



LGPA 2019/20

Kiryandongo District

(Vote Code: 592)

Assessment	Scores
Accountability Requirements	%
Crosscutting Performance Measures	68%
Educational Performance Measures	66%
Health Performance Measures	68%
Water & Environment Performance Measures	60%

No.	Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract				
1	<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>The LG submitted its Annual Performance Contract on 17th July 2019, which was within the adjusted time limit of 30th August 2019.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available				
2	<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 Local Government was compliant by submission its Budget, including its Procurement Plan, for the FY 2019/20 on 17th July 2019. This was within the adjusted timeline of 30th August 2019.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports				

3	<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • 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 its Annual Performance Report for 2018/19 on 17th July 2019 which was within the deadline of 30th August 2019.</p>
4	<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • 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. 	<p>The LG Submitted the quarterly Performance reports for the Financial Year 2018/19 as indicated below</p> <p>Quarter 01 on 8th November 2018</p> <p>Quarter 02 on 18th February 2019</p> <p>Quarter 03 on 29th June 2019</p> <p>Quarter 04 on 30th July 2019</p> <p>All submissions were within the time line of 30th August 2019.</p>

Yes

Yes

Audit

5	<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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>By the time of the assessment, the LG had not submitted information on the status of implementation of Internal Auditor General or Auditor General's findings for the previous financial year 2017/2018 to the PS/ST.</p> <p>The Finance Department noted that, submissions of Internal Auditor and Auditor Generals findings 2017/2018 were made to Parliament in May 2019. A regional workshop, involving Parliament and the DLG was held and discussed the audit report in May 2019. The district was awaiting communication from Parliament about pending issues for FY 2017/2018 for inclusion in the submission to the PS/ST.</p>	No
6	<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>	<p>The Auditor General's Opinion on the financial statements for Kiryandongo LG for the year ended 30th June 2019 was unqualified.</p>	Yes	

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The Physical Planning Committee was constituted with 13 members as per Part III (9) of the Physical Planning Act, 2010. These included:</p> <ol style="list-style-type: none"> 1. Candia Joseph Asst Eng off 13th/Oct /2017 CR/153/2 2. OKWI Samuel Town clerk “Bweyale town council 13th/oct /2017 CR/153/2 3. Karungi Enid Senior Agric Off 13th/oct /2017 CR/153/2 4. Okol Leonard DHI 13th/oct /2017 CR/153/2 5. Dabanja Geoffrey District comm. Dev Off 13th/oct /2017 CR/153/2 6. Ongii Ronny Dist Staff Surveyor 13th/oct /2017 CR/153/2 7. Kiirya Edward D .E. O 13th/oct /2017 CR/153/2 among others <p>The Committee was functional during the FY 2018/2019 evidenced by meetings held for the four quarters as follows;</p> <ol style="list-style-type: none"> 1. Quarter one meeting on 17th August 2018 2. Quarter two meeting on 10th December 2018 3. Quarter three meeting on 26th March 2019 4. And Quarter four meeting on 28th June 2019 <p>Among the issues discussed in these meetings were approval of infrastructure projects and land related issues.</p>	1
1	<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Minutes of Physical Planning Committee meetings were submitted to the MoLHUD as follows:</p> <ol style="list-style-type: none"> 1. Minutes of the meeting held on 17th August 2018 were submitted and received on 26th July 2019 2. Minutes of the meeting held on 10th December 2018 were submitted and received on 26th July 2019, 3. Minutes of the meeting held on 26th March 2019 were submitted and received on 26th July 2019, 4. And finally minutes of the meeting held on 28th June 2019 were submitted and received on 26th July 2019 	1

1

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

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

All infrastructure projects that were approved by the P.P.C were not consistent with the Physical Development Plan because the LG did not have one in place. The reason the district did not have a Physical Development Plan was because of limited funding.

Examples of projects approved included;

1. Quadum foods limited (factory) approved on 11th July 2018
2. Anderson Nyeko and Rose Farming (commercial building) approved on 11th July 2018
3. Achayo and others (commercial building) approved on 11th July 2018
4. Mulezi Emmanuel Kizibu (commercial building) approved on 8th April 2019
5. Akol Anthony Karuma (building) approved on 18th March 2019
6. Among others

Maximum 4 points for this performance measure.

0

1

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

• Action area plan prepared for the previous FY: score 1 or else 0

The District Planning Unit did not prepare a District Action Area Plan, though Action Area Plans were available for Mutunda and Kajembe Sub Counties but not approved by Council.

Maximum 4 points for this performance measure.

0

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 the Priorities in the Annual Work Plan for FY 2019/2020 were based on outcomes of the budget conference. For example on the Annual Work Plan were the following investment projects:

1. Fencing of Kiigya Health Centre II
2. Construction of 2 classroom blocks at St. Livingstone and Masindi Port Primary Schools
3. Construction of a seed secondary school in Kigumba
4. And rehabilitation of dysfunctional boreholes among others.

These priorities were all discussed in the Budget Conference held on 14th November 2018.

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

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

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

There was evidence that the capital investments in the Approved Annual Work Plan for 2019/20 were derived from the approved Five-Year Development Plan as indicated below.

1. Fencing of Kigya Health Centre page 80 of the Annual Work Plan and page 279 in the Development Plan
2. Classroom construction was considered in the Annual Work Plan on page 90 and also reflected in the District Development Plan on page 289
3. Page 116 of the Annual Work Plan captured the construction of new boreholes while in the Development Plan it was indicated on page 296
4. Among others

2	<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was evidence that project profiles for all investments had been developed. These were discussed by T.P.C on July/ 24/ 2019 under Minute 11/T.PC/JULY/2019.</p> <p>Examples of project profiles discussed were for;</p> <ol style="list-style-type: none"> 1. Construction on the Administration Block - Phase 5 2. Fencing of Kiigya Health Centre II 3. Construction of a Seed Secondary School in Kigumba 4. Construction of classroom blocks at St. Livingstone and Masindi Port 1 Primary Schools 5. And Rehabilitation of dysfunctional boreholes among others. 	2
3	<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>The Annual Statistical Abstract was discussed during the T.P.C meeting held on 24th July 2019 under Minute number 10/TPC/JULY/2019</p>	1
4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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>There was evidence that all Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under Minute 41/KDLG/COUNCIL/MAY/2018 of MAY 28TH/2018 and these included among others</p> <ol style="list-style-type: none"> 1. Fencing Kiigya health center on page 80 of the annual work plan 2. Classroom construction on page 289 of the annual work plan 3. Bore hole drilling on page 116 of the annual work plan 	2

4	<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>Evidence was provided to show that the investment projects implemented during the previous FY were completed as per the work Plan apart from one project which was Construction of 2 stances lined VIP latrine at Kigumba because of failure to realize local revenue. the rest of the projects were completed as from the sample below.</p> <ol style="list-style-type: none"> 1. Drilling and installation of deep bore holes yes 2. Construction of a five stance latrine at Apok p/s 3. Construction of 2 stances lined VIP latrine at Kigumba no 4. Supply and installation of lightning arresters yes <p>The total number of planned projects was 16, of which 15 were completed. This amounted to 94 % completion.</p>	2
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Investment projects for 2018/19 were sampled as follows;</p> <ol style="list-style-type: none"> 1. Mini Powered Solar Piped Water at Apodorwa at a budget cost of 200,000,000 and actual expenditure of 215,249,000 2. Office completion of the administration block at a budget cost of 341,000,000 and actual expenditure of 431,990,000 3. Construction of a two-classroom block at Apok, Namilyango and Kyomugenyo c. at a budget cost of 125,000,000 and actual expenditure of 150,433,000 4. Supply and installation of lightning arresters at a budget cost of 22,459,000 and actual budget of 22,350,000 <p>For the above projects, the total budget cost was 688,459,000 and the actual expenditure was 820,022,000. The actual expenditure was above the budget cost by 19%. This was outside the ±15% threshold.</p>	0
5	<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The LG budgeted and spent at least 70% of the O&M budget in the previous year as indicated below from the sampled sector allocations for O&M.</p> <p>Cleaning & sanitation the budget for O& M was UGX 12,000,000 and the actual expenditure was UGX 10,680,000</p> <p>Maintenance of vehicles under council the budget for O&M was UGX 9,000,000 and the actual expenditure was UGX 4,000,000</p> <p>The budget for O&M was UGX 21,000,000 and actual expenditure UGX 14,680,000. This came to a percentage of about 70%</p>	0

Human Resource Management

- 6 LG has substantively recruited and appraised all Heads of Departments
- Maximum 5 points on this Performance Measure
- Evidence that the LG has filled all HoDs positions substantively: score 3
- According to the approved staff structure by MoPS dated 16th June 2017 Ref No. ARC/135/306/01), the District had 10 departments. Of the 10 departments 7 were substantively filled while 3 were not. The departments that were substantively filled included;
- 1) Health department was headed by the DHO Dr Mutyaba Imaam. He was appointed on 22nd April 2013 Ref CR/D/10626 under DSC Minute No 42/2013.
 - 2) Production and marketing headed by the Production and Marketing Officer Mr Byenkya Hassan. He was appointed on 5th April 2018 Ref CR/D/16371 under DSC Minute No 01/2018.
 - 3) Finance department was headed by the Chief Finance Officer Mr Obwona Richard. He was appointed on 16th February 2015 under DSC Minute No 355/2015.
 - 4) Education department was headed by the Mr Kiirya Edward. He was appointed on 16th February 2015 Ref CR/D/10090 under DSC Minute No 356/2015.
 - 5) Community Based Services department was headed by Mr Dabanja Geofrey. He was appointed on 7th June 2018 Ref CR/D/10307 under DSC Minute No 118/2018.
 - 6) Trade Industry and Local Economic Development department was headed by Mr Kakumba Sam. He was appointed on 24th May 2019 Ref CR/KD/10267 under DSC No 203/2019.
 - 7) Planning department was headed by Mr Balikagira Julius. He was appointed on 15th May 2019 Ref CR/KD/10463 under Minute No 156/2019.
- The departments that were not substantively filled were;
- 1) The District Natural Resource Department which was headed by Mr Kigoye Yasin, the Senior Lands Management Officer. He was assigned duties of head of Natural Resource on 12th December 2018 Ref CR/D/10287 under DSC Minute No 137/2018.
 - 2) The Works Department which was headed by Mr Muhumuza Samuel, the District water Officer. He was assigned duties of the head of works on 30th November 2017 Ref CR/D/1979 under DSC Minute No 77/2017.
 - 3) And finally Administration Department did not have a Deputy CAO assigned duties from the Centre.

6	<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>From among 10 Heads of Departments (both acting and substantive), 7 had been appraised using standard guidelines from MoPS by various officers during FY 2018/2019 and their performance reports seen on file, the other two (District Planner and District Commercial Officer) had just been newly recruited hence were not existing in the previous financial year. Below are appraisal details of the 7 of the 10 HoDs excluding Chief Administrative Officer and Deputy Chief Administrative Officer.</p> <ol style="list-style-type: none"> 1) Dr Mutyaba Imaama: District Health Officer; Performance report signed by CAO 14th July 2019. 2) Byenka Issa Hassan: District Production Marketing Office; Performance report signed by CAO on 12th Aug 2019. 3) Dabanja Geoffrey District Community Based Officer; Performance report signed by CAO on 24th Aug 2019. 4) Obwona Richard: Chief Finance Officer; Performance report signed by CAO on 10th July 2019. 5) Kigoye Yassin: District Natural Resource officer; Performance report signed by CAO on 12th August 2019. 6) Kiirya Edward: District Education Officer; Performance report signed by CAO on 12th August 2019. 7) Muhumuza Samuel: District Engineer; Performance report signed by CAO on 12th August 2019. 	0
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>From the review of vacancy declaration file, it was found out that 77 positions were submitted to DSC for recruitment by CAO on 1st March 2019 and 6th March 2019. (70 new recruits and others on transfer within service). All the submissions for recruitment (100%) were interviewed by the District service commission during the meetings of:</p> <ol style="list-style-type: none"> 52nd Meeting held on 27th June 2019 51st Meeting held on 7th June 2019 50th Meeting held on 23rd May 2019 49th Meeting held on 22nd May 2019 48th Meeting held on 7th -9th May 2019 47th Meeting held on 25th April 2019 	2

7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<p>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</p>	<p>From the Secretary District Service Commission, it was established that 26 staff were submitted to the DSC for confirmation by CAO on 28th March 2019. All the 26 staff submitted (100%) were confirmed during the meeting of 7th June 2019 under the following DSC minute numbers:</p>	1
	<p>Maximum 4 points on this Performance Measure.</p>		<p>Minute 28 of 2018, Minute 18 of 2018, Minute 08 of 2018, Minute 13 of 2018, Minute 39 of 2018, Minute 07 of 2000(A), Minute 76 of 2018, Minute 76 of 2018, Minute 79 of 2018, Minute 73 of 2018, Minute 72 of 2018, Minute 57 of 2018, Minute 62 of 2018, Minute 54 of 2018, Minute 180 of 2018, Minute 23 of 2018, Minute 24 of 2018, Minute 22 of 2018, Minute 26 of 2018, Minute 29 of 2018, Minute 28 of 2018, Minute 63 of 2018, Minute 27 of 2018, minute 30 of 2018, Minute 65 of 2018, Minute 35 of 2018, Minute 31 of 2018.</p>	
			<p>The submitted staff were from the following departments;</p>	
			<p>1. Administration 4 staff</p>	
			<p>2. Education 6 staff</p>	
			<p>3. Health 7 staff</p>	
			<p>4. Production 6 staff</p>	
			<p>5. Works 2 staff</p>	
			<p>6. Trade 1 staff</p>	
7	<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p>	<p>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</p>	<p>In FY 2018/2019 the CAO submitted one case for disciplinary action to the DSC on 30th April 2019 in a letter dated 9th January 2019 Ref CR/156/5. The DSC considered the case and under minute No 193/2019 the interdiction of one Okema Denish the Enrolled Nurse was lifted. The interdiction was as a result of alleged theft of Government drugs.</p>	1
	<p>Maximum 4 points on this Performance Measure.</p>			

8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>From the review of the updated staff list, it was found out that 70 new staff were recruited and issued appointment letters. All the newly appointed staff (100%) accessed the payroll within two months after appointment; This was evidenced from the review of June 2019 payroll.</p> <p>All the health workers Who were appointed on 15th May 2019 and assumed duty on 23rd May 2019 and accessed salary payroll in June 2019.</p> <p>All the Education Assistant IIs who were appointed on 15th June, 2019 and assumed duty on 27th May 2019 and accessed salary payroll in June 2019.</p>	3
8	<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>10 staff retired in FY 2018/2019; However, Non of the retired staff had accessed the payroll by the time of the assessment. Below are the details of the 10 staff who did not access the pension payroll with in 2 month after retirement.</p> <p>Musoga Dadwar Severinus retired on 1/8/2018 had not accessed the payroll.</p> <p>Ogwal Sylvere, retired on 11/8/2018, had not accessed the payroll.</p> <p>Ganyana Revocate, retired on 16/1/2019, had not accessed the payroll.</p> <p>Mulengera Bernard, retired on 6/11/2018, Oromcan Geoffrey, retired on 6/11/2018, Izima Francis Buga, retired on 7/9/2018, Nsungwa Mary, retired on 7/10/2018, Nyanjura Immaculate, retired on 16/9/2018, Okello Justine , retired 5/8/2018, Atuha Ndaga Moses retired on 31/7/2018.</p> <p>All the above retirees had not accessed the pension because their files were submitted to Ministry of Public service and they are being verified.</p>	0

Revenue Mobilization

9	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% - 10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The total of OSR for FY 2017/2018 collected was Ushs.248, 164,269. This was reflected on page 21 of the Final Accounts prepared on 4th December, 2018 and received by the Office of Auditor General.</p> <p>The total of OSR for FY 2018/2019 collected was Ushs. 281,724,204. This was reflected on page 20 of the Draft Financial statements prepared on 29th August, 2019 signed by the CAO and received by the Accountant Generals Office on 30th August, 2019.</p> <p>There was an increase in revenue of Ushs 33,559,935 which came to 13.5% of the 2017/18 revenue This was above the allowable range of 10%.</p>	4
	<p>Maximum 4 points on this Performance Measure.</p>		<p>Good performance in revenue mobilization was attributed to; (i) Politicians were actively involved in the joint supervision and mobilization especially the Finance committee which enabled the District expand the revenue base. It was noted, that more revenue was generated from Karuma Dam Project-Synohydro project. In addition, more schools were constructed which further deepened the revenue base collected from schools.</p>	
10	<p>LG has collected local revenues as per budget (collection ratio)</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 	<p>Total Local Revenue Planned/Budgeted for FY 2018/2019 Shs 471,485,000 REF. approved budget 2018/2019 signed by the CAO and the Vice Chairperson to the district on 30th May 2018 page 1.</p>	0
	<p>Maximum 2 points on this performance measure</p>	<p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>Total Local Revenue collected during FY 2018/2019 was Shs 281,724,204</p> <p>Therefore LR collected against planned= Ushs.281,724,204/471,485,000 which translated to 60%.</p> <p>This was very low and far off by 40% which is outside the allowable range of +/-10%</p>	

- 11 Local revenue administration, allocation and transparency
Maximum 4 points on this performance measure.
- Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2
- Section 85 of LGA (4) “A district council may, with the concurrence of a sub county, collect revenue on behalf of the sub county council but shall remit 65 percent of the revenue so collected to the relevant sub county.”
- The DLG collected Local Service tax from District staff Payrolls and Private companies in the District amounting to Ushs. 134,992,778.
- The LG provided evidence of Ushs.38,757,750 remittances to LLGs. This translates to 44.2% of remittances to LLG.
- The district is composed of 4 sub counties and 3 town councils.
- Remittances to LLGs for FY 2018/2019 were as follows
- (i) Karuma Town Council Ushs. 2,097,500 against voucher/EFT No.21324965 paid on 21st January 2019
 - (ii) Karuma town council paid Ushs. 22,561,500 for Sinohydro paid 21st January 2019 against Voucher No. 21324965
 - (iii) Kigumba subcounty paid Ushs. 5, 841,250 on 21st January 2019 VN.21324963. Receipt against payment issued on 29th January 2019
 - (iv) Mutunda Subcounty paid Ushs. 8,257,500 on 21st January 2019 against VN.21324964
- At the time of the assessment no further evidence was provided on 65% remittances to LLG. LG was not compliant with Section 85 of LGA (4).

11	Local revenue administration, allocation and transparency Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>In FY 2017/2018, the Local Revenue realized amounted to US\$ 248,164,269 as reflected on page 21 of the Final Accounts submitted to Auditor general's office through the CAO on 7th December, 2018</p> <p>20% of LR generated FY 2017/2018 was US\$ 49,632,853.8</p> <p>Total expenditure on council allowances and emoluments during FY 2018/2019 was US\$ 31,144,000</p> <p>Total council expenditures were as follows;</p> <p>(i) Council sitting for Q1 2018 paid on 18th December 2018 REF.PV 20734181 of US\$ 4,530,000</p> <p>(ii) Committee sitting Q1 2018 paid on 12th December 2018 REF.PV.20213701 of US\$ 3,450,000</p> <p>(iii) Allowance during council meeting paid on 23rd January 2019 REF.PV.21324962 paid on 23rd January 2019 equivalent to US\$ 4,330,000</p> <p>(iv) Allowances during standing committee paid on 23rd January 2019 REF.PV.21324962 of US\$ 3,480,000</p> <p>(v) Councilor's allowances paid on 18th March 2019 REF.PV. 22225859 of US\$ 4,122,000</p> <p>(vi) Allowances during council sitting to approve budget paid on 23rd May 2019 REF.PV.23363765 of US\$ 4,222,000</p> <p>(vii) Committee sitting for Q4 2018/19 paid on 23rd May 2019 REF.PV.23363765 of US\$ 3,510,000</p> <p>(viii) Q3 Standing committee meeting paid on 18th March 2019 REF.PV.22225859 of US\$ 3,500,000</p> <p>Therefore $(31,144,000 / 248,164,269) = 13\%$ which is within allowable limit of 20% as per the LGA, First Schedule, Regulation 4 & 4A.</p> <p>The LG was therefore compliant.</p>
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Procurement and contract management

12	The LG has in place the capacity to manage the procurement function Maximum 4 points on this performance measure.	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>In 2018/2019, the District had a substantive Senior Procurement Officer by the names of Ndiroraho Milton, file No CR/KD/10227. He was appointed on 15th May 2019 Ref CR/KD/10123 under DSC minute No: 157/2019.</p> <p>The District however did not have a Procurement Officer.</p>
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12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 for consideration. For example;</p> <ol style="list-style-type: none"> 1. On 27th February 2019, the evaluation report for Construction of a two classroom block at Namilyango P/S was submitted to the Contracts Committee recommending Ongmat Enterprises Limited as the best evaluated bidder. 2. On 24th April 2019, the evaluation report for Supply and Installation of lightening arresters at various primary schools was submitted to the Contracts Committee recommending Kakande Electrical Engineers as the best evaluated bidder. 3. On 12th October 2018, the evaluation reports for Siting and Drilling Supervision, and for Drilling and installation of 4 deep boreholes were submitted to the Contracts Committee recommending LHM Ground Water Exploration and Geo Mapping Services Ltd and KLR (U) Ltd as the best evaluated bidders respectively. 4. Finally on 12th October still, the evaluation report for Construction of a 2 classroom block with an office at Kyamugenyi P/S was submitted to the Contracts Committee recommending Ssekago F. Construction Co. Ltd as the best evaluated bidder among many others. 	1
12	<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the Evaluations Committee in awarding contracts in the Financial Year 2018/19. For example;</p> <ol style="list-style-type: none"> 1. The contract for Construction of a two classroom block at Namilyango P/S was awarded to Ongmat Enterprises Limited under minute number Min009/08/CC/KDLG/2018-19. 2. The contract for Supply and Installation of lightening arresters at the various primary schools was awarded to Kakande Electrical Engineers under min008/11/CC/KDLG/18-19. 3. The contract for Siting and Drilling Supervision of the 4 deep boreholes was awarded to LHM Ground Water Exploration and Geo Mapping Services Ltd under minute number min017/03/CC/KDG/18-19. 4. The contract for Drilling and Installation of the 4 deep boreholes was awarded to KLR (U) Ltd under minute number min018/03/CC/KDG/18-19. 5. And finally the contract for the construction of a 2 classroom block with an office at Kyamugenyi P/S was awarded to Ssekago F. Construction Co. Ltd under minute number min019/03/CC/KDG/18-19. 	1

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

Maximum 2 points on this performance measure.

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

(a) For the Financial Year 2019/20, eight infrastructure projects were planned for in the Annual Work Plan under the various departments. There were;

1. Design and Construction of Agricultural laboratory for UGX 50,000,000 under Production and Marketing.
2. Construction of classroom blocks at Masindi Port Primary School and St. Livingstone Primary School both at UGX 177,900,000 under Education
3. Construction of Five Stances VIP Latrines (5) at UGX 107,308,921 also under Education
4. Installation of three-phase power system at UGX 67,000,000
5. 6 Borehole Drilling and Installation at UGX 162,840,000 under Water
6. 6 Borehole Siting and Drilling Supervision UGX 21,240,000
7. Construction of Toilet, Security House and Fence for Water Station at UGX 34,000,000
8. Phase 5 Construction of Administration Block at UGX 167,009,570

The Procurement and Disposal Plan for 2019/20 covered all the infrastructure projects that were planned for in the Annual Work Plan and Budget.

(b) For the Financial Year 2018/19, a total of 8 infrastructure projects were planned for in the Procurement and Disposal Plan. All the planned projects were procured and implemented. Examples of such projects were;

1. Phase 4 construction of the administration block constructed at UGX 341,363,385 under procurement number Kiry592/WRKS/18-19/00053
2. Deep borehole drilling and installation implemented at UGX 105,612,360 under procurement number Kiry592/WRKS/18-19/00019
3. 4 deep borehole siting and drilling supervision at UGX 14,200,000 under procurement number Kiry592/SRVS/18-19/00019
4. Construction of a classroom block at Namilyango P/S at UGX 74,678,950 (Kiry592/WRKS/18-19/00006)
5. Construction of a classroom block at Opok P/S at UGX 48,384,000 (Kiry592/WRKS/18-19/00007)
6. Construction of a classroom blocks at Kyamugenyi P/S at UGX 53,686,000 (Kiry592/WRKS/18-19/00008)

Among others

14	<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>In the minutes for the Contracts Committee meeting that sat on 5th June 2019, under minute number 47, the committee approved bidding documents for works, supplies and services for the Financial Year 2019/20. All the seven bids for infrastructure projects submitted, of the eight planned infrastructure projects, were approved amounting to 87.5%.</p> <p>The bid documents had been prepared, within the required timeline of 30th August 2019.</p> <p>Examples of infrastructure projects for which bid documents were approved included;</p> <ol style="list-style-type: none"> 1. Design and Construction of Agricultural Lab for UGX 50,000,000 2. Market stall construction at Kitukuza for UGX 30,000,000 3. 4 Classroom construction at Misindi Port and St. Livingston primary schools for UGX 120,000,000 	2
14	<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 Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The Local Government had an updated contract register that captured all infrastructure investments in Financial Year 2018/19.</p> <p>Also, the procurement activity files for all infrastructure projects procured by the District in Financial Year 2018/19 were complete with information right from invitation to bid notices, up to the final completion certificates and payment vouchers.</p> <p>For example, the following projects were captured in the contracts register and also had complete procurement activity files;</p> <ol style="list-style-type: none"> 1. Deep borehole drilling under procurement number Kiry592/WRKS/18-19/00019 2. Construction of a classroom block at Namilyango primary school under procurement number Kiry592/WRKS/18-19/00006 3. Construction of a classroom block at Opok P/S under procurement number Kiry592/WRKS/18-19/0007 4. Construction of a classroom blocks at Kyamugenyi P/S under procurement number Kiry592/WRKS/18-19/0008 5. Phase 4 construction of the district administration block under procurement number Kiry592/WRKS/18-19/00053 	2

14	<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 previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The procurements for Financial Year 2018/19 adhered to the procurement thresholds. For example;</p> <ol style="list-style-type: none"> 1. Construction of the placenta pit at Kaduku Health Centre II awarded to Robust Construction Limited at UGX 9,105,550 under Selective Domestic Bidding 2. Solar repair at Kaduku Health Centre II awarded to Muzira Goodies General Agencies at UGX 7,350,000 under Selective Domestic Bidding 3. Construction of a 2 classroom block with a store and office at Namilyango P/S awarded to Ongmat Enterprises Limited at UGX 74,581,447 under Open Domestic Bidding 4. Construction of a classroom blocks at Kyamugenyi P/S was awarded to Ssekago F. Construction Co. Ltd at UGX 53,686,000 under Open Domestic Bidding. 5. Drilling and Installation of the 4 deep boreholes was awarded to KLR (U) Ltd at UGX 105,612,360 under Open Domestic Bidding. 	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>All works projects implemented in the financial year 2018/19 were appropriately certified evidenced by copies of interim and final certificates in the procurement activity files.</p> <ol style="list-style-type: none"> 1. A final certificates was issued to Kamoga Enterprises for Construction of a 2 classroom block at Kyamugenyi CoU P/S on 7th June 2019. 2. One certificate was issued to Robust Construction Limited for construction of a placenta pit at Kaduku Health Centre II on 28th June 2019 3. Two interim certificates were issued to Lubra Contractors Limited for construction of solar powered mini water supply system at Apodorwa RGC on 3rd May 2019, and 30th May 2019. 4. Also an interim certificate was issued to KLR Uganda limited on 20th May 2019 for drilling and installation of 3 boreholes 	2
15	<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>At the time of assessment, all infrastructure projects for 2019/20 were still at procurement stage and had not be awarded. As such, there was not project at implementation stage to be assessed.</p>	2

Financial management

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

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

Kiryandongo District maintained 14 bank accounts. Of these accounts, 1 was a TSA account, 1 a general fund account and 11 were project accounts by end of FY 2018/2019.

However, by the assessment time all the 11 project accounts were dormant as at 30th June 2019.

The district used a computerised IFMS accounting system for preparation of its bank reconciliation statements.

Reconciliation of all the bank accounts was done on a monthly basis by 30th June 2019. Upon which final accounts for Financial Year 2018/2019 were prepared and shared with the Auditor general Office through the Chief Administrative Officer.

A general ledger reconciliation summary report was signed and stamped by the Chief Finance Officer.

For instance on reconciliations;

(i) Account Number 005920528000000 for the district treasury account held with Bank of Uganda, the reconciled balance as at 30th September 2019 was Ushs 294,879.

(ii) For Account name DRDP Kiryandongo DLG operation held with Stanbic account, the reconciled balance as at 30th September 2019 was UShs 53,250.

(iii) Account name Ndogo district Treasury held with, account number 005920528000000 held with Bank of Uganda as at 31st August 2019, the reconciled balance was Ushs 628,343

(iv) Account name Ndongo district treasury held with Bank of Uganda reconciled figure as of 31st July 2019 was Ushs 0.

(v) Account name Kiryandongo DLG general fund, account number 9030005877295 held with Stanbic bank, the reconciled amount as of 31st July 2019, was Ushs 45,428,478.

(vi) Account name Kiryandongo general fund, account number 9030005877295 held with Stanbic bank, the reconciled amount as of 31st August 2019, was Ushs 45,706,329.

17	<p>The LG made timely payment of suppliers during the previous FY</p>	<p>• 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>	<p>The LG provided evidence, which indicated that all suppliers in FY 2018/2019 were paid in time without overdue bills beyond 2 months.</p>
	<p>Maximum 2 points on this performance measure</p>		<p>For example:</p> <p>(i) In the Education Department, Kamoga enterprises was paid the contract sum of Ushs 49,701,600 towards construction of 2 classroom block at Kyamugenyi Primary school. Requisition for payment by the supplier was delivered on 21st May 2019. Certification and approval of the payment by the District engineer, District education officer, internal auditor and the CAO was issued on 23rd May 2019. The payment was effected on 25th July 2019 against PV. 23649982 on 25th July 2019. This was within 2 months of payment.</p> <p>(ii) In Education, Ms.Kakande electrical engineers and electrical limited was contracted to construct the lightening arrestors at various primary schools at a total of Ushs 22,185,000 against PV 23600036 on 13th May 2019. The Electrical engineer issued a certificate on completion on 21st May 2019. In copy were, the District Engineer, DEO and CAO. Requisition by the supplier was delivered on 5th June 2019 and approved on 6th June 2019. The payment was effected within one month i.e on 25th July 2019.</p> <p>(iii) Under the Water Department, KLR was contracted to drill boreholes and install them in 4 sub counties.</p> <p>The contractor completed the installation and certification by the District engineer was finalised on 30th May 2019. KLR's payment for the construction was effected within one month on 1st July 2019 against PV.24156419</p> <p>(iv) Under Water, LUBRA contractors Ltd was contracted to construct Solar powered mini water scheme for Apodorwa rural growth centre in Kigumba subcounty. The contract sum of Ushs 215,984,957 was paid on 1st July 2019 reflected on PV 23911129 was paid within a period of 2 month from certification. For instance, Requisition was delivered on 24th May 2019, certification and approval by the Engineering assistant and CAO was done on 30th May 2019.</p> <p>(v) In Health Department, Ms. Robust construction was contracted to construct a placenta pit at Kaduku HC II. The supplier raised an invoice on 14th June 2019. The inspection report signed and shared with the DHO on 18th June 2019 was in place. Payment was effected by 24th June 2019 REF.PV. 24314296. This was within 2 months.</p> <p>These payments were made within 2 months hence the LG was compliant in this area.</p>

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The District had a District Principal Internal Auditor by the names of Biingi Elizabeth who was appointed on promotion by the Chief administrative officer in a letter dated 24th May 2019 as per the Appointing authority (DSC) under Minute No.202/2019. The Principal Internal Auditor accepted the promotion in her letter addressed to CAO and copied to the Auditor general, PS, and Ministry of Public Service and Secretary, District service commission dated 29th May 2019. Assumption of duty was effective 1st July 2019.</p>	1
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Quarterly Internal Audit Reports for FY 2018/2019:</p> <p>The Internal audit for FY 2018/2019 was functional as evidenced by four quarterly reports produced on time.</p> <p>All the four quarterly reports were duly signed by the Internal Auditor and delivered to LG PAC Chairman, Regional Audit Committee, RDC and CAO.</p> <p>The LG produced all Quarterly reports as follows:</p> <p>Quarter 1 on 15th October 2018</p> <p>Quarter 2 on 20th March 2019</p> <p>Quarter 3 on 16th May 2019</p> <p>Quarter 4 on 30th August 2019</p>	2
18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>From the Delivery book, it was confirmed that the LG provided information on the four quarterly reports to the council.</p> <p>Quarter 1: Ref. PAC/214/10 was delivered on 15th October 2018 to Minister LG, the District Chairperson, and Secretary to PAC, RDC and CAO.</p> <p>Quarter 2: Ref. IA-PAC was delivered on 20th March 2019 to Minister LG, the District Chairperson, and Secretary to PAC, RDC and CAO.</p> <p>Quarter 3: delivered on 22nd July 2019 to Minister LG, the District Chairperson, and Secretary to PAC, RDC, CAO and CFO.</p> <p>Quarter 4: delivered on 21st September 2019 to Minister LG, the District Chairperson, and Secretary to PAC, RDC, CAO and CFO.</p>	2

18	<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<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 FY 2018/2019 IA quarterly reports were produced and copies submitted to the Accounting Officer of Kiryandongo District.</p> <p>Review of minutes of council for the District for FY 2018/2018 confirmed that the PAC sat on 29th March, 2019. Minute 26/KDLG/COUNCIL/MAR/2019 page 10 of the minutes confirm that Internal Audit Q1, Q2 and Q3 findings were reviewed.</p> <p>There was no evidence on review of IA Q4 report by PAC at the time of the assessment. The LG was not compliant.</p>	0
19	<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 District maintained an Asset Registry which was fully computerised as per format in the LG Accounting Manual 2007 with details on category of an asset, date purchased, location and resale value.</p> <p>All the Assets acquired during the FY 2018/19 were not posted in the Register at the time of assessment. The latest asset item in the register was posted on 30th January 2019. Other items purchased after January 2019 were not yet entered in the system.</p>	0
20	<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The Auditor General's Opinion on the financial statements for Kiryandongo LG for the year ended 30th June 2019 was unqualified.</p>	4

Governance, oversight, transparency and accountability

21	<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that the LG Council met and discussed service delivery related issues as evidenced in the minutes below:</p> <p>Meeting held on 13th/ Dec/2019 and discussed under Minute no4/kdlg/council/Dec/2018 the following: issue about special audit done on the private wing and the need for more audits to check on the health system.</p> <p>Meeting held on 28th Feb, 2019 and discussed under Minute no 04/kdlg/ council /Feb/ 2019 the following:</p> <p>District chairperson informed members about the outbreak of foot and mouth disease in Masindi port slc and urged members to regulate cattle movement.</p> <p>Meeting held on 30th may/2019 and discussed under Minute no 32/KDLG/COUNCIL/MAY 2019 the following: Motion to introduce the proposed bill on charcoal production & licensing</p>	2
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>The LG had designated a person to coordinate responses to feed-back on grievances by the names Murungi Emmanuel on November 07 2018 under Reference DTPC 03/11/2018. There was no evidence however that he responded to feed back</p>	0
22	<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was evidence of a displayed system regarding grievance handling at the the district as indicated by the complaints register in that was maintained by the Principal Assistant Secretary. There was a letter addressed to the C.A.O from Fish Monger Women Group, and another complaint about the misunderstandings in Bweyale Town Council Market to which the CAO directed the PAS to establish facts related to the matter on 17th July 2019. The LG also continuously engaged the public through radio talk shows.</p>	1

23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that the LG published Payroll and Pensioner Schedule on public notice boards. There were Payroll and Pensioner Schedules displayed on the public notice board signed and dated 6th October 2019.</p>	2
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence of display of the procurement plan awarded contracts and amounts on the public notice board signed and dated 5th July 2019 .</p>	1
23	<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • 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>The Assessment Performance Report for the District for 2018 was published on the budget website (budget.go.ug/sites/default/files/kiryandongo_district_lgpa_full_report-compressed.pdf)</p> <p>There was also evidence that the district continuously discussed the LG-performance results on various talk shows as indicated below;</p> <ul style="list-style-type: none"> • on 2th/4/2019 at 103.6 V.C.C fm from 8-9am • 3rd/4/2019,at 89.3fm from 7:30-08:30pm • 5th /4/2019,at103.2 KIBANDA fm from 8-9 pm 	1
24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that the DLG communicated and explained guidelines, circulars and policies to LLGs. For example on 7th August 2019, communication was made to all LC II chairpersons, Town Clerks and Sub County chiefs reading “planned projects for Kiryandongo District Local Government FY 2019/2020 Ref no CR/210/28.</p>	1

24	<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that the DLG conducted radion talk shows as provided in the fourth quarter FM radio talk show report by the Communication Officer, Mr Murungi Emmanuel.</p> <ul style="list-style-type: none"> • 2th/4/2019, 103.6 V.C.C fm from 8-9am • 3rd/4/2019, 89.3fm from 7:30-08:30pm • 5th /4/2019,103.2 KIBANDA fm from 8-9pm 	1
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Social and environmental safeguards

25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women’s roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>In the minutes of the TPC meeting held on the 20th March 2019, and approved by the CAO on the 26th March, under minute 7, the Gender Focal Person made a presentation on gender mainstreaming. A copy of the presentation sides used in the presentation was also availed to the assessment team.</p>	2
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25	<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women’s roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women’s roles and address vulnerability and social inclusions and that more than 90 % of previous year’s budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2. 	<p>In the Local Government Approved Work Plan for 2019/20, the Gender Focal person and the CDO planned to hold a 16 day campaign against Gender Based Violence estimated at UGX 1,500,000 and to also hold Women’s day celebrations estimated at UGX 2,000,000</p> <p>In the Financial Year 2018/19, the gender focal person and CDO spent a sum of UGX 5,813,000 in strengthening women’s roles and addressing vulnerability and social inclusion, against a budget of UGX 6,000,000 which came to about 97% of the planned budget and above the minimum requirement of 90%. Among the activities undertaken were;</p> <ol style="list-style-type: none"> 1. Celebration of International Women’s day on 8th/March/2019 at UGX 2,000,000 2. A Dialogue of Gender Based Violence which was held between 7th and 8th of January 2019 at UGX 1,408,000 3. A women’s Council Sitting which was held on 15th February 201 at UGX 996,000 	2
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26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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>There was evidence of environmental screening carried out by the office of the Environmental Officer, as evidenced by the screening forms and ESMPs seen for projects implemented in 2018/19 for the different sectors of water, education and works, along with their mitigation budgets. Examples projects screened were;</p>	0
	<p>Maximum 6 points on this performance measure</p>		<ol style="list-style-type: none"> 1. Apodorwa Piped Water scheme Screened on 04th June 2018 and ESMP prepared on 29th June 2018 at an estimated mitigation cost of UGX 4,800,000. 2. Mechanised maintenance of Kiryandongo - Kitwara Road screened on 26th June 2018 and ESMP prepared on 05th July 2018 at an estimated mitigation cost of UGX 1,500,000 3. Installation 3 lightening arresters at St. Livingstone P/S screened on 04th June 2018 and ESMP prepared on 03rd July 2018 at an estimated mitigation cost of UGX 360,000 	
			<p>It was however noted that the office of the environmental officer did not do screening for any projects implemented in the health sector. The explanation for this shortfall was that there was little input on the side of the health sector with respect to environmental screening.</p>	
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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>The Environment officer screened infrastructure projects and prepared management plans, but these were not integrated in the bid documents of any of the projects sampled.</p>	0
	<p>Maximum 6 points on this performance measure</p>		<p>Also the CDO and gender focal person did not prepare social management plans for inclusion in bid documents</p>	

26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</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>The water sector had made efforts to obtain agreements of land offer between the owners on to which boreholes were installed and the respective villages. An example of such agreements was one with a one Mbabazi Cuthberts of Kamusenene village in Kiryandongo sub county and the LC1 of the said village signed on 1st November 2018</p> <p>It was however noted that the departments of Health and Education did not have proof of ownership of land where the LG implemented projects. The land titles of the government funded schools and Kiryandongo general hospital were assumed to be in the custody of the Central Government whereas the land agreements for health centres with the respective sub counties.</p>	0
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was evidence of certification of completed projects on the part of the Environmental officer and the CDO. For example;</p> <ol style="list-style-type: none"> 1. The Environmental officer issued environmental certificates for the Installation of 3 lightening arresters at St. Living stone P/S on 17th June 2019 and routine mechanized maintenance of Kiryandongo – Kitwara road on 26th July 2019 among others. 2. Also the CDO certified the completion of routine maintenance of Nyakarongo road on 24th July 2019 and construction of a 2 classroom block at Namilyango P/S on 19th July 2019 among other projects. 	1
	<p>Maximum 6 points on this performance measure</p>			
26	<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Two payment certificates were seen, one for Construction of a 5 Stance Drainable Latrine at Opok PS by Kamoga Enterprises (22nd February 2019) and another for Drilling and installation of deep boreholes by KLR – Uganda Ltd (20th May 2019).</p> <p>Both certificates did not have provision for clearance by the Environmental Officer and CDO.</p>	0
	<p>Maximum 6 points on this performance measure</p>			

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

Maximum 6 points on this performance measure

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

There was evidence that the Environmental Officer carried out monthly monitoring of projects. For example;

1. An environmental monitoring report was produced for the construction works at Opok P/S, Kyamugenyi COU P/S and Namilyango P/S on 6th May 2019.
2. Another environmental monitoring report was produced for the construction of a mini piped water scheme at Apodorwa RGC on 5th June 2019.
3. Finally an environmental monitoring report was produced for the maintenance of various roads in the district on 28th June 2019.

The CDO however did not prepare monitoring reports especially for projects funded by the district in the various sectors. Only two Social impact monitoring reports were seen on file, one for the construction of a classroom block at Mutunda P/S prepared on 18th/February, and another for Nyamahas P/S prepared on 20th/March/2019, both under DRDIP funding. The failure to prepare reports for district funded projects was acknowledged by the CDO as an oversight on his part.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The department budgeted 5,340,322,194 under vote no 592 for paying 844 teachers and head teachers in 73 primary schools.</p>	4
1	<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>All the schools had deployed at least 1 head teacher and 7 teachers (for schools up to P 7)</p> <p>The highest number of teachers in one school was 20 teachers, and the lowest was 5 and 6 respectively. But Canrom P/S with 5 teachers is a refugee settlement school benefit from Windle International recruited teachers. The school has more than 40 teachers including the 5 government paid teachers.</p> <p>Ndabulye P/S with 6 teachers is a P 5 school</p> <p>For the 73 schools and 844 teachers, each school had an average of 12 teachers.</p>	4
2	<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> If 100%: score 6 If 80 - 99%: score 3 If below 80%: score 0 	<p>The LG had no wage bill for recruitment of teachers where there are gaps. The district ceiling was 897 teachers. 856 were filled (95.4.5). The gap for which there was no wage bill was 41 teachers.</p>	3

3	<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The department had a structure of 5 staff: DEO, Senior Inspector of Schools, Education Officer, Inspector of Schools and Sports Officer. The Department filled 4 out of 5 as follows:</p> <p>DEO, Rev. Kiirya E date appointed 16/2/2015</p> <p>Educ. Officer, Kusime J. appointed 5/4/2018</p> <p>Senior Inspector, Katusabe J, appointed 7/2/2018</p> <p>Sports Officer, Ndoli D, appointed 5/4/2018.</p> <p>The position for Inspector of Schools had not been filled by the time of the assessment because there was no wage bill provision.</p>	6
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The LG planned to recruit 16 teachers on replacement basis. The plan was submitted on 25/9/2019 to HRM</p>	2
4	<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>No recruitment plan was submitted for Inspector of school because there was no wage bill.</p>	2

Monitoring and Inspection

5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The District had one inspectors of school by the names of Katusabe Johnson, File CR/D/11847. He was appraised on 9th August, 2019 .</p>	3
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5	<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers <ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The District had 73 Government aided primary schools, review of 10 randomly sampled head teacher's files from among the 73 revealed that 8 out of 10 the sampled head teachers were appraised in 2018 as indicated below:</p> <ol style="list-style-type: none"> 1) L'okisyepe Godfrey: Arnold PS; Performance report signed by PAS on 8/02/2019 2)Akuguzibwe Annet: Kiryandongo C.O.U PS; Performance report signed by PAS on 8/02/2019 3) Kalulu Moses; Kigumba Ps Perfomance report signed by PAS on 8/2/2019 4) Kyaligonza Joyce; Kitwara PS Perfomance report signed on 8/2/2019 5)Oruk Richard; Kyembera PS.Perfomance report signed by PAS on 8/2/2019. 6) Besisira Patrick;Opok PS.Perfomance report signed by PAS on 8/2/2019 7)Wafura Alfred;Mulunde PS Perfomance report signed by PAS on 21/12/2018 8) Atimango Joyce; Diima PS.Perfomance report signed by PAS on 8/2/2019. <p>The two head teachers who were not appraised included;</p> <ol style="list-style-type: none"> 1) Ochaya Mathew Owiny: Comboni Parents PS; No Performance report 2) Bakyetaho Elizabeth; Kinyara Public PS.Was not appraised. 2) Bakyetaho Elizabeth; Kinyara Public PS.Was not appraised. <p>8/10x100=80%</p>	2
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6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The Department disseminated circular on Co-curricular activities on 3/7/2019 as per the book register</p> <p>Circular ADM/48/139/03 on Unlicensed/unregistered schools & illegal boarding was disseminated on 29/10/2018</p> <p>Circular No 1/2018 on Music festival 2018 was disseminated on 6/6/2018</p> <p>Primary school inspection notice on 31/5/2018</p>	1
6	<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>No evidence that meetings were held to explain and sensitise on the guidelines received.</p>	0
7	<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>The department carried out school inspection and reporting as follows:</p> <ul style="list-style-type: none"> -Term Inspection between June-August 2018 for 73 schools. The report was dated 15th/11/2018 -Term III inspection from October-December 2018 for 73 schools plus 48 private schools. The report was dated 13/2/2019 -Term 1 inspection done from February-April 2019 for 73 schools and 3 secondary schools <p>The total number of schools was 167 (73 government + 94 private licenced). For the three terms, the department inspected 270 schools out of 491 (167 x 3).</p> <p>270 schools out of 491 is 54% =1</p>	1

8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>In the departmental meeting held on 30/11/2018 under minute 3/10, challenges relating to irregular attendance of head teachers in Nyama, Tecwaa, Nyinga were discussed. The issue was captured in the inspection report for term 3/2018.</p> <p>A departmental meeting was held on 2/8/2018 under minute 3/8 on general improvement in teachers' attendance. The issue was captured in the term 2/2018 inspection report.</p> <p>Term 1/2019 report was discussed in departmental meeting held on 5/6/2019 under minute 5/5. The issues were on maintenance of latrines in Kisekura, Wakisanyi and inadequate classrooms in in Karuma, Nabulye, Kankoba and cracks in the classroom block in Namilyango</p>	4
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Inspection reports for the three terms were submitted to DES as follows:</p> <p>Term II/2018 submitted on 16/11/2018</p> <p>Term III/2018 submitted on 21/12/2018</p> <p>Term I/2019 submitted on 17/7/2019</p>	2
8	<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence that the inspection recommendations are being followed as follows:</p> <p>-From the meeting held on 5/6/2019, In regard to inadequate classrooms. Construction of a new classroom was taking place at Kankobe P/S, Namilyango P/S & Opok P/S as per site visit reports of 17/06/2019</p> <p>-From the meeting of 30/11/2018 handling irregular attendance of head teachers, the head teacher of Nyinga was interdicted.</p>	4

9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The assessment team compared list of 3 schools with the PBS/ EMIS report format for consistency & accuracy as follows:</p> <ol style="list-style-type: none"> 1. Kigumba CoU P/S (no. 1 on the list) EMIS no. is 6010, Serial number is 4551. 2. Katulikire P/S (no. 19 on the schools list) EMIS no. is 6003. Serial number is 527618. 3. Nyakabite P/S (no. 70 on the schools list) EMIS no. is 6004. Serial number is 531226. <p>The LG therefore had submitted consistent and accurate list of schools and enrollment data as per the PBS report</p>	5
9	<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The list of 3 schools compared were consistent & accurate as follows:</p> <ol style="list-style-type: none"> 1. Kigumba CoU P/S (no. 1 on the list) EMIS no. is 6010, Enrollment 1,303. Threshold is 1,350,000, variable is 10,482,926 and total budget is 11, 831, 962. 2. Katulikire P/S (no. 19 on the schools list) EMIS no. is 6003, Enrollment 900. Threshold is 1,350,000, variable is 8,855,728 and total budget is 10,205,728 3. Nyakabite P/S (no. 70 on the schools list) EMIS no. is 6004, Enrollment 733. Threshold is 1,350,000, variable is 5,901,135 and total budget is 7,251,135 	5

Governance, oversight, transparency and accountability

10	<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the council committee responsible for education met and discussed service delivery issues. For example on 13th December 2018, it met and discussed the following;</p> <ul style="list-style-type: none"> • Quarter 3 progress report presented by the Education Officer under minute number 4/KDLG/ COM'TE /2018 • Concerns about multi - sectoral food and nutrition projects in schools under minute 6/KDLG/ COM'TE /DEC/ 2018 	2
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10	The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	There was no evidence to show that the education sector committee presented issues that needed approval to council.	0
	Maximum 4 for this performance measure			
11	Primary schools in a LG have functional SMCs Maximum 5 for this performance measure	<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 sampled schools (100%) had functional SMCs which hold relevant meetings regularly</p> <p>Alero P/S: SMC meeting held on 26/3/2019. Agenda 1: Head teachers reports, plan for new account for DRDIP classroom construction project</p> <p>Kisereku P/S: SMC meeting held on 5/4/2019. Agenda 4: Previews minutes on repairs of school facilities</p> <p>Kgumba P/S: SMC meeting held on 27/2/2019. Agenda 3: School report by the HT. Agenda 4: PTA AGM resolution & UPE budget presentation & Approval</p> <p>Bweyale P/S: SMC meeting held on 2/2/2019. Agenda 3: Election of new office bearers.</p> <p>Kaduku P/S: SMC meeting held on 28/1/2019. Agenda 3 &4: election of office bearers & Change of signatures respectively</p>	5
12	The LG has publicised all schools receiving non-wage recurrent grants Maximum 3 for this performance measure	Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3	<p>There was evidence on the LG public notice board publicizing the list of 73 schools receiving non-wage recurrent grant. The 73 schools included:</p> <ol style="list-style-type: none"> 1. Kigumba CoU P/S 2. Katulikire P/S 3. Nyakabite P/S 4. Bweyale Public P/S 5. Kisekura P/S 	3

Procurement and contract management

13	<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<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>A procurement input for the Education Sector was submitted to procurement unit on 22/5/2018 as follows:</p> <ol style="list-style-type: none"> 1. Construction of 2 classroom office at Namilyango P/S 2. Construction of 2 classroom office at Kankoba P/S 3. Construction of 1 latrine block at Livingstone & Tecwaa P/S <p>However, the submissions were done after April 30th as required.</p>	0
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Financial management and reporting

14	<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The LG Education departments made timely payments to suppliers, for example;</p> <p>A payment request was submitted on 21st May 2019. The District Engineer forwarded the requisition same day and DEO on 23rd May 2019. Certification and approval of the payment was done on 23rd May 2019 by the DEO, Internal Auditor and the CAO. Payment against voucher number PV 23649982 was done on 25th July 2019. Payment was made to Kamoga Entreprises of Ushs 49, 701, 6000 for construction of 2 classroom block at Kyamugenyi Primary school.</p> <p>The LG Education payment was made within two months after requisition for payment was raised.</p>	3
15	<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • 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 education department submitted its Annual Performance Report for the FY 2018/19 on 25th July 2019 and its Quarterly Reports as follows;</p> <p>1st quarter report was submitted on 11th November 2018</p> <p>2nd quarter report on 14th January 2019</p> <p>3rd quarter report on 22nd April 2019</p> <p>And the 4th quarter report on 25th July 2019.</p> <p>Not all these reports were submitted within the timeline of 15th July 2019 and as such, the department was not compliant.</p>	0

16	<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>A total of five queries were raised by the Internal Auditor in quarter two and three during FY 2018/2019.</p> <p>The queries raised in Quarter two for FY 2018/2019 were;</p> <p>(i) Nutrition food in 9 Primary schools-</p> <p>(ii) Universal Primary Education accountability in 10 primary schools</p> <p>In Quarter 3 FY 2018/2019 the following queries were raised by the IA;</p> <p>(i) Universal secondary education accountability; Unaccounted for funds in 8 Primary schools ;</p> <p>(ii) Accountability of Uganda multispectral foods in 73 primary schools;</p> <p>(iii) Nutrition food in 9 primary schools, accountability</p> <p>There was no evidence availed on submissions from sectors to address IA reports at the time of Assessment.</p>	0
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Social and environmental safeguards

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>The department disseminated guidelines on menstrual hygiene management in a report dated 15/6/2019. The training was carried out from 6th -7th /6/2019 for 53 participants including teachers, SW/M teachers, HT, sanitation teacher and Matron</p>	2
17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no evidence that the Education department in collaboration with gender department issued and explained guidelines management of sanitation for girls and PWDs in the primary schools.</p>	0

17	<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence that the SMC gender composition met the guidelines of 1/3 (33%) as follows:</p> <p>Alero P/S: SMC composition was 3/13=23%</p> <p>Kisereku P/S: SMC composition was 3/13=23%</p> <p>Kgumba P/S: SMC composition was 5/13=38%</p> <p>Bweyale P/S: SMC composition was 5/13=38%</p> <p>Kiryandongo CoU P/S: SMC composition was 5/13=38%</p>	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was no evidence that the department issued guidelines on environmental management.</p> <p>The environment officer said she was not aware of any guidelines on environment.</p>	0
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>All school infrastructure projects in the district were screened before approval for construction. For example:</p> <p>The assessment team obtained and reviewed environment screening reports for:</p> <ol style="list-style-type: none"> 1. Kiryandongo Town Model Nursery & primary school dated 11/3/2019 2. Report for Opok P/S 5 stance latrine & 2 classroom block construction dated 17/6/2018 	1
18	<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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 community development officer visited the project sites for:</p> <ol style="list-style-type: none"> 1. The 2 stance VIP latrines at Opok P/S, 2 class room block at the same school and did write reports dated 6/5/2019 2. The 2 classroom block without an Office and a store at Kyamugenyi CoU P/S and wrote a site visit report dated 17/6/2019 	1

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management				
1	<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>315 positions of the staff structure of 413 were filled representing 76%. The wage bill provision was 3,303,367,000 = yet the needed amount for the 315 staff was 3,474,363,677= which was deficit by 170,996,697=</p>	4
2	<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The Recruitment Plan for the Health department was submitted on 17/06/2019 and Performance contract on 25/07/2019</p>	6

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

Maximum 8 points for this performance measure

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

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

The District had 23 Health units, in charges of all the health units (100%) were appraised in FY 2018/2019 as indicated below:

- a) Dr Kisembo Godfrey: Principal Medical Officer, Kiryandongo Hospital; was appraised on 10/07/2019
- b) Alinaitwe Deo E/Nurse: Karuma HC III; was appraised on 17/10/2019
- c) Businge Emmanuel: E/Nurse Kigumba HC III; was appraised on 17/10/2019
- D) Asaba Benjamin; Clinical Officer Masindi port HCIII was appraised on 17/10/2019.
- E) Ondoru Christine; E/Nurse Tecwa HCII; was appraised on 23/8/2019.
- F) Kabaranga Priscilla E/MW; Nyakadoti HCII Was appraised on 30/8/2019
- G) Bahemeuka Ronald; Clinical Officer; Diima HCII was appraised on 17/10/2019.
- H) Okello Francis; E/Nurse; Apodorwa HCII. was appraised on 30/8/2019

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

Maximum 4 points for this performance measure

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

The following facilities were visited and assessed.

1. Kiryandongo General Hospital
2. Kigumba HC III
3. Masindi Port HC III
4. Nyakadoti HC II
5. Kichwabugingo HC II

In all the above facilities the staffs were deployed as per the submitted list with budget for the current year 2019/2020

Monitoring and Supervision

5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p>	<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>The DHO had disseminated and explained the guidelines and policies. A case in point was the Extended DHT meeting held on the 18th December 2019 a National certification framework for HIV rapid testing was disseminated but did not disseminate the Sector Grant and Budget guidelines to Local Government 19/20.</p>	0
	<p>Maximum 6 for this performance measure</p>			
5	<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p>	<ul style="list-style-type: none"> Evidence that the DHO/MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There was no evidence that the DHO explained the Sector Grant and Budget guidelines to Local Government 19/20 to health facility in-charges.</p>	0
	<p>Maximum 6 for this performance measure</p>			
6	<p>The LG Health Department has effectively provided support supervision to district health services</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The District had no HC IV but the hospital was in charge of the HSD called Kibanda and supervision had been carried out together with the DHO's office and reports shared in the DHT meetings</p>	3
	<p>Maximum 6 points for this performance measure</p>			

6	<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>The DHT ensured that the HSD had supervised the lower level health facilities.</p> <p>The dates of the support supervision reports were 21/03/2019, 15/04/2019, 11/11/2018, 16/05/2019 & 12/09/2018, for Kigumba HC III, Masindi Port HC III, Nyakadoti HC II & Kichwabugingo. For all the 4 sampled health facilities, the DHT had ensured that the HSD supervised them which came to 100%.</p>	3
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>All the 4 quarterly reports were discussed and were used to make recommendations. The supervision reports were as follows:</p> <p>1st Quarter 12th September 2018</p> <p>2nd Quarter 11/11/2018</p> <p>3rd Quarter 21/03/2019</p> <p>4th Quarter 15/04/2019 & 16/05/2019.</p> <p>The findings were discussed during DHT meetings that took place on the following dates; 28/08/2018, 18/12/2018, 21/01/2019 & 28/06/2019. Among the issues discussed were the 2nd line treatment for HIV/AIDS, the need for training of health in-charges in Financial Management and attachment of a midwife from Yabweng to facility with eMTCT services</p>	4
7	<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>There was evidence to show that recommendations were followed. During the Extended DHT meeting that sat on the 28/08/2019 action was taken on Diima HC III. A letter was written to the Sub County Chief instructing him to assist in construction of a new Latrine</p>	6

8	<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>All reports received by MOH were accurate based on the comparison between the data contained on the HMIS and PBS. Kiryandongo Hospital, Nyakadoti HC II, Masindi Port HC III, St. Mary's Kigumba all reported 100% accurate information.</p>	10
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Governance, oversight, transparency and accountability

9	<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the committee met and discussed service delivery issues. For example on 14th December 2018 the education, health and Community Based Services committee met and discussed issues related to the special audit that was being done on the private wing and agreed that there was need for more regular audits to check the system in minute 4/KDLG/COM'TE/DEC. Also under minute 6/KDLG /COM'TE /DEC/2018, the committee recommended the timely remittance of funds to the hospital to be prioritized.</p>	2
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9	<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was no evidence to show that the health sector committee presented issues that required approval to council</p>	0
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10	The Health Unit Management Committees and Hospital Board are operational/functioning	Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):	The Health facilities had established functional committees and Board. Meetings of the sampled facilities were as follows 1. Kiryandongo Hospital 7th July 2018, 25th October 2018, 6th February 2019, 11th April 2019 & 27th June 2019. Held 5 meetings	6
	Maximum 6 points	<ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>2. Kigumba HC III 10th December 2018, 28th March 2019 & 22nd May 2019. Held 3 meetings</p> <p>3. Masindi Port HC III 11th September 2018, 11th October 2018, 7th February 2019 & 29th May 2019. Held 4 meetings</p> <p>4. Nyakadoti HC II</p> <p>3rd September 2018(Special meeting by DHO & PNO), 29th September 2018, 8th January 2019 & 17th May 2019. Held 3 mandatory meetings. The Special meeting attended by the DHO & PNO discussed staff issues of the facility</p> <p>Kichwabugingo HC II</p> <p>15th September 2018, 28th November 2018, 22nd January 2019 & 17th May 2019 Held 4 meetings. From the above observation meetings were held as follows 5+3+4+4+4=20 out the expected 20</p> <p>$20/20 \times 100 = 100\%$</p>	
11	The LG has publicised all health facilities receiving PHC non-wage recurrent grants	<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 	The District had publicized all the facilities that receive PHC non wage. This was the practice even at the lower health facilities like Nyakadoti HC II, Masindi Port HC III & Kichwabugingo HC II	4
	Maximum 4 for this performance measure			

Procurement and contract management

12	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	<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 	The Sector submitted its Procurement plan to DPU on the 24th April 2019 and acknowledged.	2
	Maximum 4 for this performance measure			
12	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	<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. 	LG PP FORM 1 was submitted on 29/04/2019 Entity Code 592 and acknowledged on 6/05/2019	2
	Maximum 4 for this performance measure			
13	The LG Health department has certified and initiated payment for supplies on time	<ul style="list-style-type: none"> Evidence that the DHO/MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG Health department timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: (i) Payment to Robust construction ltd for construction of a placenta pit at Kaduku HC II for Ush 8,139,985 on voucher number PV 24314296 was effected on 24th June 2019. The contractor issued a payment receipt number 007. The request was done on 14th June, 2019; certification was done on 18th June, 2019 by the District engineer. Average of 10 days.</p> <p>(ii) An acceptance letter was signed on 9th May 2019. A payment request was submitted on 10th June 2019, certification and approval done on 12th June, 2019 by the District Engineer, DHO, CAO. The actual payment to Ms Muzira Goddies General Agencies for Ush 6,563,550 on voucher number PV 24314298 was effected on 24th June, 2019. Receipt number 91 dated 4th July, 2019 was issued by the contractor for the total amount paid. Average of 14 days.</p>	4
	Maximum 4 for this performance measure			

14	<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The health department submitted its Annual Performance Report for the Financial Year 2018/19 on 25th July 2019, and its Quarterly Reports as follows;</p> <p>Quarter 01 report was submitted on 12th November 2108</p> <p>Quarter 02 report on 16th January 2019</p> <p>Quarter 03 report on 24th April 2019</p> <p>And Quarter 04 report on 25th July 2019</p> <p>Not all the reports were submitted within the timeline of mid-July and as such, the department was not compliant.</p>	0
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15	<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The LG Health Department provided information to the internal audit on the status of implementation of some audit findings for the previous financial year FY 2018/2019.</p> <p>For instance;</p> <p>29 issues were raised by the Internal Auditor in the Health Department during Quarter 4 FY 2018/2019. The issues were communicated to LG Health Department in a letter dated 28th August, 2019 to the District management, the CFO, District Community Development Officer, and District Engineer.</p> <p>23 issues were responded to by the Health Department while 6 issues were pending by the time of the assessment. The District Health Office submitted a status report in a letter dated 30th August, 2019.</p> <p>The LG was not compliant as some issues were pending by the time of the Assessment.</p>	0
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Social and environmental safeguards

16	<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Kiryandongo Hospital had 7 members all males, Kigumba HC III had 6 members 3 of whom were female, Masindi Port HC III had 7 members of whom 2 were Female, Nyakadoti HC II had 5 members and 4 Female & Kachwabugingo HC II had 6 of whom 3 were female.</p> <p>The LG was not compliant since not all the Health Facilities assessed met the minimum requirement of 30% females;</p>	0
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16	Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.	<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. 	There was no evidence that the LG issued guidelines on how to manage sanitation in health facilities. However there were separate sanitation facilities for male and females in Kiryandongo Hospital, Masindi Port HC III, Kigumba HC III, Nyakadoti HC II & Kachwabugingo HC II,	0
	Maximum 4 points			
17	LG Health department has ensured that guidelines on environmental management are disseminated and complied with	<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 	There was no evidence of environmental screening for infrastructure projects. Two projects were sampled that is; construction of the placenta pit and repair of solar facility both at Kaduku HCII. Both did not have environmental screening reports and / or ESMPs	0
	Maximum 4 points for this performance measure			
17	LG Health department has ensured that guidelines on environmental management are disseminated and complied with	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	There was no evidence of environmental and social monitoring both from the environment officer and CDO	0
	Maximum 4 points for this performance measure			
18	The LG Health department has issued guidelines on medical waste management	<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. 	There was no record of issuance of guidelines on medical waste handling	0
	Maximum 4 points			

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution				
1	<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>At the time of preparation of the annual work plan and budget for 2019/20, the district safe water coverage was 78 %. There were two sub counties below and these were Mutunda (66)and Kiryandongo refugee settlement (52). Only UGX 187,629,000 out of UGX 385,683,519 was allocated to projects in these sub counties making it 48%.</p> <p>It was noted that even though kiryandongo refugee settlement was below the safe water coverage, no water projects were allocated to it. The DWO attributed this to the fact that Kiryandongo Refugee Settlement received an even bigger funding from development partners like UNHCR.</p>	0
2	<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>At the time of preparation of the annual work plan and budget for 2018/19, the district safe water coverage was 80 %. The sub counties that were below were Mutunda (68) and Kiryandongo refugee settlement (53).</p> <p>Out of the four water projects that were planned and implemented, only one borehole, Lavorungur B, was implemented in the targeted sub county which amounted to a water source allocation of about 25%.</p>	0
Monitoring and Supervision				

3	<p>The district Water department carries out monthly monitoring of project investments in the sector</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 - 	<p>There was evidence that the district Water department monitored facilities implemented for Financial Year 2018/19. Four water facilities were implemented in Financial Year 2018/19 and monitoring was conducted on all of them. For example, a monitoring report for the month of February 2019 was submitted by the Assistant Engineering Officer on 6th March 2018. The projects reported on were Borehole sitting and drilling supervision and also Mini solar powered piped water system for Apodorwa.</p>	15
	<p>Maximum 15 points for this performance measure</p>	<p>monitored: score 10</p> <ul style="list-style-type: none"> • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 		
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>Reports were submitted on the 2nd /08/2019 to the permanent secretary of the ministry of Water and Environment along with the Annual Performance report.</p>	5
	<p>Maximum 10 for this performance measure</p>		<p>The data contained in the MIS reports was accurate and consistent when compared with the data lists submitted the district. For instance Kamusenene DB, had Ntale Ibiri as the source name, RWD 57656 as the source, number, Kamusenene village, Kitwara parish and Lavorngur B DB, had TEE OLWA as the source name, DWD 57655 as the source number, Lavorngur B village, NYamahasa parish</p>	
4	<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>List of water facilities which were consistent in both sector MIS reports and PBS were</p> <ul style="list-style-type: none"> • Apodorwa piped water system • Kamusenene bore hole • Lavorngur B DB 	5
	<p>Maximum 10 for this performance measure</p>			

Procurement and contract management

5	<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p>	<p>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 sector submitted in put into the District Procurement Plan to PDU that cover all investment items in the approved Sector annual work plan and budget on 29th/April/2019, which was within the deadline of April 30th. Among the projects submitted to Procurement were;</p>	4
	<p>Maximum 4 for this performance measure</p>		<ul style="list-style-type: none"> • Drilling and installation of 6 deep boreholes estimated at UGX 162,840,000 • Siting and drilling supervision of 6 deep boreholes estimated at UGX 21,240,000 • Construction of a guard house with an ecosan toilet and a razor wire fence at Apondorwa water pump station estimated at UGX 34,000,000 	
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</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>Mr. Chandia Joseph, the assistant engineering officer - water was appointed as the contracts manager for the two projects in the department which were drilling and installation of three boreholes and construction of solar powered mini water supply scheme at Apondorwa RGC.</p>	0
	<p>Maximum 8 points for this performance measure</p>		<p>A Contract Management Plan was prepared for the drilling of the three boreholes but none for the solar powered mini water supply scheme. The Contracts Manager went ahead and managed the two projects based on the monitoring reports produced.</p>	
6	<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>The two facilities visited, that is Apondorwa solar mini piped scheme and Lavorungur B, were both found to have been constructed as per designs and did not show any visible defects.</p>	2
	<p>Maximum 8 points for this performance measure</p>			

6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	There was evidence that contractors handed over completed projects as evidenced by the handover letters and reports witnessed. For example	2
	Maximum 8 points for this performance measure		<ul style="list-style-type: none"> On 20th June 2019, Libra Contractors Ltd submitted a hand over letter for the completion of solar mini piped water scheme at Apondorwa RGC. On 16th May 2019, LHM Ground Water Exploration and Geo Mapping Service Ltd submitted a hand over report for supervision of drilling, pump testing, casting and installation of 03 boreholes. Also on 16th May 2019, KLR Uganda Ltd submitted a completion report also for borehole drilling. 	
6	The district has appointed Contract Manager and has effectively managed the WSS contracts	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	The district water officer appropriately certified WSS projects as evidenced in the interim and completion certificates issued. For example.	2
	Maximum 8 points for this performance measure		<ul style="list-style-type: none"> Two interim certificates were issued to Lubra Contractors Ltd on 03rd May 2019 and 30th May 2019 for the construction of a solar powered mini water supply scheme at Apodorwa RGC. Also an interim certificate was issued to KLR Uganda limited on 20th May 2019 for drilling and installation of 3 boreholes 	
7	The district Water department has certified and initiated payment for works and supplies on time	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	The LG Water department made timely payments to suppliers for FY 2018/2019.	3
	Maximum 3 for this performance measure		<p>For example:</p> <p>(i) M/s KLR was paid Ushs 35,172,983 on voucher number 24156419 dated 1st July, 2019 for drilling, test pumping, casting, and installation of three (3) boreholes in Kiryandongo District Proc REF No. KIRY592/WRKS/18-19/00018. The initial request for payment was submitted on 14th May, 2019; certification done on 31st May, 2019 and actual payment on 1st July, 2019.</p> <p>Average of 17 days.</p> <p>(ii) A request was submitted on 24th May, 2019, certification and approval was done on 30th May, 2019. Payment was effected on 1st July, 2019 of Ushs 106,700,365 PV 23911129 to the contractor Ms. Lubra contractor's ltd for installation of solar powered mini piped water scheme for Apodorwa rural growth centre in Kigumba Subcounty. Average of 6 days.</p> <p>All these payments were made within one month after the payment requisitions were raised.</p>	

8	<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</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 its Annual Performance Report for the Financial Year 2018/19 on 2nd August 2019, and its Quarter Reports as follows;</p> <p>Quarter 1 report was submitted on 19th October 2018</p> <p>Quarter 2 report on 23rd January 2019</p> <p>Quarter 3 report on 17th April 2019</p> <p>And Quarter 4 report on 2nd August 2019</p> <p>Not all the reports were submitted within the timeline of mid-July and as such, the department was not compliant.</p>	0
	<p>Maximum 5 for this performance measure</p>			

9	<p>The District Water Department has acted on Internal Audit recommendation (if any)</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <p>o If sector has no audit query score 5</p> <p>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</p> <p>If queries are not responded to score 0</p>	<p>The Internal Auditor raised a total of 9 issues in the District Water Department in Quarter 3 FY 2018/2019.</p> <p>Issues raised were related to un receipted and unaccounted for funds.</p> <p>The Water Department submitted a status on implementation of action in a letter dated 30th August 2019.</p> <p>All issues were responded to and action taken. Thus the LG Water Department was compliant in this area.</p>	3
	<p>Maximum 5 for this performance measure</p>			

Governance, oversight, transparency and accountability

10	<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p>	<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 	<p>There was evidence that the council committee responsible for water met and discussed service delivery issues. For example on 12th December 2018 the works, production and Natural resources committee met in the water boardroom and discussed quarter 2 report for annual resources under minute5/KDLG/COM'TE/DEC/2018</p>	3
	<p>Maximum 6 for this performance measure</p>			

10	The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	The committee for water presented issues for discussion in council as evidenced by the meeting of 21st Dec at the district council chambers Kiryandongo, where they discussed about monitoring and supervising bore holes with in the sub counties.	3
	Maximum 6 for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<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>Annual work plan for 2018/2019 REF: CR/212/1 that was approved by the Chief Administrative Officer on 26/July/2018 and the Annual financial and physical performance , DWSG were displayed on the notice board.</p> <p>The district also did publicity through radio talk shows and this was evidenced by the radio talk show schedules dated 28th /June/2018 and submitted by the communication officer Mr Mulungi Emmanuel.</p>	2
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<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>Two WSS projects were visited and these were Apodorwa solar mini piped water system and Lavorungur B borehole. A third facility, Kamusenene, was not visited due to impassable roads.</p> <p>It was observed that the information at Apondorwa solar min piped water system did not have the date of construction and the one for Lavorungur B did not have the contractor name.</p>	0
	Maximum 6 points for this performance measure			
11	The district Water department has shared information widely to the public to enhance transparency	<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>On 12th/10/2018 information on tenders and contract awards was displayed on the notice boards. Among the projects awarded were;</p> <ul style="list-style-type: none"> KLR [U] LTD, 4 Deep Borehole Drilling and Installation to KLR (U) LTD at a contract sum of UGX 105,612,360 Lubra Contractors Ltd, construction of mini solar power piped water system at Apondorwa RGS at a contract sum of UGX 215,984,958 	2
	Maximum 6 points for this performance measure			

12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	At the time of assessment, no community applications had been submitted for 2019/20.	0
	Maximum 3 points for this performance measure			
12	Participation of communities in WSS programmes	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>The two boreholes visited, Lavorungur B and Apondorwa were both fenced which showed that the communities were functional.</p> <p>Also the community of Lavorungur B held a meeting on 04th/07/2019 where they came to a consensus of paying a monthly fee of 1000 shillings per household annually for O&M.</p>	2
	Maximum 3 points for this performance measure			

Social and environmental safeguards

13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There was evidence of environmental screen for water projects in 2018/19. Examples of projects screened for were;</p> <ul style="list-style-type: none"> Apondorwa piped water scheme done on 4th June 2018. Lavorungur borehole and Kamusenene borehole both done on 04th June 2018 <p>The screening reports also had ESMP reports along with proposed mitigation budgets</p>	2
	Maximum 4 points for this performance measure			
13	The LG Water department has devised strategies for environmental conservation and management	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There were environmental monitoring reports, which proved that follow up support was provided on unacceptable environmental concerns. For example an environmental monitoring report for May 2019, REF:ENV/550, was sampled and it highlighted progress on proposed mitigation measures on projects at Apodorwa mini piped water scheme and Kamusenene BH among others.</p> <p>There was also environmental certification issued for completed projects. These included; The certification form number 016/2018/2019 was issued after the projects were done and proved that all the proposed mitigation measures had been fulfilled.</p>	1
	Maximum 4 points for this performance measure			

13	<p>The LG Water department has devised strategies for environmental conservation and management</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was evidence that construction and supervision contracts had clauses on environmental protection. For example a contract REF:Kiry 592 WRKS /18-19/0006 between kiryandongo district and the Lubra contractors for the construction of mini solar piped water at Apodorwa Rural Growth Centre approved by the CAO on 25th/10/2018 had an environment protection clause such no spillage, no litter, ground reinstated.</p>	1
	<p>Maximum 4 points for this performance measure</p>			
14	<p>The district Water department has promoted gender equity in WSC composition.</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>For the 2 sampled water facilities, the composition of females on the WSCs was less than 50%. Apodorwa mini piped water scheme had 3 out of the 7, Lavorungur borehole had 3 out of 7. it should be noted that all the WSCs sampled had at least one female in the key positions of the committee.</p>	0
	<p>Maximum 3 points for this performance measure</p>			
15	<p>Gender and special needs-sensitive sanitation facilities in public places/</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The district only had two sanitation facilities under the water department and these were the sanitation facility at Kaduku RGC and one at Masindi Port RGC.</p> <p>Both facilities were visited and they had access ramps, and there were separate stances for men, women and PWDs.</p>	3
	<p>RGCs provided by the Water Department.</p>			
	<p>Maximum 3 points for this performance measure</p>			