/S (Private) to find out the occurrences of teenage pregnancies, school dropouts, etc. Dialogues was held on 12th June 2017.

Report dated 16th April 2018 on activities of the 3rd quarter for FY 2017/18 of the Gender Officer and District Women Council. For example, Radio talk show held on 12th April 2018.

Report on community led total sanitation organised by the DHO & DHI in which the Gender departments participated.

Report on orientation of CDOs and Gender Sectoral Committee (mainly Councillors) for the 3rd Quarter FY 2017/18 by the DCDO, Labour Officer on FAL supervision and monitoring FAL activities.

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The gender focal point and CDO planned 2 activities for current FY 2018/19 to strengthen women's roles and address vulnerability and social inclusion.</p> <p>However, out of the total expenditure of UGX 891,559,628 less the wage bill of UGX 186,792,000 in FY 2017/18, only UGX 704767628 was spent on gender activities/vulnerability /social inclusion (79.05%).</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Records on files from a sample of 5 projects below showed that; the Construction of 3 stance VIP latrine at Buluya HCII and Buwoya HCII and 2 classroom block at Butegere P/S, Slaughter Slab and Drainage Channel at Nawanyago S/C and Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C were all screened by SEO using the ESSF forms in July 2017 but the environment, social and health and safety issues were not included and budgeted for in the BoQs by the Engineer.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Kamuli DLG did not integrate environmental and social management and health and safety plans in the contract bid documents. For example, the sampled BoQs for infrastructure projects below did not have environmental issues and mitigation measures incorporated and budgeted for except for only 1 project, that is, the BoQ for Construction of a 2 Stance Classroom Block at Kisaikiye P/S in Namasagali S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00004) had environmental issues under Item D costed at UGX 50,000,000.</p> <p>BoQs for projects listed below never had environmental issues & mitigation measures indicated;</p> <p>Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003).</p> <p>Siting, Drilling, Test pumping and Casting of 10 Boreholes, Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001) at UGX 153,122,300.</p> <p>Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).</p> <p>Construction of a 3-Stance VIP Latrine at Buluya HC II in Mbulamuti S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000025).</p> <p>Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024).</p> <p>Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011). Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007).</p>	
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Not all projects were implemented on land where the LG has proof of ownership (e.g. a land title, agreement, MoU etc.). For example, there was no evidence on file showing proof for the following projects;</p> <p>Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003).</p> <p>Siting, Drilling, Test pumping and Casting of 10 Boreholes, Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001) at UGX 153,122,300.</p> <p>Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).</p> <p>Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024).</p> <p>Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011). Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007).</p> <p>However Kamuli DLG had a land title for the construction of a 3-Stance VIP Latrine at Buluya HC II in Mbulamuti S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000025).</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p><u>Not all</u> completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO in the previous FY 2017/18. It has not been a practice to involve CDOs and SEOs in certification of completed projects in Kamuli DLG.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence on file that the contract payment certificate included prior environmental and social clearance. For example, Payment vouchers/certificates for the following 5 sampled projects did not have prior environmental and social clearance by the SEO at interim or completion stage.</p> <p>Construction of a 2 Classroom Block at Butegere P/S in Butansi S/C (Proc Ref No: KAMU 517/WRKS/2017-18/00003).</p> <p>Siting, Drilling, Test pumping and Casting of 10 Boreholes, Lot 1 (Proc Ref No: KAMU 517/WRKS/2017-18/00001) at UGX 153,122,300.</p> <p>Supervision of Construction of 20 Boreholes, Lot 1 (Proc Ref No: KAMU 517/SRVS/2017-18/00001).</p> <p>Construction of a 3-Stance VIP Latrine at Buwoya HC II in Bugulumya S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000024).</p> <p>Construction of a Slaughter Slab and Drainage Channel at Nawanyago S/C (Proc Ref No: KAMU 517/WRKS/2017-18/000011). Construction of a 2- Unit Teacher's House at Mbulamuti P/S in Mbulamuti S/C under SFG funding (Proc Ref No: KAMU 517/WRKS/2017-18/00007).</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>The Environmental Officer and CDO did not get involved in monitoring and certification of completed infrastructure projects to determine if the ESM measures were fully, partially or not adhered to by the contractors. Hence there was no monthly report that includes; a) completed checklists, b) deviations observed with pictures, c) corrective actions taken.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Local Government budgeted for the Head Teachers and minimum of 8 teachers and above per school. Budget was sent on 11th/8/2018 by the District Planner through the PBS system. It was, received by the District Accounting Officer (CAO) on 13th/8/2018 and approved by Finance Desk Officer on 14th/8/2018 using the PBS system.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Local Government deployed Head Teachers a minimum of 8 teachers and above for the current FY 2018/19. This was observed in the 5 sampled schools which included: Balawoli P/S, St Stephens P/S Nawanyango, Namuningi P/S, Butegere P/S and Nakanyonyi P/S had Headteachers fully deployed.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>Local Government filled the structure for primary teachers with a wage bill provision however vacant posts still exist as indicated in internal advert No. 3/2018 to fill in the gap for the head teachers, teachers that passed on, retired or on transfer. Vacant posts were submitted to the District Service Commission on 21/05/2018.</p> <ul style="list-style-type: none"> • Head teachers approved were 99 and filled 87 gap 12. • Deputy Head teachers approved were 99 filled 85 gap 14. • Senior Education Assistants approved were 99 filled 99, gap 0. • Education Assistants approved were 1267 filled 1247 gap 20. • Wage bill provision was UGX 5,973,838,601. <p>Out of 1564 teacher's that were to be filled, LG filled 1518 teachers with a gap of 46 teachers representing 97% filled teachers.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>Local Government substantively filled all positions of school inspectors as per staff structure. Education department has 3 DIS that include: Badaza Thomas date of appointment 14th /5/2013 under District Service Commission (DSC) minute number 61/2003 , Chuka Muzaham date of appointment 16th /3/2009 under DSC minute number 40/2009 (A2) and Kanakulya Ibrahim appointment date 15th /11/2006 under DSC min 145/2006(iii) signed by the CAO.</p>	<p>6</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>Local Government Education submitted a recruitment plan to the District Service Commission to fill the vacant posts for Head Teachers and teachers in the Letter dated 21st/05/ 2018 with Ref CR/160/1. Internal Advert No 3/2018 was also submitted.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>Positions of Inspectors of Schools were already substantially filled hence no need for recruitment plan for School Inspector.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<ul style="list-style-type: none"> • There was 1 out of 3 School Inspectors that was appraised. This is Badaza Thomas Batambuze whose appraisal form was signed by Akoyo Charles DEO on 13/06/2018 and Otim Ben Ogwette CAO on 14/06/2018. the other two never had appraisal forms of 2017/2018. Kanakurya Ibrahim had appraisal of 2016/2017 and Chuka Muzahamu had no appraisal on file at all 	<p>0</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<ul style="list-style-type: none"> • There was no evidence from education department or Human Resource that Head Teachers were appraised. A sample of Head Teachers who were called by the Human Resource office did not avail any performance agreement claiming that these agreements are with the sub county chiefs. 	<p>0</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>LG Education department communicated and explained guidelines, policies, circulars issued by the national level in the FY 2017/18. For example in the 5 sampled schools, it was observed these documents were on file or displayed/ received by the Head teachers. For example:</p> <ul style="list-style-type: none"> • Guideline on menstrual hygiene issued by MoES. • Guidelines on staffing levels issued by MoES. • Circular on irregular attendance to duty/ absenteeism issued by MoES. 	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>LG Education department effectively communicated and explained guidelines, policies, circulars issued by the national level in the FY 2017/18.</p> <ul style="list-style-type: none"> • In addition the guidelines/policy were also disseminated to teachers in PIASCY workshop held on 17th/07/2017 to 21st/07/2017 at Kamuli Girls P/S main Hall. • Training workshop on menstrual hygiene management which took place on 4th-5th July 2017 at Kamuli Girls P/S main Hall. 	<p>2</p>

<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"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Out of the total 165 registered and licensed school in Kamuli DLG, a total of 99 schools (60%) were inspected in term 1 and term 2.</p> <p>LG Education department 1st term only 77 schools were visited out of 165 schools. 2nd term only 22 schools were visited. As of the 5 sampled schools that include: Balawoli P/S, Namuningi P/S, Nawanyago P/S, Butegele P/S, and Nakanyonyi P/S confirmed school inspection by DIS on the following dates (21st/05/2018)</p>	<p>3</p>
<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"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>Education department held a meeting on 21st /8/2017. During the meeting DIS cited problem of insufficient funds for inspection and impassible roads in hard to reach schools.</p> <p>15th/ 3/ 2018 Education office again held an internal administrative meeting on monitoring and inspection minutes were approved by DEO (Akoyo Charles) and compiled by staff secretary (Mulondo Andrew).</p>	<p>4</p>

<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"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) FY 2017/2018 on 29th /06/2018 and the report was received by Kirenda Winnie secretary.</p>	<p>2</p>
<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"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>LG Education department provided inspection recommendations and followed them up. It was observed on file that on 9th/04/2018 the head teachers held a meeting at the DEOs office. Also in the sampled schools it was observed that inspectors shared with the head teacher’s inspection reports and were followed up.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>There was no evidence on file that the education department submitted accurate /consistent data (i.e List of schools which are consistent with both EMIS reports and PBS) in current FY 2018/19. This was because the MoES has not yet sent the EMIS statistical forms to enable the LG to collect the data.</p>	<p>0</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was no evidence on file that the education department submitted accurate /consistent data (i.e enrollment data which are consistent with both EMIS reports and PBS) in current FY 2018/19. This was because the MoES has not yet sent the EMIS statistical forms to enable the LG to collect the data.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • There was evidence that the Council committee responsible for education met and discussed service delivery. Committee setting 22/3/2018 under min. no 12/03/SC/2017/18 DEO presented to the committee a work plan for 2018/2018 FY with priorities which included; payment of teachers' salaries, capitation grants; strengthening inspection, classroom construction and completion; teachers houses and provision of furniture in selected schools 	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that sectoral committee on education presented to Council issues for approval.</p> <ul style="list-style-type: none"> • Council sitting on 29th/03/2018 under min. no. 29/KDLC/03/2017/18; Procurement of 513 3 seater desks for selected schools; roofing of a 3 classroom block at Mbulamuti PS, completion of a twin teachers' house at Nagwenyi PS 	<p>2</p>

<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"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>All the 5 sampled primary schools had functional SMCs as indicated in the minute/reports of the 3 mandatory SMC meetings held in FY previous 2017/18 submitted to DEO.</p> <p>For example, as per 5 sampled schools field findings indicated SMCs were active and functional. SMCs held their meetings once or twice a term depending on urgency needs of the school. Butegele P/S SMCs meetings were held on 16/3/2018 minutes and discussed about lack of washrooms for girls.</p> <p>Nawanyago P/S SMC held meeting on 10/8/2018.</p> <p>Namuyinga P/S held meeting on 14/6/2018 to discuss issues on UPE release accountability.</p> <p>However dates of submission to the DEOs office were not indicated.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>Not all schools receiving non-wage recurrent grants were publicized through posting on public notice boards.</p> <p>For example, the LG Education department publicized only 42 primary schools out of 165 receiving non-wage recurrent grants through posting on public notice board for Q4(Term 2) at DEO office outside noticeboard. For Example Buwoya P/S annual budget in ceiling UGX 6,342,715 total allocation UGX 2,114,238, Bwiiza P/S, UGX 4,763,822, annual budget in ceiling, allocation UGX 1,587,941.</p> <p>According to the DEO, only 2nd term were displayed but the evidence of display of the first term was taken by the external auditor conducting the district audit.</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Not all investment items in the approved Sector annual work plan and budget were submitted on time by 30th April 2017 in FY 2017/18.</p> <p>Procurement inputs were submitted late beyond April 30th to the Procurement Unit. For example, as per sector procurement requisition dated 7th / 9 /2017 the sector submitted a requisition to procure staff house for Mbulamuti P/S to PDU.</p>	<p>0</p>
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Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The Education department recommended/certified supplier payments on time as shown by the samples below;</p> <ol style="list-style-type: none"> 1. Kiira Development Group (KAMU517/WRKS/17-18/00006)- Construction of 2 class room block at Bugegwa Primary School. Contract amount- 23,564,714 Requisition date- 07 Dec 2017 Recommendation by DEO- 15 Dec 2017 2. Jofah Associates Limited (KAMU517/WRKS/17-18/00007)- Construction of a 2 unit teachers house at Mbulamuti Primary school. Contract amount- 46,899,804 Requisition date- 14 Dec 2017 Recommendation by DEO- 18 Dec 2017 3. Paujose Investments (KAMU517/WRKS/17-18/00008)- Construction of a 2 classroom block at Kiseege Primary school. Contract amount- 15,508,250 Requisition date- 12 Feb 2018 Recommendation by DEO- 15 Feb 2018 4. Barona Investments- supply of 81- 3 seater desks . Requisition date- 02 April 2018 Recommendation by DEO- 07 June 2018 5. Buzaaya International- Supply of 3 seater desks Requisition date- 14 Feb 2018 Recommendation by DEO- 13 March 2018 	<p>3</p>
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<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The department submitted the annual performance report for the previous FY of all 4 quarters.</p> <p>The District LG submitted to the MFPED Annual Performance report for the previous FY 2017/18 (all 4 quarters) on Friday, August 31st 2018 using PBS system. Q4 report submission was done late.</p> <p>The education department has user rights to upload their inputs to the main document. Thus, there no mechanism of determining the date of submission by the user department (note that, the PBS system has no provision to generate a departmental report)</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>The Education department did not provide a status of implementation on Internal Audit findings. The Department had 4 queries in quarters 1, 3 and 4.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>LG Education department in consultation with the gender focal failed to avail evidence for the disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no evidence on file to show evidence how the 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>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>Not all the 5 sampled schools met the guidelines on gender composition i.e a third of SMC members must be female minimum. For example in Nawanyango P/S school, the SMC had a total of 11 members of which only 3 were female.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>LG Education department in collaboration with Environment department didn't issue guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education</p>	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>Not all school infrastructure projects were screened before approval for construction using the checklist for screening of projects (ESSF) by the Senior Environmental Officer in FY 2017/2018.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>The Environmental Officer and CDO did not visit the sites for all school infrastructure projects to check whether the mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The approved staffing/norms list as at 20-07-2018 had 536 positions filled out of 686 expected positions making it 78% of positions filled. This was signed in July 2018. Files of appraised staff were also seen. A list of health staff whose files were countersigned after appraisal was available in the DHOs office</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re-quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>No comprehensive recruitment plan for PHC workers because there was no wage bill for recruitment of health workers by government of Uganda.</p>	0

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<ul style="list-style-type: none"> • There was evidence that all the 36 health facility in-charges were appraised. These are the 23 health centre 11s, 10 Health Centre 111s, 2 Health Centre 1vs and one general Hospital. All these in-charges were appraised and their forms signed by DHO and ACAO 	8
<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"> • 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 	<p>From the health department updated staff list for July 2018, prepared by the DHO, on 4th .12 2017 a staff list by name, health center, phone contacts and comments was available together with the list of personnel appraisal forms , List of health staff whose files had been countersigned after appraisal and Staff list and health facilities submitted attached to total wage budget on 13th April 2018 with a total wage bill of 5,603,152,584.</p>	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Evidence of communication of circulars and policies from the Ministry of Health by the DHOs office to different health facilities in the district were seen and they included General guidance in health facility management signed by the DHO on 03 /05/2018; Absenteeism letter to all health facility managers; The new clinical guidelines , 2016 on the 05/07/2017; Improvement on health waste management in health facilities on the 29/11/2017; The test and treat policy for malaria on 25th /07/2018; Immunization practice reference manual 3rd edition of June 2017 signed by the DHO on 06/02/2018; The national sanitation and hygiene guidelines of 2017 on 17/05/2018; and Achieving equity in immunization coverage by reaching every child on the 10/05/2018</p>	3

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>DHT meeting minutes with facility in charges and district personnel were seen and some of the meetings read included: The Special DHT meeting held on 28/02/2018; The DHT meeting held on 23/3/2018;The DHT meeting with facility in charges held on 18/12/2017 and the DHT meeting with in charges held on 28/9/2017</p>	<p>3</p>
<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>In all health centers sampled there was evidence of support supervision with the quarterly integrated support supervision report and improvement recommendations. Confirmed with meetings in Kamuli mission hospital, Kamuli general hospital, Namwendwa, Nawanyago and Kasambila health centers. The reports read were the 4th - 9th September 2017 report; 4th-8th June 2018 report; 20th-23rd February 2018 report and 11th-15th December, 2017 report.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>Support supervision books were checked in all the 5 health centers; Signed HUMC meeting minutes were seen though some were not signed because they would be signed in the next meeting; Examples of supervision dates were 16th- 18th July 2018;21/6/2018; 28th /2/2018; 7th /2/2018 . Advice provided were ; Waste bins provision; rehabilitation of the collapsing kitchen and proper data management</p>	<p>3</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Minutes of the quarterly reports showing dates of meetings as well as monitoring and supervision reports were seen: The following minutes that were seen and they included discussion on findings from support supervision with discussion and recommendations with health center in charges, CAO and other stakeholders: Special DHT meeting – 28/02/2018; DHT meeting- 23/3/2018; DHT meeting with facility in charges- 18/12/2017; DHT meeting with in charges – 28/9/2017; DHT meeting with DCAO on 7th 09. 2017</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed <ul style="list-style-type: none"> – up and specific activities undertaken for correction: score 6 	<p>Follow up meeting minutes with affected in charges as a result of findings of support supervision were seen in minutes of the special and follow up meetings at the district and they included: DHT minutes of 25th May 2018; DHT minutes 15th March 2018 where in Namwendwa, an issue of water and electricity was discussed and recommended during the support visit. Follow up is in form of inviting the affected in charges to the DHT meetings for follow up.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>Stamped printed out summary reports submitted by the biostatistician and a list of facilities that receive the PHC grant obtained. Signed and submitted on 03/08/2018. The reporting is simultaneously read by the district planner as data is entered under the PBS</p>	<p>10</p>

Governance, oversight, transparency and accountability			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<ul style="list-style-type: none"> There was evidence that the health sector committee presented issues that required approval by Council: <ul style="list-style-type: none"> Council sitting of 29th/03/2018 under minute number 29KDLC/03/2017/18 and <ul style="list-style-type: none"> Strengthening inspection of health facilities Drugs distribution and management In- charges displaying allocations and funds received Council sitting on 29th/03/2018 under min. no. 29/KDLC/03/2017/18; Presentation and approval of AWP FY 2018/19 health; Council approved investment priorities which included construction of a maternity ward at Kagumba HCII, expansion of Maternity ward at Bugeywo HCII 	2
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>Sectoral committee sitting on 13/12/2017 under min. no. 07/12/SC/2017/18. “ discussed a report by the DHO where he reported :</p> <p>supervision of health facilities across the district and the report had the following observations and recommendations;</p> <ul style="list-style-type: none"> Medicines were supplied to all health facilities Medicines supplied to health facilities are not enough Poor accommodation of staff Absenteeism of health workers 	2
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 	<p>Minutes of Hospital management board were seen and they included:</p> <ul style="list-style-type: none"> Hospital management board meeting minutes for 17/10/2017 Hospital management board meeting minutes for 27/03/2018 HUMC meeting minutes for Nankandulo HCIV for 26th/07/2018 HUMC meeting minutes for Nankandulo HCIV for 16th/08/2018 	6

<ul style="list-style-type: none"> • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<ul style="list-style-type: none"> • HUMC meeting minutes for Namwendwa HCIV for 26th/02/2018 • HUMC meeting minutes for Namwendwa HCIV for 22nd /12/2017 • HUMC meeting minutes for Namwendwa HCIV for 11th/06/2018 • HUMC meeting minutes for Nabilumba HCIII for 6th/07/2018 • HUMC meeting minutes for Nabilumba HCIII for 4th/09/2017 • HUMC meeting minutes for Nabilumba HCIII for 20th/12/2017 • HUMC meeting minutes for Nabilumba HCIII for 23rd/02/2018 • HUMC meeting minutes for Balawoli HCIII for 28th/06/2018 • HUMC meeting minutes for Balawoli HCIII for 27th/09/2017 • HUMC meeting minutes for Kitayonjwa HCIII for 7th/06/2018 • HUMC meeting minutes for Bupandengo HCIII for 23rd/06/2018 • HUMC meeting minutes for Lulyambuzi HCIII for 20th/10/2017 • HUMC meeting minutes for Namasagali HCIII for 25th/01/2018 • HUMC meeting minutes for Mbulamuti HCIII for 29th/09/2017 • HUMC meeting minutes for Bulopa HCIII for 25th/06/2018 • HUMC meeting minutes for Nankandulo HCIV for 26th/07/2018 • HUMC meeting minutes for Kasambila HCII for 18th/06/2018 • HUMC meeting minutes for Kyeeya HCII for 28th/08/2017 • HUMC meeting minutes for Bugeywa HCII for 5th/09/2017 • HUMC meeting minutes for Naminage HCII for 16th/09/2017
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<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>A list of Central government releases to health facilities for PHC non-wage recurrent grant for 2017/2018 in Kamuli district seen on the noticeboard at DHOs office and a photocopy obtained. PHC accountabilities also seen at the noticeboards of the sampled health facilities</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>LGPP Form 1 submitted to PDU including the procurement needs for the health department for 2018/19 seen This was submitted on 30th 07. 2018. This date was passed the date of 30th April 2018.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>LGPP Form 1 submitted to PDU including the procurement needs for the health department for 2018/19 and also 2017/18 seen and photocopies obtained. This was submitted on 30th 07. 2018 and 20th July 2017 respectively with reference number KAM 517</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>Based on a sample of 3, all the suppliers' requisitions were approved by the DHO on time (the contracts did not stipulate the terms of payment therefore 2 months period was considered)</p> <p>1. Lyana Investments (KAMU517/WRKS/17-18/00024)- Construction of VIP latrine at Buwaya Health centre. Requisition date- 10 April 2018 Recommendation by DHO- 29 May 2018</p> <p>2. Mulungi Investments (KAMU517/WRKS/17-18/00025)- Construction of VIP latrine at Buluya Health centre. Requisition date- 25 May 2018 Recommendation by DHO- 29 May 2018</p> <p>3. Batuleketukole Enterprises- Remodelling of theatre at Nankadulo Health centre. Requisition date- 15 Aug 2018 Recommendation by DHO- 22 Aug 2018</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The LG submitted to the MFPED Annual performance report for the previous FY 2017/18 (all 4 quarters) on Friday, August 31st 2018 using the PBS system.</p> <p>The health department has user rights to upload their inputs to the main document. Thus, there no mechanism of determining the date of submission by the user department health.</p> <p>(note that, the PBS system has no provision to generate a departmental report, submission not to the planner)</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The LG Health department had audit queries in the internal audit reports of 2017/18 but did not provide a status of implementation of the recommendations from Internal Audit</p> <p>Neither did they have management responses in the Internal Audit reports.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>A list of KDLG health facilities with HUMC committees was seen: At Kamuli general Hospital HCIV, there are 3 women out of the 9 members (30%); At Namwendwa HCIV there are 3 out of 9 members (30%); At Kitayunjwa HCIII there are 5 females out of 10 (50%)</p>	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>Guidelines guiding environmental management seen included:</p> <ul style="list-style-type: none"> A letter on rural water supply and sanitation handbook for extension works was seen and obtained A letter on national sanitation and hygiene guidelines 2017 shared in soft copy was obtained Guidelines not yet signed by permanent secretary but a soft copy of unsigned guidelines 	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>In the financial year 2017/18 a total of 5 construction projects were screened before approval and they included:</p> <ul style="list-style-type: none"> Buloopa HCIII latrine construction Buluya HCII latrine construction Balawoli HCIII latrine construction Buwoya HCII latrine construction Namwendwa HCIV incinerator construction. <p>The above evidence was seen from ESSF forms signed by the senior environment officer and the Community development officer</p> <p>Mitigations actions from the ESSF forms included:</p> <ul style="list-style-type: none"> A management plan was recommended for the incinerator For Buwooya HCII latrine recommended environment and social plan was recommended 	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>A report on environment and social screening of department project seen by the CDO and Sen. Environment officer.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>The charts exist at the facilities talking about waste segregation, hand washing and shallow pits and a letter dated 29th /11/2017 communicating improvement on health care waste management in health facilities by the DHO's to all health facilities.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Kamuli district average safe water coverage was at 79% as of 30th August. The district had five sub-counties below district average and these included; Bulopa (68%), Bulawoli (42%) Nabwiguru (68%) Namasagali (51%) and Namwendwa (68%). According to the Kamuli DLG Annual Work plan and Budget FY 2018/19 these sub-counties with coverage below district average were allocated at least one bore hole drilling and rehabilitation of existing sources. For example, Bulopa sub-county was allocated one borehole drilling and rehabilitation of one existing borehole, Balawoli was allocated 1 borehole and rehabilitation of one, Nabwiguru was allocated one borehole drilling and rehabilitation of two existing boreholes, Namasagali was allocated two borehole drilling plus rehabilitation of two existing boreholes and Namwendwa was allocated two boreholes drilling plus rehabilitation of two existing boreholes. According to the budget for FY 2018/19, the LG water department planned to spend 350,756,600/= of which 144,433,800/= representing 42% for sub-counties for low safe water coverage.</p>	0

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to the Annual Progress report, water projects were implemented in the sub-counties below district average. For example, one borehole was drilled and construction of 3-stance public latrine in Bulopa sub-county. In Balawoli sub-county two boreholes were drilled, Nabwiguru sub-county had a bore hole drilled, two bore holes were drilled in Namwendwa and a bore hole drilled in Namasagali sub-county. Out of the 414,784,305 million received, 400,137,200/= was earmarked for construction of 20 boreholes of which sub-counties below district average benefited as well.</p>	
<p>Monitoring and Supervision</p>			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>From the Department projects file it was established that the district implemented 3 hardware projects; these included Drilling of 20 boreholes, Rehabilitation of 29 boreholes and Construction of 2- 5stance public latrines. On file the following inspection and supervision reports were reviewed; an Inspection report on sitting of Lot 1 Boreholes for FY 2017/18 compiled by the Assistant Engineering Officer-water on the 27th/04/2018 addressed to the District Water Officer.</p> <p>Inspection reported on the water sources regular data collection for quarter IV FY 2017/18 dated 12th/05/2018.</p> <p>Report on supervision and inspection of water and sanitation projects in Bugabula county for FY 2017/18 dated 29th/06/2018 compiled by AEO(water) addressed to District Water Officer</p> <p>Dated 29th/06/2018; report on the installation of 10 boreholes in Bugabula county detailing progress of drilling, test pumping and construction of Hand-pump platforms; compiled by AEO addressed to District Water Officer.</p> <p>Inspection and supervision report on the supply of spare parts for borehole rehabilitation by Sseka Group of Companies Ltd compiled by AEO addressed to DWO.</p> <p>Progress report of the construction of 5-stance VIP latrine in Bulopa Rural Growth Centre dated 6th/07/2018 compiled by Assistant Engineering Officer (AEO) addressed to District Water Officer.</p>	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Kamuli District Local Government submitted accurate/consistent data for FY 2018/19. In the Management Information System (MIS) reports at the Ministry of Water and Environment (MoWE) 20 Deep Boreholes were reported to be rehabilitated and 12 drilled in the Financial Year. This is consistent with the 20 to be rehabilitated and 12 drilled as reported in PBS under Output 09 81 83: Borehole Drilling and Rehabilitation.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Rehabilitation of 20 boreholes in the district Bulawoli(2) Kagumba (2) Bugulumpya (2) Bulopa (2) Butansi (1) Kisozi (1) Magogo (1) Wankole (1) Kitayungwa (2) Mbulamuti (1) Nabwiguru (2) Namuwendwa (2) and Nawanyago (2)</p> <p>Drilling of 12 boreholes in Kagumba (2), Bulawoli(2), Butansi(1) Namwendwa (2) Nabwiguru (2) Namasagali (2) Magogo (1) and Kisozi (1)</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The District Water Office submitted inputs for procurement requisition on 15th/05/2018. This was slightly beyond the stipulated regulations of 30th April.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>From the Project files, there was no evidence in form of contract management plan, no evidence in form of minutes for site meetings between contract manager and the contractor. The argument was that the implemented projects could at times take less than a month to be implemented. However, the argument was far fetched.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>From the sampled water sources, construction was as per design(s). For example, the boreholes in Buboode Village, Balawoli sub-county, Nawambale village borehole in Nabwiguru sub-county, Bugaga A Village Borehole in Nawanyago sub-county and Kisaikye B Village Borehole in Namasagali sub-county were as per stipulated design. They were well protected, had water discharge pit and right pump handle used.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>The was evidence of handover of all WSS facilities in the district. For example, on Project file there was a completion report for sitting, drilling and test pumping, water quality analysis and casting boreholes in Kamuli District Lot1 FY 2017/18 by KLR-Uganda.</p> <p>There was a completion report handed in by LHM Consultants for the consultancy services of supervision of siting, drilling, pumping, water quality analysis and casting boreholes in Kamuli District Lot1 FY 2017/18.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The District Water Officer had certified all WSS projects in accordance with clause 56.1 (condition of contracts). For example, on project files there were Interim completion certificate for Drilling Supervision of 20 Boreholes (Contract No KAMU 517/SVRS/17-18/00001) for LHM Ground Water Exploration &GEO Mapping Services Ltd signed on 30/06/2018 by District Water Officer. Signed on 30th/06/2018 an Interim Completion Certificate for Sitting, Drilling, Testing & Casting of 10 Boreholes in Kamuli District under Contract No. KAMU517/WRKS/2017-18/00001 for KLR(U) Ltd. Interim completion certificates were issued because projects were still in defects liability period by the time of assessment.</p>	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>The District Water Officer timely (as per contract) certified and recommended suppliers for payments. For example, on project records was certificate for payment of KLR-Uganda Ltd for drilling, testing pumping and casting of 9 boreholes lot 1 (UGX 130,919,908/=) Ref: KAMU 517/Wrks/17-18/00001 dated 4th /06/2018 while requisition was made on 17th/05/2018.</p> <p>DWO certified and recommended payment of 14,141,445/= for sitting, drilling, testing, pumping and casting of 1 borehole under Lot1. The request was made by KLR-Uganda on 7th/06/2018 and recommendation made on 8th/06/2018 by DWO</p> <p>DWO certified and recommended payment of 92,858,530/= to Sseka Group of companies Ltd under contract No:517/Supplies/17-18/0001. The request was made on 7th/06/2018 and certification done on 11th/06/2018</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The Water department submitted the annual performance report for FY 2017/18 late. Submissions were done on;</p> <p>4th Quarter ===== 10th August 2018</p> <p>3rd Quarter===== 19th April 2018</p> <p>2nd Quarter===== 16th January 2018</p> <p>1st Quarter===== 23rd October 2017</p> <p>The Annual Performance Report was submitted beyond the stipulated period of mid-July.</p>	<p>0</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>The water department had 4 audit queries in the quarterly reports for FY 2017/18. The department did not provide a status of implementation of all audit findings to Internal audit.</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the 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 	<ul style="list-style-type: none"> Works and Technical services Committee sitting on 12/12/ 2017 under min. no 11/12/SC/2017/18; Presentation by the Water officer on the performance of Q1& Q2 of the sector, among the issues in the report included; <ul style="list-style-type: none"> Water quality testing of 30 shallow wells in Wankole and Butansi Sub counties realising 57% compliance with national portable water quality standards Committee sitting of 12/12/2017 under min. no. 11/12/SC/2017/18; water officer presented performance achievements which included; <ul style="list-style-type: none"> Advocacy and planning meetings held in the 14 sub counties in order to identify beneficiary villages for the water and sanitation facilities to be constructed during the year. 	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Council sitting on 29/03/2018 under minute number 29/KDLC/03/2017/18; presentation and approval of capacity building plan, local revenue enhancement plan, and procurement plan and AWP FY 2018/19; specifically for water</p> <p>drilling of 21 and rehabilitation of 29 boreholes; construction of 2 five stance VIP latrines in Bulopa RGC</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>From the District Notice boards, there was no display of AWP, Budget and Water Grant releases and expenditures as per the PPDA Act. There was no evidence in form of minutes for advocacy meetings.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>From the sampled WSS projects, all were clearly labelled and the following information was observed: the name of the project, date of construction contractor and source of funding e.g. Nawambale village bore hole, constructed in 2017/18 FY by KLR-Uganda using funds from the District Water and Sanitation Grant.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Observation from the notice board proved that there was no information on tenders and contract awards including name/contract and contract sum displayed on the District Notice boards.</p>	<p>0</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Review of community application file showed that there was no application letter for water/public sanitation facilities as per sector critical requirements for the current FY.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>From the sampled water supply facilities in the villages of Buboode, Nawambale, Bugaga A and Kisaikeye B all were well fenced/ protected using strong logs and chains to prevent misuse of bore pumps</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Kamuli District Local Government did not conduct environmental screening (as per templates) for all WSS projects implemented. There were no filled templates by the time of assessment</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>Since there was no environment screening, follow up support provided in case of unacceptable environment concerns was not conducted, there was no report to that effect.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>From the 3 sampled contracts, the contract for the construction of 5-stance latrine at Bulopa Rural Growth Centre had no clauses on environmental protection.</p>	<p>0</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Review of District Software report 2017/2018 all Water User Committee are in place. These committees have at least 50% women and in most WUC's women occupy key positions especially post of treasurer.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>Public sanitation facilities had no adequate access and separate stances for men, women and rumps for PWDs. For example the Pit latrine at the district headquarters had no earmarked stances for both men and women.</p>	<p>0</p>
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