



THE REPUBLIC OF UGANDA

AMUDAT DLG

Local Government Performance Improvement Plan

2019/20

SIGNATORY PAGE

- I confirm that this plan has been developed jointly in accordance with process described in chapter 1,
- I commit to support the implementation of agreed actions

CAO

AMUDAT DISTRICT LOCAL GOVERNMENT

23RD JUNE 2020



CHIEF ADMINISTRATIVE
OFFICER
AMUDAT DISTRICT



KIYONGA FRANCIS



Chairperson/Mayor

AMUDAT DISTRICT LOCAL GOVERNMENT

23RD JUNE 2020

JULIUS MUGHUMA MASEREKA, PRINCIPAL URBAN OFFICER, MOLG

Team Leader of the National Resource Pool / official GoU title

23RD JUNE 2020

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**CHAPTER THREE: ACTIONS TO BE UNDERTAKEN WITH SUPPORT FROM NRP ERROR!
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**REQUESTED ACTIONS TO BE UNDERTAKEN WITH SUPPORT FROM OTHER
AGENCIES..... ERROR! BOOKMARK NOT DEFINED.**

CHAPTER ONE: INTRODUCTION

1.1 Background

Since 2015 Government has been implementing reforms aimed at improving the adequacy and equity of fiscal transfers and improve fiscal management of resources by Local Governments for improved service delivery. In order to ensure that public resources for service delivery are efficiently used and properly accounted for, Government has designed a system for assessing the performance of Local Governments.

The Office of the Prime Minister coordinated a country wide Local Government Performance Assessment exercise during FY 2019/2020 focusing on: i) compliance with the accountability requirements and ii) functional processes and systems of importance to LGs for efficiency in service delivery addressing cross-cutting, Education, Health and Water processes. Local Government Specific Reports as well as Synthesis Report detailing the key assessment findings and recommendations for addressing the weak areas at both LG and MDA levels have been compiled and shared with local governments and all the reports are available at <https://budget.go.ug/lgpas>

Whereas our local government have initiated activities to address some of the gaps identified during the Local Government Performance Assessment, it is realized that additional efforts and support are required in order to address all performance gaps.

The Ministry of Local Government (MoLG) has constituted the Local Government Performance Improvement Task Force (LGPITF) composed of representatives from the relevant Ministries, Departments and Agencies (MDAs). The LGPITF has reviewed the Local Government Performance Assessment (LGPA) Synthesis report and identified a list of LGs that have scored below average selected for targeted performance improvement support.

Support teams composed of National Resource Pool (NRP) members with representatives from the crosscutting specialized Ministries that have the

professional capacity to offer support to core functions of the LG as well representatives from the Ministries of Health and Ministry of Education and Sports have subsequently been deployed by MOLG to assist identified LGs.

1.2 Process for Development of the PIP

This Performance Improvement plan was developed over the period from 22nd to 24th January, 2019 as a collaborative effort between Amudat Local Government and the members of the National Resource Pool (NRP). The team comprised of the following NRP members:

1. Julius Masereka
2. Rhoda Katende
3. Teddy Amuge

The development of this Performance Improvement Plan is based in the following:

- Analysis of the final and complete version of the Local Government Performance Assessment Report;
- Discussions with staff and political leadership of the local government for identification of underlying causes of underperformance in the Local Government;
- Joint development proposals of actions to undertaken by: the LG; with support from the NRP team; and by other agencies;
- Review by the TPC and executive of draft proposals; and
- Subsequent amendments and signing of the agreed Performance Improvement Plan.

1.3 Agreed Next Step

Our Local Government commits to implementation of the agreed action points outlined in section 2.

Ministry of Local Government commits to development of a detailed action plan for follow up on agreed actions as outlined in section 3 and communicate this in writing to the Local Government.

The Ministry of Local Government commits to table the local government request for additional external support (section 4) to the Local Government Performance Improvement Task Force and communicate the agreed action to the local government.

CHAPTER TWO: ACTIONS TO BE UNDERTAKEN BY AMUDAT DLG

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Accountability Requirements					
Crosscutting Performance Measures					
<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. 	<ul style="list-style-type: none"> The DPPC should be constituted to have all the 13 members including the physical planner in private practice 	<ul style="list-style-type: none"> Appoint Physical planner in private practice Appoint District Surveyor 	CAO	July 2020	<ul style="list-style-type: none"> Physical planning Committee fully constituted Surveyor from neighbouring district appointed Physical planner in private practice appointed

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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. 	<ul style="list-style-type: none"> Meetings should be held quarterly 	<ul style="list-style-type: none"> Share Minutes of meetings Prepare Meetings 	CAO District Physical planner	July 2020	Minutes produced and submitted to MoLHUD
All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0	Have an approved physical development plan Ensure Physical planning committee is functional	<ul style="list-style-type: none"> Hold meetings to consider infrastructure plans Request MoLHUD for support Start-up activities for the development of the plan 	CAO District Physical planner	July 2020	Process of starting on the preparation of physical plan Support requested from MoLHUD
Action area plan prepared for the previous FY: score 1 or else 0	Prepare Action points with members	<ul style="list-style-type: none"> Prepared a plan for the Action Area plan 	<ul style="list-style-type: none"> CAO District Physical planner 	July 2020	Action plan prepared for Karita Sub County

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4</p> <p>o 80-99%: score 2</p> <p>Below 80%: 0</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>Complete all the investment projects in the previous FY as per work plan</p>	<ul style="list-style-type: none"> Increase level of Project monitoring and supervision Address contract challenges and improve follow up mechanism 	<p>CAO District Planner</p>	<p>July 2020</p>	<p>Investment projects completed as per the work plans</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 	<p>Budgeted and spent at least 80% of the O&M budget</p>	<p>NA</p>	<p>CAO District Planner</p>	<p>July 2020</p>	<p>Expenditure on O&M effected to at least 80% of the O&M budget</p>
	<p>NA: Kanshingye and Gankenke are not located in Amudat</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>	<p>NA</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
previous FY: score 2					
Evidence that the LG has filled all HoDs positions substantively: score 3	Fill the 6 heads of department as approved	<ul style="list-style-type: none"> Request for wage increment from MoFPED If wage granted LG will seek for permission to recruit and advertise for the vacant posts 	CAO PHRO	September 2020	<ul style="list-style-type: none"> Letter for authorisation to recruit written Request for wage increment sent to MoFPED
If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.	Collect revenue against planned for the previous FY	<ul style="list-style-type: none"> Planned revenue is consistent with budget Carried out proper assessment of revenue sources 	CFO	July 2020	Collected revenue match the planned budget
Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues:	Remit the mandatory LLG share of LG revenue	<ul style="list-style-type: none"> Designated a revenue officer to determine and monitor 	CFO	July 2020	Local performance monitored to revenue

Issue	Proposed (What)	Activity	Modality (How)	Responsible (Who)	When	Output
score 2			Local revenue and track receipts in the system			ascertain compliance
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	Council Expenditure on Allowances and emoluments is not higher than 20%		<ul style="list-style-type: none"> Expenditure done according to budget lines in the system to avoid mismatch 	CFO	End of June 2020	Expenditures done according to budget line in the system
<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 	Prepare 80% of the bid documents		<ul style="list-style-type: none"> Advertise for pre-qualification and projects for open bidding Compile procurement plan for FY 2020/2021 	HPDU	End of June 2020	80% of Bid documents prepared

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
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	All works and ongoing projects should be clearly labelled Include the labels in the BOQs	<ul style="list-style-type: none"> Supervise proper labelling of all projects 	CAO District Planner	July 2020	Sign posts in place
Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4	LG makes monthly bank reconciliations	<ul style="list-style-type: none"> Allocated accounts to department to reconcile and give reports to CFO who submits to CAO Train accountants on IFMS 	CFO	End of June 2020	Monthly bank statements reconciled and updated
• If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g.	LG makes timely payments of suppliers during the previous FY	<ul style="list-style-type: none"> Timely implementation of procurements through early 	CAO CFO	End of June 2020	Timely payments made

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
procurement bills) of over 2 months: score 2.		<p>advertises and use of the system to pay suppliers</p> <ul style="list-style-type: none"> Require Engineer to process certificates for early payments Facilitate monitoring and supervision of contracts to ease timely payments to contractors 			
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.	LGPAC followed up on the Audit queries from the quarterly audit reports	<ul style="list-style-type: none"> Facilitate LGPAC to conduct meetings and follow up on quarterly audit reports 	CAO Clerk Council to	July 2020	LGPAC follow up report on Audit queries produced and shared with stakeholders

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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>Internal Audit reports for Previous FY were submitted to LG accounting officer and LGPAC</p>	<ul style="list-style-type: none"> Facilitate LGPAC to conduct meeting and follow up on quarterly Audit reports Avail minutes of LGPAC proceedings 	<p>CAO Clerk Council</p>	<p>July 2020</p>	<p>Follow up made by LGPAC on the Internal Audit reports for the previous FY</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>LG maintains an updated assets register covering details on buildings and vehicles</p>	<ul style="list-style-type: none"> Prepare a detailed asset register Update the existing Asset register 	<p>CAO PAS</p>	<p>July 2020</p>	<p>Detailed inventory and prepared and updated</p>
<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>LG has specified system for recording investigations and responding to Grievances</p>	<ul style="list-style-type: none"> Facilitate the committee to meet and handle grievances Establish grievances register 	<p>CAO PHRO</p>	<p>July 2020</p>	<p>Grievance committee activated to become functional</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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>Printing the pay roll once every two months</p>	<ul style="list-style-type: none"> Display suggestion box Avail minutes of the committee Facilitation for payroll printing 	<p>CAO PHRO</p>	<p>End of June 2020</p>	<p>Payroll displayed</p>
<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>LG performance results are published</p>	<ul style="list-style-type: none"> Dedicate a noticeboard for displaying/publishing Assessment results Facilitate LG internal assessment team to coordinate assessment results 	<p>CAO District Planner</p>	<p>July 2020</p>	<p>LG Assessment results displayed and published</p>
<ul style="list-style-type: none"> Evidence that the HLG have communicated and 	<p>HLG have communicated and</p>	<ul style="list-style-type: none"> Prepare reports dissemination 	<p>CAO</p>	<p>July 2020</p>	<p>Guidelines, circulars and policies</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</p>	<p>explained guidelines, circulars and policies</p>	<p>and explanation of guidelines, circulars and policies issued to LLGs</p> <ul style="list-style-type: none"> Write Circulars to LLGs to explain circulars, guidelines and policies 	<p>District Planner</p>		<p>disseminated and explained to LLGs</p>
<p>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>	<p>Preparation of land consent agreement forms, Budget and Planning of survey and titling of District lands</p>	<ul style="list-style-type: none"> Conducting community meetings Surveying of institutional lands Preparation of files to obtain land titles and submission to the district Land board 	<ul style="list-style-type: none"> CAO Senior Lands Management officer Physical Planner 	<p>August 2020</p>	<ul style="list-style-type: none"> Activity report for community meetings Deed Plan/Blue print acquired Minutes of the District Land Board committee and submission reports Filled land forms Minutes of the

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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 	Ensure that Environment and social mitigation certification should be done for all completed projects	<ul style="list-style-type: none"> CAO should facilitate Environment officer and CDO to carry out site inspection, screening and monitoring compliance 	<ul style="list-style-type: none"> CAO DE Environment Officer DCDO 	July 2020	Area Land and physical planning committee <ul style="list-style-type: none"> Land Title acquired Environment and social mitigation forms in place
Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1	Use of the revised screening forms, assessment report forms and clearing certificates	<ul style="list-style-type: none"> Site visits and monitoring Develop the Environmental Social Mitigation Plan -ESMP 	CAO CDO Environment Officer	July 2020	ESMP plan in place Clearance Certificate and compliance Report prepared.

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<ul style="list-style-type: none"> Monthly site visits by both CDO and EO Inspection on Implementation of EMSP Site meetings in case of grievances 	<ul style="list-style-type: none"> Conduct site visits Monthly inspections Formation of grievance handling mechanism Facilitate the officers to carry out the site inspections 	CAO EO CDO	July 2020	Activity Report, Inspection Report and Minutes of site meetings prepared.
Educational Performance					
Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or	Recruitment plan for FY 2020/21 available.	<ul style="list-style-type: none"> Recruit for the vacant posts Staff Analysis pre school 	CAO DEO	July 2020	Teachers recruited

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
minimum of a teacher per class for schools with less than P.7) for the current FY: score 4		<ul style="list-style-type: none"> Staff head count 			
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	Dissemination of guidelines, policies and circulars to schools	<ul style="list-style-type: none"> Head Teachers communication meetings will be held Minutes captured 	CAO DEO	July 2020	Guidelines communicated
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	Termly meetings with Head Teachers	<ul style="list-style-type: none"> Minutes of meetings should be available Invitation letters available on file 	CAO DEO	July 2020	Meetings held
Evidence that the LG has submitted accurate/consistent	Data submitted in line with EMIS standards	<ul style="list-style-type: none"> Reconcile PBS with the EMIS 	CAO DEO	July 2020	Accurate enrolment data availed

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>data:</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 					
<p>Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</p>	<p>The Sector should submit procurement plan/requestion to PDU</p> <p>NB: Submitted in March for FY 2019/2020</p>	<ul style="list-style-type: none"> Timely submissions have been made for current FY 	<p>CAO DEO</p>	<p>June 2020</p>	<p>Procurement plans submitted on time</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>Submission of the Annual performance reports to the planner within the specified dates</p>	<ul style="list-style-type: none"> Ensure evidence of receipt from planner even if submitted through PBS Copies of submission should be kept 	<p>CAO DEO</p>	<p>July 2020</p>	<p>Annual Reports submitted</p>

Issue	Proposed (What)	Activity	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> ◦ 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 ◦ If all queries are not responded to score 0 	<p>Ensure that implementation of audit findings report is provided to the Internal Audit</p>	<p>on file</p> <ul style="list-style-type: none"> • Reports on implementation of Audit findings should be prepared 	<p>CAO DEO</p>	<p>July 2020</p>	<p>Report on Internal Audit findings availed</p>	

Issue	Proposed (What)	Activity	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	Preparation of screen Check list forms		<ul style="list-style-type: none"> Conduct site Inspections Develop ESMP Carry out Monitoring Education Department should ensure facilitation for EO and CDO to carry out site visits and monitoring 	CAO DEO EO CDO	July 2020	Monitoring and Inspection report prepared Filled Screen checklist forms
Health Performance						
Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY <ul style="list-style-type: none"> More than 80% filled: score 8 	Recruit more Health Workers		<ul style="list-style-type: none"> Request for wage top up from MoFPED 	CAO DHO	Sept 2020	Recruitment work plan in place for PHC

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> • 60 – 80% - score 4 <p>Less than 60% filled: score 0</p>	<p>Develop a recruitment plan for Health workers</p>	<ul style="list-style-type: none"> • Through consultation in the DHT meetings held • Staffing gap analysis prepared • Comprehensive recruitment plan submitted 	DHO	Sept 2020	Comprehensive recruitment plan in place submitted to HRM
<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	Posting the Newly recruited staff	<ul style="list-style-type: none"> • Drafting the posting instructions to update staff in various units • Submission of Health staff for posting to the Health facilities • Submission of leave forms for 	DHO	July 2020	Staff deployed in accordance with list submitted with budget

Issue	Proposed (What)	Modality (How)	Responsible (Who)	When	Output
<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 	Dissemination of Guidelines and policies to the health facilities	<p>those on study and annual leave</p> <ul style="list-style-type: none"> Minutes of meetings with Health facility in charge prepared Communication through DHT meetings Letters of communication in place 	CAO DHO	July 2020	In charges updated on guidelines policies and circulars
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	Hold meetings with health facility in charges	<ul style="list-style-type: none"> Share reports with TPC Hold meetings with Health Facility in charge 	CAO DHO	July 2020	Meetings held

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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>HSD supervised the Lower Level Health facilities</p>	<p>Prepare technical supervision reports for HSD support</p>	<p>CAO DHO</p>	<p>July 2020</p>	<p>Supervision of Lower Level Health facilities done</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>Discussing 4 quarterly reports</p>	<ul style="list-style-type: none"> Prepare points for improvement Hold meetings to discuss the quarterly reports 	<p>CAO DHO</p>	<p>July 2020</p>	<p>Action prepared for implementation points</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6	Support Supervision Monitoring	<ul style="list-style-type: none"> Prepare specific activity schedule for correction 	DHO PDU	July 2020	Procurement plan in place
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	Submission of the Health investment plan to PDU	<ul style="list-style-type: none"> Timely planning and timely filling of procurement requisition forms 	DHO PDU	Effective July 2020	Recommendation and specific activity plan prepared for implementation
Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.	Procurement request form should be submitted to PDU	<ul style="list-style-type: none"> Prepare procurement request forms to PDU 	CAO DHO	July 2020	Procurement request forms prepared and presented to PDU
Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by	The department submitted annual performance report for the previous FY to	<ul style="list-style-type: none"> Prepare Annual Performance report Prepare a hard copy of the report 	DHO Planner	30 th June 2020	Health Department annual Performance report of previous FY submitted to planner

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
mid-July for consolidation: score 4	planner consolidation for	<ul style="list-style-type: none"> Share the Performance report with TPC Submit Performance report to planner for consolidation 			
The environmental officer and development officer have visited the sites to check whether the mitigation plans are complied with: Score 2	Site inspection Preparation of Screening checklist forms	<ul style="list-style-type: none"> Conduct Site inspections Develop ESMP Field Monitoring on the implementation of the ESMP Facilitation from the user department for site visits 	<ul style="list-style-type: none"> CAO DHO EO CDO 	July 2020	<ul style="list-style-type: none"> Field screening forms prepared Monitoring report prepared ESMP developed
Water Performance					

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	Submission of accurate consistent data for current FY	Copies on file as evidence of submission	CAO DWO	July 2020	Copies on submission available
<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	List water facilities which are consistent with both Sector MIS report and PBS	<ul style="list-style-type: none"> Copies on file as evidence of submission Acknowledgement from Planner on submission 	CAO DWO	July 2020	Copies on submissions available
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	The two projects of drilling and installation of 5 deep wells and design of solar piped water supply in Assiokonion have been completed	<ul style="list-style-type: none"> Ensure Acknowledgement of receipt from HPDU on submission of projects 	CAO DWO	July 2020	Procurement plan submitted
<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and 	Project completion reports and certificates should	<ul style="list-style-type: none"> Site visits carried out Site meetings 	CAO DWO	July 2020	Project completion reports available on time for Supplier

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
recommended suppliers for payment: score 3 points	be prepared	<ul style="list-style-type: none"> organised and held during project implementation Minutes of meetings captured 			payment
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	Reports should be submitted to planner and copied to MWE	<ul style="list-style-type: none"> Hard Copies should be printed and filed at the time of submission Ensure Acknowledgement of receipt from the planner 	CAO DWO Planner	July 2020	Annual quarterly reports submitted
<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 If sector has no audit 	Reports on implementation of Auditor general findings	<ul style="list-style-type: none"> Reports on status of implementation should be prepared and submitted to CAO 	CAO DWO	July 2020	Report availed

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>query score 5</p> <ul style="list-style-type: none"> 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>If queries are not responded to score 0</p>					
<p>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>	<p>Releases and expenditures displayed on the notice boards</p>	<ul style="list-style-type: none"> Monitor that signed copies should be pinned on the Notice boards Display on the sector notice boards 	<p>CAO DWO</p>	<p>July 2020</p>	<p>Expenditures displayed</p>
<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the 	<p>Tenders and contracts displayed on notice boards</p>	<ul style="list-style-type: none"> Signed copies should be pinned on the notice boards 	<p>CAO DWO</p>		<p>Tenders and contract awards displayed</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
District notice boards: score 2		<ul style="list-style-type: none"> • Display on the sector notice boards 			
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 are M&E plan for the previous FY: score 2	Contributions to O&M from the communities Ensure water sources are fenced off	<ul style="list-style-type: none"> • Sensitize the communities • Forming of water user committees 	CAO DWO	July 2020	Water and sanitation committees formed
Note: One of parameters above is sufficient for the score. Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1	Field Monitoring and site inspections	<ul style="list-style-type: none"> • Develop ESMP • Carry out project monitoring • Follow up on recommended mitigations 	CAO DWO EO	July 2020	Support provided

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
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	Formation and training of WSCs	<ul style="list-style-type: none"> Facilitation from the department to the EO Attendance sheets of the trainings showing the Gender Minutes of the meetings 	CAO DWO	July 2020	Reports prepared

General challenges

The District had not received the Official LG Performance assessment report so they were not able to make reference to any issue before the team visited the district. Being the first time for the district team to see the report it was difficult for the MoLG team to make proper Assessment of the District Team readiness.

General Recommendations

The District Team will share the LGA report with a view of critically looking at the areas where they performed below pass mark in addition to the guidance from the MoLG team.