



THE REPUBLIC OF UGANDA

MOROTO DLG

Local Government Performance Improvement Plan

2019/20

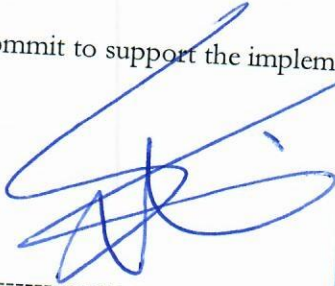
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SIGNATORY PAGE

- I confirm that this plan has been developed jointly in accordance with process described in chapter 1,

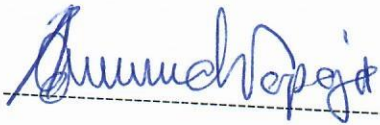
- I commit to support the implementation of agreed actions



CAO

MOROTO DISTRICT LOCAL GOVERNMENT

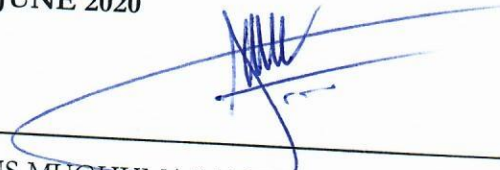
22ND JUNE 2020



Chairperson

MOROTO DISTRICT LOCAL GOVERNMENT

22ND JUNE 2020



JULIUS MUGHUMA MASEREKA, PRINCIPAL URBAN OFFICER

Team Leader of the National Resource Pool / official GoU title

MOROTO DISTRICT LOCAL GOVERNMENT

22ND JUNE 2020

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 **Moroto** District Local Government and the members of the National Resource Pool (NRP). The team comprised of the following NRP members:

1. Mr. Julius Mughuma Masereka

CHAPTER TWO: ACTIONS TO BE UNDERTAKEN BY MOROTO DLG

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings", Check:</p> <ul style="list-style-type: none"> If LG submitted Response² (and provide details), then it is compliant If LG did not submit a² response², 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. 	<ul style="list-style-type: none"> Ensure statements on status of implementation are submitted to PST/ST in time. Record of copies should be made as evidence. Statement of action points. 	<ul style="list-style-type: none"> Draw program for the activity Responses and record of issues available Prepare responses and submit for action 	<ul style="list-style-type: none"> CAO CFO 	FY 2020/21	Responses to issues prepared and submitted for Action.

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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"> Appoint a district physical planner Prepare meeting schedules Share minutes 	<ul style="list-style-type: none"> Follow up with MoLHUD on the draft Physical Development plan Request to MoPS to clear recruitment for Surveyor. 	<ul style="list-style-type: none"> CAO DNPRO 	<p>July 2020</p>	<ul style="list-style-type: none"> Physical planning committee meetings held. Physical planning reports availed
<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"> Minutes are compiled and shared quarterly. Delivery of minutes to MLHUD 	<ul style="list-style-type: none"> Meetings are held quarterly Facilitate the Committee to produce and submit minutes 	<ul style="list-style-type: none"> CAO DNARO 	<p>JULY 2020</p>	<ul style="list-style-type: none"> 4 sets of minutes delivered to MLHUD
<ul style="list-style-type: none"> All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<ul style="list-style-type: none"> Contact MLHUD to support district physical development plan to be prepared. 	<ul style="list-style-type: none"> Contact MLHUD for finalisation of the draft Physical Development plan 	<ul style="list-style-type: none"> CAO 	<p>After Covid 19 Lockdown</p>	<ul style="list-style-type: none"> Meetings are held
<p>Action area plan prepared for the previous FY: score 1 or</p>	<ul style="list-style-type: none"> Prepare action points 	<ul style="list-style-type: none"> Hold meetings 	<ul style="list-style-type: none"> CAO 	<p>July 2020</p>	<ul style="list-style-type: none"> Action plan

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
else 0	with members	to prepare Action plans	• DNARO		prepared
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.	<ul style="list-style-type: none"> Recruit a statistician or appoint an officer to prepare the abstract. 	<ul style="list-style-type: none"> Include abstract presentation as agenda at TPC meetings Appoint officer to prepare abstract 	<ul style="list-style-type: none"> CAO District Planner 	July 2020	<ul style="list-style-type: none"> Statistical abstract prepared
Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2	<ul style="list-style-type: none"> Prepare O\$M budget execution plan 	<ul style="list-style-type: none"> TPC to discuss performance on O&M 	<ul style="list-style-type: none"> CAO District planner 	July 2020	<ul style="list-style-type: none"> O\$M budget executed
Evidence that the LG has filled all HoDs positions substantively: score 3	<ul style="list-style-type: none"> Fill the 5 positions as approved 	<ul style="list-style-type: none"> Submission of qualifying staff for appointment Fill position of DHO and DCDO Request MoPS to clear CFO, DNRO and Physical 	<ul style="list-style-type: none"> CAO PHRO 	July 2020	<ul style="list-style-type: none"> Officers recruited to positions of DHO and DCDO after Covid Lockdown MoPS requested to clear for

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<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<ul style="list-style-type: none"> Ensure retired staff access payroll within not later than 2 months after retirement 	Planner -Human resource officer prepares pension access plan	<ul style="list-style-type: none"> CAO HR officer 	July 2020	<ul style="list-style-type: none"> Follow up made with MoPS Two officers accessed pension recruitment
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.	<ul style="list-style-type: none"> Collect revenue as per budget (collection ratio) 	<ul style="list-style-type: none"> Prepare tax collection schedule from all planned sources Seek Budget adjustments from council due to unforeseen circumstances eg. Foot and Mouth Disease 	<ul style="list-style-type: none"> CAO CFO 	FY2020/21	Revenue collected from all planned sources. Budget Adjusted depending on the prevailing circumstances

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<ul style="list-style-type: none"> Remit the mandatory LLG share of local revenue 	<ul style="list-style-type: none"> Prepare remittance plans to determine how LGGs of Rupa, Katikikile, Nandungeti and Tapac should get Have an update of performance of IST 	<ul style="list-style-type: none"> CAO CFO 	November 2020	<ul style="list-style-type: none"> All LGGs receive their mandatory share of local government
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	<ul style="list-style-type: none"> Plan to recruit the procurement officer 	<ul style="list-style-type: none"> Finalise the recruitment process 	<ul style="list-style-type: none"> CAO HR officer 	After Covid lockdown	<ul style="list-style-type: none"> Procurement officer recruited
a) Evidence that the Procurement and Disposal Plan for the current year covers all infrastructure projects in the approved	<ul style="list-style-type: none"> Prepare procurement disposal plan 	<ul style="list-style-type: none"> Prepare an inventory of docs and copies of submissions Follow up with 	<ul style="list-style-type: none"> CAO SPO 	July 2020	Procurement and disposal plan prepared

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<p>annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>		<p>the MoWT and MoLHUD for disposal of Assets</p>			
<p>For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</p>	<ul style="list-style-type: none"> • Prepare 80% of the bids documents before August 	<ul style="list-style-type: none"> • Facilitate the procurement officer to prepare the bid documents • Prepare bid documentation plan 	<ul style="list-style-type: none"> • CAO • SPO 	<p>July 2020</p>	<p>Bid document preparation plan made and implemented</p>
<p>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>	<ul style="list-style-type: none"> • Recruit a Principal internal officer 	<ul style="list-style-type: none"> • Finalise the recruitment process of internal auditor • Seek clearance from MoPS to recruit internal Auditor 	<ul style="list-style-type: none"> • CAO • PHRO 		<ul style="list-style-type: none"> • Principal Internal Auditor recruited • Clearance sought from MoPS
<p>Evidence that the LG has provided information to the Council and LG PAC on the</p>	<p>LG PAC to prepare plans for handling audit queries from quarterly audit reports</p>	<ul style="list-style-type: none"> • Facilitate the LG PAC to meet and 	<p>CAO PHRO/DSC</p>	<p>JULY 2020</p>	<p>LG PAC reports on audit query</p>

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<p>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>Performance assessment results discussed and published</p>	<p>handle the queries on quarterly basis</p> <ul style="list-style-type: none"> • Discuss previous reports and make action plans • Present to TPC for discussion of the performance of LGPAC 	<p>CAO</p>	<p>July 2020</p>	<p>Assessment results discussed and published in a report</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. 		<ul style="list-style-type: none"> • Internal verification of Assessment results. • Facilitate an internal Assessment team to coordinate the assessment exercise. • Results published on 			

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<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 vulnerability/ inclusion has been implement-ed: score 2. 	Implement more than 90% of the previous year budget on gender	notice board. <ul style="list-style-type: none"> Follow up planned activities on Gender to ascertain performance Budget allocation to Gender activities Prepare reports on Gender related activities 	CAO DCDO	July 2020	More than 90% of the previously FY budget implemented
<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 	Involvement of CDO and environmental officer in environment and social mitigation certification	<ul style="list-style-type: none"> Hold joint meetings with CDO and DEO Present and discuss environment and social mitigation certification 	CAO DCDO	July 2020	Both the CD and environment officer participated in the environment and social mitigation certification

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	Seek environment and social clearance before effecting contract paying	<ul style="list-style-type: none"> reports and DCCO Environmental officer to sign on the certification form 	CAO	FY 2020/21	Environment and social clearance certificates obtained before effecting contract payments
Educational Performance					
Evidence that the inspection recommendations are followed- up: score 4.	Follow up inspection recommendation	<ul style="list-style-type: none"> Report on corrective action points quarterly during DTPC Tag all recommendations, plan and design implementation 	CAO DEO	July 2020	Follow up action on inspection recommendations implemented

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>Evidence that the LG has submit- red 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 	<ul style="list-style-type: none"> Submit accurate and consistent data on EMIS and PBS regards enrolment There are 16 grant aided and community schools but EMIS and PBS is only for Government Aided The MoES records data at the beginning of the year so should update termly. 	<ul style="list-style-type: none"> actions/strategies with reports. Create mechanism of cross checking to ascertain consistency of data Reconcile and update termly and disaggregate it accordingly. 	<p>CAO DEO</p>	<p>July 2020</p>	<p>Accurate and consistent enrolment data submitted and displayed on EMIS and PBS</p>
<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> 100% schools: score 5 80 to 99% schools: score 	<ul style="list-style-type: none"> Appoint SMCs Ensure complete submission of SMC reports to DEO Ensure that SMCs conduct meetings 	<ul style="list-style-type: none"> Wrote to all schools in December 2019 to nominate SMC and list compiled to be appointed Carried out inspection to confirm 	<p>CAO DEO</p>	<p>July 2020</p>	<ul style="list-style-type: none"> SMCs are appointed and facilitated to hold meeting Submit minutes to DEO

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>health, life skills, etc.: Score 2</p>		<p>reports and documentation of the activities to have evidence of the activity.</p>			
<p>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>	<p>Engage the DEO and DCDO to collaborated to issue and explain the guidelines</p>	<ul style="list-style-type: none"> Hold joint meetings between the DEO and DCDO and prepare reports. Ensure that guidelines are appreciated by the DEO and DCDO and circulars issued Prepare distribution lists 	<p>CAO DEO DCDO</p>	<p>July 2020</p>	<p>Guidelines issued and explained to stakeholders</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 	<p>Create a collaboration mechanism between education department and environment department</p> <p>Prepare and issue guidelines on environmental management</p>	<ul style="list-style-type: none"> Hold meetings between Education Department and environment department 	<p>CAO DEO DCDO</p>	<p>July 2020</p>	<p>Guidelines on environmental management issued</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
3 • Below 80 % schools: score 0		<ul style="list-style-type: none"> functionality of SMCs Designated a Senior Educational officer to follow up on Minutes of SMC 			
<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 	Ensure timely submission and presentation of annual and for quarterly reports to planner by 15 th of July	<ul style="list-style-type: none"> Prepare plans for submission of plan before 15th July Every Quarterly submission make a print and retain a copy as evidence 	CAO DEO	July 2020	Annual and quarterly reports submitted by 15 th July
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	Disseminate guidelines on how senior women and men teachers should provide guidance to girls and boys	<ul style="list-style-type: none"> Hold consultative meetings between the Education department and the CBS – CDO -To generate 	CAO DEO DCDO	July 2020	Guidelines disseminated by DCDO consulted by DEO on guidelines and their dissemination

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
management, formation of environmental clubs and environmental education etc.): score 1:		<ul style="list-style-type: none"> Formulate guidelines and issue Guidelines 			
<ul style="list-style-type: none"> Health Performance 					
<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 	The DHO communicates guidelines, policies and circulars issued by the national level	<ul style="list-style-type: none"> Compile all the guidelines, policies and circulars, print and distribute to facilities. Hold meetings to communicate them 	CAO DHO	July 2020	guidelines, policies, circulars communicated
<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 	Hold meetings with health facility in charge to explain the guidelines, policies and circulars	<ul style="list-style-type: none"> Prepare quarterly meetings for the facility in charges Communicate to the facility in charge of the reporting 	CAO DHO	July 2020	Meetings with health facility in charge held Guidelines, policies and circulars understood

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>Health Sub District supervises lower level health facilities</p> <p>NB: Moroto DLG does not have HSD. The Health Department supervises the lower Health Centre facilities.</p>	<p>meeting</p> <ul style="list-style-type: none"> Prepare supervision work plan and share with lower Health facilities. Carry out quarterly supervision 	<p>CAO DHO</p>	<p>July 2020</p>	<p>Lower level health facilities supervised</p> <p>Technical support supervision conducted</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>Discuss the 4 quarterly reports and make recommendations for corrective actions</p>	<ul style="list-style-type: none"> Key findings and recommendations included on Agenda for discussion at TPC Document the 	<p>CAO DHO</p>	<p>July 2020</p>	<p>Quarterly reports discussed and recommended</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>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>	<p>Follow up recommendations and undertake specific activities for corrections</p>	<ul style="list-style-type: none"> • Prepare corrective action from recommendations and prepare report accordingly • Prepare all recommendations with corresponding actions • Prepare and present report on specific activities for correction 	<p>CAO DHO</p>	<p>July 2020</p>	<p>Recommendations and specific activities followed up</p>
<p>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>	<p>Submission of annual performance report for previous FY to the planner by mid July</p>	<ul style="list-style-type: none"> • Retain copies of the submission to the planner • Planner to acknowledge receipt of the report 	<p>CAO Planner</p>	<p>July 2020</p>	<p>Annual performance report submitted</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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 	Ensure that the HUMC met gender composition as per guidelines	<ul style="list-style-type: none"> Guide the HUMC on the requirement Circularise the requirement through the facility in charges Appoint 30% of HUMC members for females. 	CAO and DHO	July 2020	HUMC met the gender composition requirement
The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2	Ensure environmental officer visited the sites to check whether mitigation plans were complied with	<ul style="list-style-type: none"> Prepare field site visitation meeting and document site issues. Prepare and present minutes for meetings 	CAO and DEO DHO	August 2020	Sites visited to check whether the mitigation plans are complied with
Water Performance					

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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"> If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 If 80-99%: Score 7 If 60-79: Score 4 If below 60 %: Score 0 	<p>100% of the budget allocation for the current FY allocated to S/Cs below average coverage</p> <p>Increase allocation from 48% to 100% to S/Cs with safe water coverage below the district coverage</p>	<ul style="list-style-type: none"> Identify S/Cs below average coverage. Nandugut and Tapachi had low coverage was allocated 3 boreholes more than Rupa and Katikekele Present performance in TPC to discuss and review allocations quarterly Request SCs to submit to the district for Assessment and approval eg Katikekele was not considered 	<p>CAO DWO</p>	<p>July 2020</p>	<ul style="list-style-type: none"> Budget allocation up to 100% for all the S/Cs below average Water coverage for Nandugut and Tapachi Sub counties increased
<p>Evidence that the district Water department has implemented budgeted water</p>	<p>The district water department implement budgeted water projects in targeted S/Cs with</p>	<ul style="list-style-type: none"> Balance budget with the workplan 	<p>CAO DWO</p>	<p>July 2020</p>	<p>100% of the water projects implemented in the</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<p>projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.</p> <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 If below 60 %: Score 0 	<p>safe water coverage below the district average</p>	<p>implement to increase the number from 4 to 29 projects</p> <ul style="list-style-type: none"> • Present the performance in TPC for further guidance and clarifications. • Consider the underserved sub counties to focus to meet the target. • All 29 projects have been completed 	<p>CAO DWO</p>	<p>July 2020</p>	<p>targeted counties sub</p> <p>Monitoring WSS facilities improved</p>
<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities -monitored: 	<p>The water department monitors WSS facilities at least annually</p>	<ul style="list-style-type: none"> • Prepare joint monitoring schedule/plan • Discuss and agree on mode of monitoring • Discuss the field report to avoid 			

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 Less than 50% of WSS facilities monitored: score 0		<ul style="list-style-type: none"> contradictions Make field visits to ascertain availability of projects to match what has been reported and harmonise. 			
<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	<ul style="list-style-type: none"> Avail the contract performance for comparison purposes Present and discuss reports in TPC meeting for input and harmonisation. 	CAO DWO	July 2020	Accurate and consistent data submitted
<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	List water facility which are consistent in both sector MIS report and PBS	<ul style="list-style-type: none"> Avail the contract report for confirmation Have a hard copy in place as 	CAO DWO	July 2020	List of water facility on MIS and PBS availed.

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<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 submits input for the district PDU that cover all the investment items in sector AWP and budget by April</p>	<p>evidence.</p> <ul style="list-style-type: none"> Confirm that the AWP is consistent with implemented investments Effective FY 2020/21 submission of running projects will be made. 	<p>CAO DWO</p>	<p>July 2020</p>	<p>Harmonised AWP submitted to PDU</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>Contract manager prepares a contract management plan and conducts monthly sites visits</p>	<ul style="list-style-type: none"> Appoint contract manager Ensure contract management files are in place Ensure contract management plans available 	<p>CAO DWO</p>	<p>July 2020</p>	<p>Contract management executed properly</p>

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	Construct water and sanitation facilities as per design	<ul style="list-style-type: none"> Carry out inspection and field supervision to confirm construct as per design Follow up with the sector to address full installation of the hand pump on the 3rd facility 	CAO DWO	July 2020	Construction designs followed
If contractor handed over all completed WSS facilities: score 2	Handover of WSS completed facilities by contractor	<ul style="list-style-type: none"> Prepare handover ceremonies and document the handover 	CAO	July 2020	Handover activities documented and reports prepared
If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2	DWO certifies WSS projects, prepares and fills completion reports	<ul style="list-style-type: none"> Avail completion reports Follow up with the contractor to fully install 	CAO DWO	July 2020	Project completion reports prepared and availed Functional and fully installed borehole.

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
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	Department submits all 4 quarterly reports to planner by Mid-July for consolidation	<ul style="list-style-type: none"> Prepare submission reports and hard copies be prepared Trace the submission dates on PBS after validation Agreed in TPC that Planner report be used as evidence 	CAO DWO Planner	July 2020	Quarterly reports submitted
<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 	All WSS projects are clearly labelled	<ul style="list-style-type: none"> Monitor the labelling of the facilities and record details for consistence Follow up with the contractor on labelling property and replacing sign 	CAO DWO	July 2020	All WSS projects clearly labelled

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
<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 	Information on tenders and contract awards displayed on notice boards	<ul style="list-style-type: none"> posts. 	CAO	July 2020	Information on tenders and contract awards displayed
<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: <ol style="list-style-type: none"> collection of O&M funds, if carrying out preventive maintenance and minor repairs, facility fenced/protected, or they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	Have a functional water and sanitation committee	<ul style="list-style-type: none"> Coordinate the committee to carry out its mandate and ensure the committee gets funds for O&M Engage the Local leaders at sub county level to sensitize the community to make minor repairs 	CAO DWO	July 2020	A functional water and sanitation committee with knowledge to carry out their activity.

Issue	Proposed Activity (What)	Modality (How)	Responsible (Who)	When	Output
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	Environmental screening carried out for all projects and EIA conducted for all WSS projects	<ul style="list-style-type: none"> Facilitate the committee to engage communities in their engagement 	CAO DEO	July 2020	Environmental screening and EIA activities carried out appropriately
Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1	Follow up support in case of unacceptable environmental concerns	<ul style="list-style-type: none"> Engage TPC to identify environmental concerns and address them appropriately Follow up with the Environmental officer and prepare reports to that effect. 	CAO TPC	July 2020	Environmental concerns addressed accurately

General challenges

1. Inadequate funding to facilitate Committee meetings.
2. Challenges of the Environment like harsh Weather and the Terrain of Moroto which is not favourable for effective service delivery.
3. Poor filing systems especially in the Education Department

General Recommendations

1. The IG should ensure that evidence is available on ground during Assessment through record keeping.
2. HUMC should take into account the Gender balance requirement.
3. TPC should be in charge and handle the challenges. Ensure that all Departments are compliant to the Assessment requirements and should carry out a documentation of all issues.