



## Local Government Performance Assessment

Agago District

(Vote Code: 611)

<b>Assessment</b>	<b>Scores</b>
Accountability Requirements	17%
Crosscutting Performance Measures	55%
Educational Performance Measures	76%
Health Performance Measures	80%
Water Performance Measures	73%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>Agago District LG submitted the Final Performance Contract on 2nd August 2018 as per the submission schedule of MoFPED, which was after the deadline of 1st August 2018.</p> <p>Note: The PFMAA LG Budget guidelines require the submission to be done by 30th June. However, this date was changed to 1st August 2018 as per the request from MoFPED.</p>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			

<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>	<p>Agago District Local Government submitted a Budget for FY 2018/2019; including a Procurement Plan for FY 2018/2019 on the 2nd August 2018 as per the submission schedule of MoFPED. The District Council approved the Budget under Min 08/2/ADLC/2017/2018 during the Council meeting held on 30th May 2018.</p> <p>The submission of the Budget for FY 2018/2019; including a Procurement Plan for FY 2018/2019 was done after the deadline of 1st August 2018.</p> <p>Note: The PFMAA LG Budget Guidelines require the submission to be by 30th June. However, this date was changed to 1st August 2018 as per the request from MoFPED.</p>	<p>No</p>
<p>Reporting: submission of annual and quarterly budget performance reports</p>			
<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"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>The DLG had NOT submitted the Annual Budget Performance Report for FY 2017/2018 at the time of assessment.</p> <p>Submission, if made, would be after the deadline of 31st July 2017.</p>	<p>No</p>

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>The DLG had NOT submitted all the four Quarterly Budget Performance Reports for FY 2017/2018 to MoFPED as per the Submission Schedule of MoFPED. Three of the reports were submitted as indicated below:</p> <ul style="list-style-type: none"> <li>• Quarter One Report was submitted on 18th December 2017 to MoFPED and approved on same date (as per Submission Schedule of MoFPED).</li> <li>• Quarter Two Report was submitted on 26th March 2018 to MoFPED and approved on the 3rd May 2018 (as per Submission Schedule of MoFPED).</li> <li>• Quarter Three Report was submitted on 11th May 2018 to MoFPED and thereafter approved on 27th August 2018 (as per Submission Schedule of MoFPED).</li> </ul> <p>The reports for the first three quarters were submitted by the end of the FY; PFMA Act, 2015 – Section 21 (3). However, the Quarter Four Report was yet to be submitted after the end of FY 2017/2018.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The Accounting Officer submitted to the PS/ST information regarding the status of implementation of all the 9 findings raised in 1st and 2nd quarters FY 2017/2018 on 22nd /3/2018 later than the recommended date of 28th February 2018 contrary to provisions of the PFMA 2015 section 11 2g.</p> <p>Information regarding the 10 findings raised in 3rd and 4th quarters for FY 2017/2018 had not been submitted to PS/ST as at the time of this assessment. These findings included: non-appointment of vote controllers, unremitted withholding tax, unaccounted for funds, collection of local revenue by councillors, misappropriation of DDEG funds totalling to Shs. 14,966,965 in FY 2017/2018, running St. Charles Lwanga Kalongo College without a Board of Governors for 7 years, amongst others.</p> <p>In addition the Accounting Officer submitted to PS/ST information regarding the status of implementation of only 5 out of 7 findings raised by the OAG for FY 2016/2017 on 22nd /3/2018 later than the recommended date of 28th February 2018 contrary to the provisions of the PFMA 2015 section 11 2g. The pending 2 findings were: failure to implement the budget as approved by Parliament and under collection of revenue in FY 2016/2017.</p>	No
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Agago DLG obtained Unqualified Audit Opinion for FY 2017/18</p>	Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<ul style="list-style-type: none"> <li>• Agago DLG had a functional District Physical Planning Committee, whose members were appointed by the CAO (as per appointment letter Ref: CR/210/26 dated 17th October 2017).</li> <li>• The committee mainly sat on quarterly basis as required (by the Physical Planning Act, 2010). There was evidence of discussions of plans submitted (both government and private) so as to approve, refer, or reject. For example: <ul style="list-style-type: none"> <li>o Minutes of the DPPC meeting held on 13th April 2018 under MIN.ADLG/PPC01/2018(3) – Consideration of Applications. The meeting approved applications to survey and process land titles for Kotomor SC and Paimol SC.</li> <li>o Minutes of the DPPC meeting held on 13th February 2018 under MIN.ADLG/PPC01/2018(3). The meeting discussed and approved district projects to be executed, namely borehole drilling in Wol SC, Paimol SC, Lokole SC, and Arum SC.as well as construction of classroom in Nimaro PS in Kalongo SC, and Opyelo PS in Patongo SC.</li> </ul> </li> <li>• Minutes of the DPPC meeting held on 10th October 2017 under MIN.ADLG/PPC02/2017 (3). The meeting discussed and approved district projects, namely grading of Adilang - Lacekoto Road, Lokole- Awuc Road, grading of \Olupe Junction – Omot, grading of \kwoonkie – Purang Border, and borehall drilling in Lira Palwo, Adilang, Paimol, Patongo and Kotomor.</li> <li>• Records of submitted plans were maintained electronically by the Physical Planner.</li> </ul>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>Agago DLG submitted 3 sets of minutes of Physical Planning Committee to the MoLHUD (and not 4 as required). These were:</p> <ul style="list-style-type: none"> <li>• Minutes of the DPPC meeting held on 13th April 2018 (as per CAO's letter to the Permanent Secretary / MoLHUD - Ref: CR/1204/1 dated 16th April 2018).</li> <li>• Minutes of the DPPC meetings held during FY 2017/2018 for <u>Quarters 1 &amp; 2</u> (as per CAO's letter to the Permanent Secretary / MoLHUD - Ref: CR/1204/1 dated 27th November 2017).</li> </ul>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>The DLG did not have a Physical Development Plan at the time of assessment. Therefore, it was not possible to ascertain whether all infrastructure investments were consistent with the approved Physical Development Plan.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>Two Local Growth Centre Physical Development Plans were prepared for:</p> <ul style="list-style-type: none"> <li>• Acuru Trading Centre in Lira Palwo SC (2017 - 2027), and</li> <li>• Arum Olel Trading Centre in Arum SC (2017 - 2027).</li> </ul>	<p>1</p>
<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"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>The priorities in the AWP for FY 2018/2019 were based on the outcomes of the Budget Conference that was held in Agago District Council Hall on the 13th November 2017.</p> <p>For example under health: Construction of OPD at Acholpii HC III (page 51 of AWP for FY 2018/2019) and Budget Conference Report - Presentation of Health Department: Key Priorities for FY 2018/2019 - 'Renovation of Acholpii HC III or Re-construction (in Arum Sub-county)' - Page 3.</p>	<p>2</p>



<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"> <li>• 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.</li> </ul>	<p>The capital investments in the approved Annual work Plan for the FY 2018/2019 were derived from the approved Agago 5-Year District Development Plan (2015/16 – 2019/20).</p> <p>For example under:</p> <ul style="list-style-type: none"> <li>• Education: ‘Construction of VIP latrine at WipoloSoloti primary School in AWP for FY 2018/2019 (Pages 41) and ‘Construction of VIP Latrine stances’ in the DDP (Chapter 3: Agago District Strategic Direction and Plan - Section 3.6: Summary of Sectoral Programmes / Projects – Page 100).</li> <li>• Health: ‘Completion of OPD at Opyelo HC III’ in AWP for FY 2018/2019 (page 31), and ‘Construction of health centre IIIs’ in the DDP (Chapter 3: Agago District Strategic Direction and Plan - Section 3.6: Summary of Sectoral Programmes / Projects – Page 99).</li> </ul>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>Project profiles had not been prepared by the district at the time of assessment.</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>The Annual Statistical Abstract for 2017/2018 was compiled and presented to the DTPC (as per MIN.05/14/09/17/TPC during the DTPC meeting held on 14th September 2017).</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The infrastructure projects implemented during FY 2017/2018 (as indicated in the Local Government Quarterly Performance Report for FY 2017/2018 (Vote 611 – Quarter 2), were derived from the Annual Work Plan and Budget Estimates for FY 2017/2018. For example under:</p> <p>Education: ‘Construction of 2 classroom blocks at Nimaro PS at Kalongo TC’ (Quarter Two Performance Report for FY 2017/2018 - Page 64), and ‘Construction of 2 classroom blocks at Nimaro Primary School at Kalongo TC’ (Agago DLG AWP – page 57).</p> <p>Water: ‘Construction of public latrines in RGCs - Construction of 4 stance VIP latrine’ (Quarter Two Performance Report for FY 2017/2018 - Page 77), and ‘Construction of four stance VIP Latrine’ (Agago DLG AWP – page 67).</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul> <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>Fifteen (15) projects were planned, and fourteen (14) were completed. This was 93.3% of completion of projects by the end of FY 2017/2018.</p> <p>Mechanical periodic maintenance of Kabula - Kaket (5 km) - Agago District Project was not undertaken during FY 2017/2018 much as it had been planned for.</p>	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>The total budget for a sample of 11 investment projects selected (excluding water and roads projects), was UGX 506,926,103, and the total expenditure was UGX 483,269,901. The expenditure was 95.3% of the total budget.</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>The DLG budgeted UGX1,278,605,000 on O&amp;M during FY 2017/2018, and spent UGX 320,000,000.</p> <p>This was 25.0% of the budget for O&amp;M as per Draft Final Accounts for the Year Ended 30th June 2018 (NOT page numbered but coded - GL Account Nos. 228002 &amp; GL Account Name: Maintenance – Vehicles); and LG Annual Work Plan, Vote 611 – Agago District (Page 2).</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>There were 10 HoD at U1 salary scale in the approved establishment / organisation structure. Five were substantively appointed and five were performing duties of HoD as follows;</p> <ol style="list-style-type: none"> <li>D/CAO was substantively appointed as per the appointment letter LG/P/10702 dated 23rd August 2017</li> <li>District Planner was substantively appointed as per the appointment letter CR/156/2 dated 7th May 2018</li> <li>District Natural Resources Officer was substantively appointed as per the appointment letter CR/156/2 dated 20th June 2018</li> <li>DHO was substantively appointed as per the appointment dated 1st July 2013</li> <li>DEO was substantively appointed as per the appointment letter CR/156/2 dated 12th July 2017</li> <li>The duties the D/CDO were being performed by an officer whose substantive appointment Senior Probation officer (U3) as per the appointment letter CR/136/2 dated 3rd February 2010</li> <li>The Duties of the District Commercial Officer were being performed by an Officer whose substantive appointment was Senior Commercial Officer (U3) as per the appointment</li> <li>The duties of the District Production Officer were being performed by an officer whose substantive appointment Senior Agricultural Officer (U3) as per the appointment letter CR/156/7 of 23rd October 2013</li> <li>The duties District Engineer were being performed by an Officer whose substantive appointment was Assistant Engineering officer (civil) as per the appointment letter CR/156/4 dated 27th May 2014</li> <li>The Duties of the CFO were being performed by an Officer whose substantive appointment was Senior Accountant (U3) as per the appointment letter CR/156/2 dated 20th May 2018.</li> </ol>	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>There was evidence that only three (3) Heads of department were appraised.</p> <ol style="list-style-type: none"> <li>1. DHO appraisal report dated 29th June 2018</li> <li>2. The officer performing the duties of DEO, appraisal report dated 28th June 2018</li> <li>3. The Officer performing the duties of D/NRO, appraisal report dated 29th June 2018</li> </ol>	<p>0</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>Two (2) vacant positions were submitted to the DSC for recruitment of new employees for the FY 2017/18 as per the submission letter CR/156/1 dated 24th October 2017, as follows</p> <p>Principal Commercial Officer</p> <p>Civil Engineer (water)</p> <p>They were considered during the DSC 29th meeting held on 22nd February 2018, minute serial number 29/2018</p> <p>Twenty seven (27) vacant positions were submitted to the DSC for recruitment of new employees for the FY 2017/18 as per the submission letter CR/156/1 dated 24th October 2017, as follows;</p> <p>21 Education Assistants grade 2</p> <ol style="list-style-type: none"> <li>1 Driver</li> <li>1 Chief Finance Officer</li> <li>1 Accounts Assistant</li> <li>1 /CDO</li> <li>1 Animal Husbandry Officer</li> <li>1 District Planner</li> </ol> <p>They were considered during the DSC meetings held between 24th and 27th April 2018 as well as the one held on 4th and 5th May 2018 minute serial number 29/2018</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>Eleven (11) names were submitted for confirmation of appointment on 15th November 2017 as per the submission letter CR/156/5 as follows;</p> <p>10 Education Assistants</p> <p>1 Health Assistant</p> <p>Eight (8) names were submitted for confirmation of appointment on 24th January 2018 as per the submission letter CR/156/5 as follows;</p> <p>3 Agriculture Officers</p> <p>5 Assistant Animal Husbandry Officers</p> <p>Sixteen (16) names for confirmation of appointment were submitted and received by the DSC as per the per the submission letter CR/156/1 dated 24th April 2018 as follows;</p> <p>4 Education Assistants</p> <p>2. Parish Chiefs</p> <p>2 Clinical Officers</p> <p>3 Enrolled Nurses</p> <p>1 Laboratory Assistant</p> <p>1 Senior Education Officer</p> <p>1 Enrolled Midwife</p> <p>2 Head Teachers</p> <p>They were all considered during the 32nd DSC meeting held from 29th to 31st May 2018, minute number 32/2018</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>Four disciplinary action cases were submitted and received by the DSC as per letter CR/157/2018 dated 6th June 2018 as follows;</p> <p>1.Nursing Assistants 2 cases</p> <p>2. Assistant Records Officer</p> <p>3, Porter</p> <p>They were considered during the 32nd DSC meeting held from 29th to 31st June 2018, minute number 155/2018</p>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>The district recruited ten (10) new employees as per recruitment submission letter CR/156/1 dated 24th April 2018 as follows;</p> <ol style="list-style-type: none"> <li>1. District Planner</li> <li>2. CFO</li> <li>3. Internal Auditor</li> <li>4. Natural Resources Officer</li> <li>5. Principal Commercial Officer</li> <li>6. Water Officer</li> <li>7. Education Assistant II</li> <li>8. Senior education Assistant</li> <li>9. Accounts Assistant</li> <li>10. Head Teacher</li> </ol> <p>They were appointed and assumed duty during the month May 2018 as per their respective appointment letters and assumption of duty notices seen,</p> <p>There was evidence that only four accessed the payroll during the month of July 2018</p> <ol style="list-style-type: none"> <li>1. Principal Commercial Officer</li> <li>2. CFO</li> <li>3. Education Assistant II</li> <li>4. Senior Education Assistant</li> </ol> <p>While two accessed the payroll during the month of August 2018</p> <ol style="list-style-type: none"> <li>1. Head Teacher</li> <li>2. Accounts Assistant</li> </ol> <p>Accessed during August as seen on the IPPS payroll</p>	
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<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>Fifteen (15) employees retired as per submissions dated 21st August 2017, 5th February 2018 and 11th June 2018. There was no evidence that they accessed the retirement payroll</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>OSR collected in FY 2016/2017 (excluding sale of assets) was Shs. 135,084,494 (Final Accounts FY 2016/2017 page No. 22) whereas OSR collected in FY 2017/2018 was Shs. 132,535,335 (Draft Final Accounts FY 2017/2018 page No. 8) which resulted into a decrease of Shs. 2,549,159.</p> <p>The percentage decrease was: 1.9%</p> <p>Workings:</p> $2,549,159/135,084,494 \times 100 = 1.9\%$ <p>This decrease which contravened the PFMA 2015 Section 45 (3) was attributed to the following factors:</p> <ul style="list-style-type: none"> <li>• The District major revenue base (Agricultural produce – grains) was affected by the long drought thus retarding productivity.</li> <li>• Businesses dealing in agricultural produce were equally affected.</li> </ul>	<p>0</p>

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Original budget for local revenue in FY 2017/2018 was Shs. 286,700,000 (Original budget for FY 2017/2018 page No. 4) against which Shs. 132,535,335 (Draft Final Accounts FY 2017/2018 page 13) was collected representing a budget out-turn of 46.2%.</p> <p>Therefore the LG budget realisation was 53.8% below the planned local revenue for FY 2017/2018.</p> <p>Workings:</p> $132,535,335/286,700,000 \times 100 = 46.2\%$ <p>Budget realisation was:</p> $100\% - 46.2\% = 53.8\%$ <p>The low budget realisation which contravened the LGFAR 2007 section 32 was attributed to the following factors:</p> <ul style="list-style-type: none"> <li>• The District major revenue base (Agricultural produce – grains) was affected by the long drought thus retarding productivity.</li> <li>• Businesses dealing in agricultural produce were equally affected.</li> </ul>	<p>0</p>
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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

The District collected Shs. 36,653,352 (Draft Final Accounts for FY 2017/2018 page No. 20) in FY 2017/2018 in respect of Local Service Tax through deductions from District staff. The LST collected relates to the Pay roll of September and October 2017.

The District remitted Shs. 15,680,432 to the 16 LLGs and retained Shs. 20,972,920 representing 42.8% to 57.2% contrary to 65% to 35% as recommended in the LGA Cap 243 as amended section 85 (4).

The distribution schedule was as below:

Lokole SC: 980,027

Arum SC: 980,027

Lamiyo SC: 980,027

Lira Palwo SC: 980,027

Wol SC: 980,027

Omot SC: 980,027

Omiya Pacwa SC: 980,027

Parabong SC: 980,027

Palamol SC: 980,027

Patongo SC: 980,027

KotOmor SC: 980,027

Adilang SC: 980,027

Lapono SC: 980,027

Kalongo TC: 980,027

Agago TC: 980,027

Patongo TC: 980,027

TOTAL 15,680,432

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Actual local revenue collected in FY 2016/2017 was Shs. 135,084,490 (Final accounts for FY 2016/2017 page No. 22) of which 20% equivalent to Shs. 27,016,899 was supposed to be the maximum expenditure for Council emoluments and allowances in FY 2017/2018.</p> <p>However actual expenditure on Council emoluments and allowances in FY 2017/2018 was Shs. 73,253,000 (Draft Final Accounts for FY 2017/2018 –Annexes to Financial Statements: Trial Balance –not page numbered)representing 54.2% above the recommended 20% as per 1st Schedule Regulation 4 of the LGA Cap 243 as amended</p> <p>No evidence of written authority from the Minister of Local Government to spend beyond 20% was sought by the Accounting Officer contrary to 1st Schedule Regulation 4 (A) of the LGA Cap 243 as amended.</p> <p>Workings: <math>73,253,000/135,084,494 \times 100 = 54.2\%</math></p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>The district had a Senior Procurement Officer as per the appointment letter CR/156/2 dated 1st July 2008</p>	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>The LG TEC evaluated projects under Open domestic bidding and made recommendations to the Contracts Committee on 13th October 2017 evidenced by TEC meeting minute number ADLD/ECM/03/2017/2018. The procurement items under Selective bidding were evaluated on 8th November evidenced by TEC meeting minute number ADLG/ECM/O4/2017/2018. The evaluated projects included;</p> <ol style="list-style-type: none"> <li>AGAG/611/WRKS/2017/2018/00033, Low cost sealing of 1km road in Kalongo TC worth 268,673,610 (open bidding)</li> <li>AGAG/611/WRKS/2017/2018/00035 A 2 classroom block at Nimaro primary school worth 71,458,000 (open bidding)</li> <li>AGAG/611/WRKS/2017/2018/00034 Construction of OPD at Opyelo HCII worth 85,527,303 (open bidding)</li> <li>AGAG/611/WRKS/2017/2018/00037 Completion of Planning unit building at Agago district HQRS worth 170,742,910 (open bidding)</li> <li>AGAG/611/WRKS/2017/2018/00080 Cattle Crush at Patongo sub county worth 16,400,000 (selective bidding)</li> </ol>	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The LG Contracts committee sat on 9th November and considered the evaluated procurement items/projects for both Open and Selective bidding. This was evidenced by the Contracts Committee meeting minute number ADLG/CCM/05/2017/2018. The projects awarded included; Low cost sealing of 1km road in Kalongo TC, A 2 classroom block at Nimaro primary school, Construction of OPD at Opyelo HCII, Completion of Planning unit building at Agago district HQRS and Cattle Crush in Patongo sub county</p>	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The Agago LG Procurement plan for 2018/2019 signed by CAO on 7th August 2018 covered infrastructure projects as approved in the annual work plan. The procurements for 2017/18 FY was made as per plan evidenced by procurement files that showed similar projects as those that were planned for in the procurement plan for 2017/18 FY.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>The LG had not prepared the bid documents for any infrastructure/investment projects as they could not show any. The Senior procurement officer indicated that they were still being prepared</p>	<p>0</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>The Contracts Register book was not updated and it lacked information on the bills, amount paid and amount due.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>The LG adhered with procurement thresholds in procuring projects in 2017/18 FY as evidenced by the sampled projects that included;</p> <ol style="list-style-type: none"> <li>1. AGAG/611/WRKS/2017/2018/00033, Low cost sealing of 1km road in Kalongo TC worth 268,673,610 (open bidding)</li> <li>2. AGAG/611/WRKS/2017/2018/00035 A 2 classroom block at Nimaro primary school worth 71,458,000 (open bidding)</li> <li>3. AGAG/611/WRKS/2017/2018/00034 Construction of OPD at Opyelo HCII worth 85,527,303 (open bidding)</li> <li>4. AGAG/611/WRKS/2017/2018/00037 Completion of Planning unit building at Agago district HQRS worth 170,742,910 (open bidding)</li> <li>5. AGAG/611/WRKS/2017/2018/00080 Cattle Crush at Patongo sub county worth 16,400,000 (selective bidding)</li> </ol>	<p>2</p>

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <p>for all projects based on technical supervision: score 2</p>	<p>The works projects implemented in 2017/18 FY were appropriately certified with completion certificates and interim certificates evidenced by 5 sampled projects which were all certified as follows;</p> <p>Cattle Crush at Patongo sub county issued with completion certificate on 10/9/2018</p> <p>A 2 classroom block at Nimaro primary school interim certificate issued on 21/3/2018</p> <p>Low cost sealing of 1km road in Kalongo TC interim certificate issued on 12/4/2018 and 20/6/2018</p> <p>Construction of OPD at Opyelo HCII interim certificate issued on 6/6/2018</p> <p>Completion of Planning unit building at Agago district HQRS interim certificate issued on 26/6/2018</p>	2
<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"> <li>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</li> </ul>	<p>There were no works projects under implementation in FY 2018/2019</p>	0
Financial management			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The LG had not yet been rolled on IFMS. It operated 18 Cash books/ Bank Accounts namely: General Fund, Capacity Building, PreInor Project, Statutory Boards, DDEG, UWEP, Administration, Health Department, Natural Resources, Production, Education, Community Based Services, Works &amp; Technical Services, Finance, Global Fund, UNICEF, NUSAF III Project and NUSAF 3.</p> <p>All the monthly bank reconciliations as per sample above for July 2017 - June 2018 in FY 2017/2018 including July to August 2018/2019 were duly made by the respective sector accountants and checked by Head of Finance.</p>	4



<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>There was evidence of timely payment of suppliers during FY 2017/2018 as indicated below:</p> <p>M/s Bedo Abeda Nyok Ltd request for payment of Shs. 630,000 on 19/9/2017 for Retention on supply of 35 desks at Kuywee P/S in Wol sub-county was paid on 30th /10/2017 vide Payment Voucher No. 11/10/2017 within 1 month and 10 days.</p> <p>M/s Adwar and Sons Company Ltd request for payment of Shs. 40,000,000 on 31st/5/2018 for construction of OPD at Opyelo HC III in Patongo sub-county was paid on 7th/6/2018 vide payment voucher number 1150 dated 7th/6/2018</p> <p>M/s SAGS GEO Consults Ltd request for payment of Shs. 26,508,661 on 11th /6/2018 for carrying out Reconnaissance Surveys of 12 village centres, Detailed investigations for 12 bore holes &amp; Supervision of design &amp; drilling of 12 boreholes was paid on 14th/6/2018 vide payment voucher number 38/6/2018 within 3 days.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The District had a Principal Internal Auditor (District Internal Auditor) by the names of Lworo Labongo Okakoo substantively appointed by the DSC on 20th/6/2018 under Min. 148/2018.01.</p>	<p>1</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>The LG produced all the 4 quarterly internal audit reports for FY 2017/2018 in accordance with the LGA Cap 243 as amended section 90 (2) as indicated below:</p> <p>Q1 on 23rd/10/2017 Ref. CR/250/3 addressed to District Speaker.</p> <p>Q2 on 29th /1/2018 Ref. CR/250/3 addressed to District Speaker.</p> <p>Q3 on 25th/4/2018 Ref.CR/250/3 addressed to District Speaker.</p> <p>Q4 on 25th /7/2018 Ref. CR/250/3 addressed to District Speaker.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The Accounting Officer took action on all the 19 internal audit queries raised in FY 2017/2018 as per his communication to the District Internal Auditor dated 23rd/11/2017 Ref. CR/250/3 for Q1, 26th /2/2018 Ref. CR/250/3 for Q2, 18th /5/2018 Ref. CR/250/3 for Q3 and 10th /8/2018 Ref. CR/250/3 for Q4.</p> <p>The same communication was copied to the District Chairperson and LGPAC on the same dates with even references.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>All the 4 quarterly internal audit reports for FY 2017/2018 were submitted to the Accounting Officer and LGPAC as follows:</p> <ul style="list-style-type: none"> <li>• CAO &amp; LGPAC on 23rd /10/2017 Ref. CR/250/3.</li> <li>• CAO &amp; LGPAC on 29th /1/2018 Ref. CR/250/3.</li> <li>• CAO &amp; LGPAC on 25th /4/2018 Ref. CR/250/3.</li> <li>• CAO &amp; LGPAC on 25th /7/2018 Ref. CR/250/3.</li> </ul> <p>However LGPAC reviewed and followed-up only 1st quarter internal audit report for FY 2017/2018 and submitted a report to Council. The 2nd, 3rd&amp; 4th reports were not reviewed nor followed-up as required as at the time of this assessment.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The LG maintained an assets register covering details on Land &amp; Buildings, Motor Vehicles &amp; Heavy Plants and General as per format in the Local Government Accounting Manual 2007 i.e. Form AC 33(a) Register of Fixed Assets – General, Form AC 33(b) Register of Fixed Assets – Motor Vehicles &amp; Heavy Plants, Form AC 33(c) Register of Fixed Assets – Land &amp; Buildings.</p> <p>However the LG assets register was not maintained to date as required.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>Agago DLG obtained Unqualified Audit Opinion for FY 2017/18</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The District Council met and discussed service delivery related issues as follows:</p> <ul style="list-style-type: none"> <li>Min.07/2/ADLC/2017/2018 –Sector Reports; and 08/2/ADLC/2017/2018 – Passing of the Budget for FY 2018/2019 (Minutes of District Council meeting held on 30thMay 2018).</li> <li>Min.6/5/ADLC/2017/2018 – Presentation of Partnership of Partnership Agreement Report with Uganda Wildlife Authority; and Min.7/5/ADLC/2017/2018 – Laying of the Draft Budget and Work Plans for FY 2018/2019; (Minutes of District Council meeting held on 22nd April 2018).</li> <li>Min.6/3/ADLC/2017/18 – Presentation and Discussion of Standing Committee Reports (Minutes of District Council meeting held on 28th February 2018).</li> <li>Min.7/2/ADLC/2017/18 –Standing Committee Reports (Minutes of District Council meeting held on 31st October 2017).</li> <li>Min.6/1/ADLC/2017/18 – Approval of District Water, Sanitation, and Hygiene Bill; and Min.8/1/ADLC/2017/18 –Standing Committee Reports (Minutes of District Council meeting held on 5th September 2017).</li> </ul>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>The CAO assigned Mr. Jurua Charles (ACAO), to coordinate responses to feedback from lower Local Governments (as per letter Ref: CR/153/4 dated 3rd July 2017).</p>	<p>1</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The ACAO assigned to coordinate responses to feedback from lower local Governments availed a file (without a file reference number) where complaints were filed, and thereafter forwarded to the CAO / Agago to bring them to the attention of the most appropriate department / organ.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>At the time of assessment, the district had not published the LG Payroll and Pensioner Schedule on any public notice boards at the district headquarters.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>Information displayed on the notice board in the Administration Block at Agago District was 'Best Evaluative Bidder (For Procurement and disposing notice board).</p> <p>The procurement plan was not displayed on any Notice Board.</p>	<p>0</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>In conjunction with the GAPP Programme, the DCAO informed the assessor that dissemination (to HoD, DEC members, Standing Committees of Council, RDC, and all CSOs) of the annual performance assessment results for Agago DLG for FY 2016/2017 had been undertaken with the intention to jointly identify performance gaps and address or bridge them in preparation for annual performance assessment for FY 2017/2018.</p> <p>Much as the invitation letter was availed during assessment, there was no dissemination report at the time of assessment.</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>The district communicated and explained guidelines, circulars and policies issued by the national level to LLGs during FY 2017/2018. For instance, the letter from CAO to all Senior Assistant Secretaries, Town Clerks , and HoD regarding 'Revised Rates of Duty Facilitation Allowances as per Circular Standing Instruction No. 6 of 2018' (Ref: CR/350/1 dated 2nd July 2018).</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>During FY 2017/2018 Agago DLG conducted discussions with the public to provide feedback on status of activity implementation such as:</p> <ul style="list-style-type: none"> <li>Radio Talk Show on Radio Luo FM (90.0) at 8:00 PM to discuss maintenance of completed projects; enforcement of bye-laws; and keeping well the tools handed over. The guests were Mr.Ochan Morish (Vice Chairperson / Agago DLG); and Danish Refugee Council – Agago (as per Radio Talk Show Script dated 14th June 2018).</li> </ul>	<p>1</p>
<p>Social and environmental safeguards</p>			

<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"> <li>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.</li> </ul>	<p>The LG Gender focal person provided support and guidance to departments to mainstream gender in their activities for example in 2017/18 FY the gender focal person disseminated gender policy to district heads of departments evidenced by minutes of a meeting held on 13/3/2018. The Gender focal person also conducted meetings on Gender based violence in Aywee-Palwaro and Arum sub-counties evidenced by a report dated 23/10/2017, held quarterly meetings with women council executives evidenced by meeting minutes dated 5/7/2017, 6/3/2018.</p>	<p>2</p>
<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"> <li>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.</li> </ul>	<p>The gender focal person and CDO have planned activities to strengthen women's roles and the activities include community dialogue meetings, quarterly meetings with women councils, 16 days of gender activism and women day celebrations this was evidenced by the approved women council work plan for 2018/19 signed by CAO on 7/9/2018. Gender activities were allocated 5,937,912 for women council activities and it was all utilised evidenced by the payment vouchers such as VR No, 3/3/2018 containing 1,020,000 approved for women day celebrations and other vouchers that were shown to the evaluation team</p>	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Environmental screening was carried for projects and all the 5 sampled projects had environmental screening forms completed for the screening form for the Low cost sealing road in Kalongo Town council was dated 1/8/2017, the one for completion of planning unit building was dated 12/9/2017 and the other 3 projects (OPD at Opyelo HCII, 2 classroom block at Nimaro ps and cattle crush in Patongo sub county) were screened on 13/9/2017.</p>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>Environmental and social management and health and safety plans were found integrated in the contract bid documents and a budget provision was made to take care of environment issues in the project for example the low cost sealing road project had a budget of 600,000, planning unit building 300,000, the OPD construction at Opyelo HCII 100,000 and 2 classroom block at Nimaro primary school 100,000, The budget mentioned above was to take care of environmental mitigation plans.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The projects were implemented on land that belonged to government, two land titles for plot 50 Agago block 5 at opyelo and plot 51 Agagoblock 5 at Wii-Lopany belonging to the districts were site projects for the OPD and planning unit respectively. The classroom block at Nimaro Primary School and the road projects were also implemented on public land.</p>	<p>1</p>



<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>The sampled projects were all completed in 2017/18 FY and had environmental and social mitigation certification forms completed evidenced by form 0022 for OPD at Opyelo, 0018 for Cattle crush at Patongo, 0001 for the planning unit building, 0002 for 2 classroom block at Nimaro Primary School all dated 20/6/2018 and certificate number 0029 for low cost sealing road project in Kalongo TC dated 19/6/2018.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>No evidence of environmental and social clearance before contract payments were made</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken.</li> </ul> <p>Score: 1</p>	<p>The environmental officer's quarterly report dated 4/6/18 indicated that all sampled projects were monitored but there were no single report filed by the CDO to indicate that projects were visited.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>There was evidence that all the primary schools had a Head Teacher and 7 teachers. The total number of teachers was 917, who are on the government payroll.</p> <p>There was a total budget of 8,783,842 for all the head teachers and teachers on the list.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>There was evidence that the LG deployed a head teacher and teachers in 111 P/S. However, 62 schools including Odom P/S, Okede P/S, Aywee P/s, etc. had between 6-7 teachers including the head teacher, below the required minimum of one (1) head teacher and at least seven (7) teachers for primary schools up to P7.</p>	0
<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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<p>The LG had a Wage Bill to fill the structure for primary school teachers with:</p> <ul style="list-style-type: none"> <li>? Primary Teachers =44</li> <li>? Deputy head teachers=50</li> <li>? Education assistant II =200</li> </ul> <p>The above provision totals 294 positions out of 610 vacant positions they need. Thus the LG provision filled on only 48.1%.</p>	0

<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"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The LG had substantively filled the positions of Inspector of Schools and Senior Inspector of Schools;</p> <ul style="list-style-type: none"> <li>• Ms. Apio Grace -Senior Inspector of schools, appointed on 23/10/2013. Reference no. CR/150/2.</li> <li>• Mr. Kitara Coldwell, appointed on 01/7/2010, reference no. CR161/2.</li> </ul> <p>However, the Inspector of School Mr. Kitara was also working as a Senior Education Officer in the department.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>A recruitment plan was submitted to HRM for;</p> <ul style="list-style-type: none"> <li>• 20 - Head Teacher</li> <li>• 40 - Deputy Head Teachers.</li> <li>• 200- Education Associate II.</li> </ul> <p>The recruitment plan was submitted to HRM on 16/8/2018.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>All the positions for inspector of schools; Senior Inspector and Inspector of Schools were already filled.</p> <p>There was however a plan to recruit one (1) Sports Officer, one (1) Education Officer and one (1) Senior Education Officer. This plan was not yet submitted to HRM for recruitment at the time of assessment.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>The district had two (2) School Inspectors</p> <p>There was evidence that they were both appraised as per the appraisal reports seen</p> <ol style="list-style-type: none"> <li>1. Senior Inspector of Schools as per the appraisal report dated 29th June 2018</li> <li>2. Inspector of Schools as per the appraisal report dated 29th June 2018</li> </ol>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>The district had one hundred and eleven (111) primary school Head Teachers as per the district staff list Ninety nine (99) were appraised as per appraisal reports seen, representing 89% compliance. Twelve appraisal reports for Head Teachers were sampled as follows;</p> <ol style="list-style-type: none"> <li>1. Kalaka PS – 10th December 2017</li> <li>2. Geregere PS - 20th December 2017</li> <li>3. Palimol PS – 10th January 2018</li> <li>4. Otingowite PS – 6th January 2018</li> <li>5. Wokico PS – 8th December 2017</li> <li>6. Wal PS – 8th December 2017</li> <li>7. Oyere PS – 29th December 2017</li> <li>8. Omatowee PS – 16th December 2017</li> <li>9. Labina Parents PS - 31st December 2017</li> <li>10. Lango PS – 10th December 2017</li> <li>11. Wipolo PS = 18th January 22018</li> <li>12. Lamyo (Abalo Beatrice) – 30th</li> </ol>	<p>2</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>There was evidence that the LG Department of Education received and communicated the following guidelines, circulars and policies:</p> <ul style="list-style-type: none"> <li>• Guidelines on School Charges were communicated to head teachers on 24/10/2017.</li> <li>• Press release on Unlicensed/Unregistered Schools on 22/7/2017.</li> <li>• Circular No. 8/2017 on Adherence to School Calendar.</li> <li>• On 9/1/2018, a signed distribution list indicated 115 schools including 4 secondary schools received guidelines on School feeding 2013.</li> </ul>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>A meeting for Head Teachers Association for the LG met on 8/8/2018. Under Agenda no 5, the LG department of Education explained and sensitised the head teachers on the above guideline on School Calendar.</p>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools<sup>2</sup></p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>The Education Department had carried out School Inspection for term III 2017 and term II and I 2017/18.</p> <ul style="list-style-type: none"> <li>• School inspection report for term III dated 6/11/2017 indicated 111 P/S were inspected.</li> <li>• Term II 2017 inspection report was dated 30/6/2017. This was a digital school inspection which was done for 22 P/S.</li> <li>• Term I school inspection report 2018 was dated 15/3/2018 for 111 P/S.</li> </ul> <p>18 School Associate Assessors supported the School Inspection activity, on average each associate assessor inspected 5-8 schools and made it possible to cover the schools 100%.</p> <p>Thus for the 3 terms, the average coverage for school inspection <math>(111+111+22=244/3 \times 100) = 81.3\%</math></p>	<p>8</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4</li> </ul>	<p>There was evidence that School Inspection reports were discussed in the meetings of:</p> <p>? 19/9/2017 Agenda 3, Minute 3/4/2017.</p> <p>? 21/3/2018 Agenda 3, Minute 3/2/2018.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>There was evidence that the LG Education department had submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports. The assessment Team reviewed the Inspection Grant Acknowledgement letter dated 16/5/2018 from DES for term I inspection report and digital inspection done in term II..</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the inspection recommendations are followed-up: score 4.</li> </ul>	<p>There was evidence that the department of Education forwarded the findings of the school inspection report for term 1 and digital inspection report for term II to the Sectoral Committee that sat on 28/5/2018 under minute 4-5/5/2018 the issues included enrollement status and daily attendance of teachers.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The school list and PBS list generated on 12/7/2017 for two sampled schools from a list of 111 schools were a match:</p> <ul style="list-style-type: none"> <li>- Arum P/S</li> <li>-Adilang P/S.</li> </ul>	<p>5</p>



<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>Pupils' enrolment data and PBS data were consistent. Two schools were sampled from both list:</p> <ul style="list-style-type: none"> <li>• Ajaliyena P/S with a total of 740 pupils (362 Female &amp; 378 male).</li> <li>• Lamikweyo P/S with a total of 450 pupils (224 female &amp; 226 male)</li> </ul> <p>The PBS enrollment data stamped 28/3/2018 was a match with the school enrollment data list.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The Standing Committee for Education and Community Based Services met and discussed service delivery issues during FY 2017/2018 as below:</p> <ul style="list-style-type: none"> <li>• Minutes of the Committee meeting held on 4th April 2018 (under Min.4/2018 – Presentation and Discussion of Departmental reports)</li> <li>• Minutes of the Committee meeting held on 15th December 2017 (under Min.4/2017 – Presentation and Discussion of Departmental reports)</li> </ul>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Standing Committee for Education and Community Based Services presented issues that required approval to the District Council. For example:</p> <ul style="list-style-type: none"> <li>• Report of Education Sector Committee to the Council Meeting of 31st October 2017'. Further evidence was in the Minutes of District Council meeting held on 31st October 2017 (Min.7/2/ADLC/2017/18 –Standing Committee Reports).</li> </ul>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>Out of the 111 P/S, 105 schools had SMC files in the DEOs' Office. thus 94.5 % of school had functional SMCs'</p> <p>The assessment team sampled five schools:</p> <ul style="list-style-type: none"> <li>• Kalongo P/S</li> <li>• Lilokoitio P/S</li> <li>• Olung P/S</li> <li>• Agele P/S</li> <li>• Lamitweyo P/S</li> </ul> <p>The sampled schools had files and minutes of meetings in the files for meetings to approve budgets 10th/8/2018 for Patongo and planning meeting on 6/8/2018 for Ajali anyena P/S among others as evidence of functionality</p>	<p>3</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>There was a list in the file (removed from the noticed board) for schools receiving non-wage recurrent grant. However, the list was deemed unauthentic because it was neither signed nor stamped. Further still, it was not in the public space at the time of the assessment.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, 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"> <li>• 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</li> </ul>	<p>There was evidence of submission of procurement input to PDU for:</p> <ul style="list-style-type: none"> <li>? 36 desks for each for the 12 Schools including Aywee P/S, Ayika P/S, Lamoi P/S</li> <li>? 2 classroom blocks at Geregere P/S (construction).</li> <li>? 2 class room blocks at Okol P/S (Completion).</li> <li>? Furniture&amp; fixtures for LGDE H/Q.</li> </ul>	<p>4</p>

Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>There was evidence that the LG Education department timely certified and recommended suppliers for payment as per the sampled transactions below:</p> <ul style="list-style-type: none"> <li>M/s Bedo Abeda Nyok Ltd request for payment for Shs. 630,000 on 19th /9/2017 for Retention on supply of 35 desks at Kuywee P/S in Wol sub-county was verified and recommended by DEO, DE, CFO &amp; CAO on 24th /10/2017 and was paid on 30th /10/2017 vide payment voucher No. 11/10/2017 within 6 days.</li> <li>M/s Kilibbi United Construction and Supply Co. Ltd request for payment of Shs. 1,832,150 on 11th /10/2017 for Retention on construction of 5 stance VIP latrine at Wipolo Soloti P/S was verified and recommended for payment by DE, DEO, CFO, &amp; CAO on 24th /10/2017 and was paid on 24th /10/2017 vide payment voucher No. 06/10/2017 on the same day.</li> <li>M/s Aywee United Brothers and Sons Ltd request for payment of Shs. 19,850,000 on 4th /4/2018 for construction of 1 staff house at Langolangola P/S was verified and recommended for payment by DEO, DE, CFO &amp; CAO on 31st /5/2018 and was paid on 28th/6/2018 vide payment voucher No. 6410 within 28 days.</li> </ul>	<p>3</p>
<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"> <li>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</li> </ul>	<p>At the time of assessment, the DEO informed the team that the department had submitted the annual performance report for FY 2017/2018 to the Planner / Agago DLG for consolidation.</p> <p>However, the HoD did not click the 'Validate and Notify' button under 'Consistency Check in PBS to generate formal notice of successful submission to the District Planner. Therefore, there was no way of ascertaining the date of submission of performance reports by the 15th July 2018.</p>	<p>0</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 4</li> <li>o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>o If all queries are not responded to score 0</li> </ul>	<p>The LG Education department had four (4) audit findings in the quarterly audit reports for FY 2017/2018 as captured below and were all cleared as evidenced in the Accounting Officer's action responses to the District Internal Auditor on 21st /11/2017 Ref. CR/250/3 and 10th /8/2018 Ref. CR/250/3</p> <ul style="list-style-type: none"> <li>• Q1- mismanagement of funds of Kalongo Technical Institute by School Bursar.</li> <li>• Q4- Running St. Charles Lwanga Kalongo College without a Board of Governors.</li> <li>• Q4- Operating School accounts without writing books of accounts.</li> <li>• Q4- Teachers overstaying in one school for over 10 years.</li> </ul>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There was evidence of dissemination of gender guidelines on how senior women / men teachers should provide guidance to girls and boys.</p> <p>A letter to Head Teachers dated 27/4/18 and stamped on 8/7/2018 for dissemination of WASH was reviewed by the assessment team</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>Guidelines on sanitation for girls and boys were disseminated on 8/2018 to Head Teachers in a letter. Refer to bullet 2-6 of the agenda communication.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>5 primary schools with functional SMCs' were sampled for gender composition:</p> <ul style="list-style-type: none"> <li>• Arumudwong P/S, 3 out of 11 were female.</li> <li>• Patongo Akwee P/S 3 out of 13 were female.</li> <li>• AjaliAnyena P/S 3 out of 12 were female.</li> <li>• Olang P/S 4 out of 12 were female.</li> <li>• Kalongo P/S 4 out of 12 were female.</li> </ul> <p>The above schools were visited and the information verified.</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was evidence that the LG Education department issued guidelines on environmental management.</p> <p>A meeting of Head Teachers on 24/8/2018 under Agenda 3 b &amp; c on environmental protection for 21 schools. Issues on tree planting, 5 set up school environment clubs &amp; with a nursery bed for raising seedlings.</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There was only one school project at Nimaro P/S at Kalongo Sub-county. 2 classroom blocks were constructed and the screening form was available at the environment officer's file dated 13/9/2017.</p>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"><li>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1</li></ul>	<p>Site visitation report was written and contained in the quarterly monitoring report dated 4/6/2018 by the environment officer.</p>	<p>1</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>There was evidence that the LG had filled the structure for PHC with a wage bill from PHC wage for FY 2017/2018 as indicated below.</p> <p>Out of 368 health staff establishment for Agago District as per the approved staff establishment by MoPS dated 23rd /3/2017 Ref. ARC 135/306/01280 had been filled representing 74% whereas 88 were not filled representing 26%.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that Health department had submitted a comprehensive recruitment plan for FY 2018/2019 as per without referenced submission letter entitled “Human Resource Recruitment Plan” dated 28th /1/2018 to the HRM department.</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 thirty four (34) health facilities;

HC IIIs - 11

HC IIs - 23

There were therefore 34 Officers in Charge of health facilities. There was evidence that thirty two (32) were appraised as per the appraisal reports seen, representing 94% compliance.

Ten Officers in Charges' appraisal reports were sampled and found to have been appraised on the following dates;

1. Enrolled Nurse Adlang HC III-

29th June 2018

2. Enrolled Nurse Parabong sub county HC II – 29th June 2018

3. Senior Clinical Officer Parabong sub county HC III – 28th June 2018

4. Senior Clinical Officer Lokole HCIII – 26th June 2018

5. Senior Clinical Officer Patong TC, HC III - 28th June 2018

6. Senior Clinical Officer Paimol HC III 26th June 2018

7. Enrolled Nurse Kuyuwee HC II – 27th June 2018

8. Enrolled Nurse Laita HC II – 29th June 2018

9. Enrolled midwife Acuru HCII 29th June 2018

Enrolled Nurse OgwarKamolo HC II - 27th June 2018



<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>There was evidence that the LG Health department deployed health workers as per the budget for FY 2017/2018 as indicated in the 5 sampled lower health facilities below:</p> <ul style="list-style-type: none"> <li>Lira Palwo HCIII 19 approved and 14 filled.</li> <li>Patongo HC III 19 approved 19 filled.</li> <li>Lukole HCIII 19 approved and 13 filled</li> <li>Ligiligi HCII 9 approved and 5 filled.</li> <li>Geregere HC 9 approved and 5 filled</li> </ul>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>There was evidence that the DHO had communicated all guidelines, circulars, policies, issued by MOH to lower level health units as indicated below: Lukole HC III, Patongo III, Lira Palwo HC III, Geregere HC II and Ligilig HCII received DHO's communication on 24th /8/2017 explaining the following guidelines, policies and circulars issued at national level:</p> <ul style="list-style-type: none"> <li>Use of UNEPI Cold chain in storing and maintaining oxytocin.</li> <li>Clinical Guide 2016.</li> <li>Circular on medical waste management.</li> <li>Circular on disease preparedness and response</li> </ul>	<p>3</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>There was evidence that the DHO held meetings with health facility in- charges of Patongo HCIII, Lukole HC III and Lira Palwo HC III and Geregere HC II &amp; Ligilig HC II where meetings were held on 24th 8/2017, 20th /12/2017 4th /6/2018 and discussed issues of inappropriate dispensing of drugs, late coming and absenteeism, failure to observe re-order levels for drug stocks, stand by gas cylinders for maintaining cold chain, health talks in out-patients' departments amongst others.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The District did not have a Hospital neither did it have any Health Centre IV.</p> <p>However, it formed partnership with Kalongo Hospital (PNFP) and in-charges of Health Centre III to supervise lower health facilities as indicated below:</p> <ul style="list-style-type: none"> <li>Q1 supervision was carried out on 25th - 29th /9/2017.</li> <li>Q2 on 20th -24th /11/2017</li> <li>Q3 on 26th -29th/3/2018</li> <li>Q4 on 30th/7 - 3rd /8/2018</li> </ul> <p>Issues like giving health talks to out-patients, slashing bushy compounds, stern warnings on late coming and absenteeism were evidenced in the quarterly support supervision reports.</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>The LG did not have a Health Centre IV hence no HSD.</p> <p>However, it formed partnership with Kalongo Hospital (PNFP) and in-charges of Health Centre III like Lukole HC III, Patongo HC III and Lira Palwo HC III to supervise lower health facilities as indicated below:</p> <p>Q1 supervision was carried out on 25th - 29th /9/2017.</p> <p>Q2 on 20th -24th /11/2017</p> <p>Q3 on 26th -29th /3/2018</p> <p>Q4 on 30th/7 -3rd/8/2018</p> <p>Recommendations from the supervision included restocking of anti-malarial drugs before stock - out, follow-up on timely release of PHC funds by DHO, health education on preventive measures, proper use of the distributed mosquito nets amongst others.</p>	<p>3</p>
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<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"> <li>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</li> </ul>	<p>There was evidence that all the 4 quarterly supervision and monitoring reports were discussed by the LG Health department as indicated below:</p> <ul style="list-style-type: none"> <li>Q1 was discussed on 27th /10/2017 Min. 3:1 The issue discussed was poor hygiene at Lukole HCIII and recommendation was that the Health Assistant to follow-up on the cleanliness.</li> <li>Q2 was discussed on 30th//11/2017 Min.03. The issue discussed was that 10 health facilities (not specified in the minutes) lacked stand by gas cylinders and recommendation was that the DHO to follow-up and write to International Red Cross for cylinder procurement support.</li> <li>Q3 was discussed on 11th/4/2018 Min. 3.1 The issue discussed was poor lighting system in labour ward for Patongo HCIII and recommendation was that the in charge together with members of HUMC try to improve the lighting system in the maternity ward .</li> <li>Q4 was discussed on 20th/8/2018 Min.3.1.The issue discussed was security personnel (askari) in Patongo HCIII not doing his job and recommendation was that the in charge should enforce the roles and responsibilities of the askari.</li> </ul>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the recom- mendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was evidence that recommendations were followed up and specific activities undertaken for corrective action like:</p> <ul style="list-style-type: none"> <li>Cleaners in Lukole HCIII were provided with cleaning materials and cleanliness improved.</li> <li>Stand by gas cylinders were availed as evidenced in the 5 sampled health facilities.</li> <li>Patongo HCIII was in the process of reinstating solar lighting system – the solar panel had been purchased awaiting installation.</li> <li>The askari at Patongo HCIII had improved on his job.</li> </ul>	<p>6</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>There was evidence that the LG submitted accurate/consistent data regarding the facilities receiving PHC funding in line with both HMIS report and PBS to the Permanent Secretary Ministry of Finance and Economic Development date 15th /11/2017 Ref.CR/350/1 copied to the PS-MoLG, District Chairperson RDC and DHO. The list had 33 health facilities receiving PHC funding.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>The Health Committee met and discussed service delivery issues during FY 2017/2018 as below:</p> <ul style="list-style-type: none"> <li>• Minutes of the Committee meeting held on 9th May 2018 (under Min.03/09/06/2017 – Presentation and Discussion of Departmental report).</li> <li>• Minutes of the Committee meeting held on 9th April 2018 (under Min.4/3/2017/18 – Presentation and Discussion of Departmental report).</li> <li>• Minutes of the Committee meeting held on 16th December 2017 (under Min.4/1/2017/18 – Presentation and Discussion of Departmental report).</li> </ul>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Health Committee presented issues that required approval to the District Council. For example:</p> <ul style="list-style-type: none"> <li>• ‘Report of Health Sector Committee to the Full Council Meeting of 5th September 2017’. Additional evidence was in the Minutes of District Council meeting held on 5th September 2017 (Min.8/1/ADLC/2017/18 –Standing Committee Reports – Standing Committee Reports).</li> </ul>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>There was evidence of 5 functional HUMCs as per the randomly sampled health facilities i.e. Lira Palwo HCIII, Lokule HC III, Patongo HC III, Geregere HC II and Ligilig HC II whose HUMCs held meetings on quarterly basis as below:</p> <ul style="list-style-type: none"> <li>• Lukole HC III HUMC met quarterly on 4th /8/2017, 20th/12/2017, 20th /2/2018 and 12th/6/2018. They discussed budget and resource issues.</li> <li>• Ligiling HCII met quarterly on 30th July 2017, 16th/10/2017, 28/4/2018 and 30th/5/2018. They also discussed the budget and resource issues.</li> </ul>	<p>2</p>
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The LG has publicised all health facilities receiving PHC non-wage recurrent grants

Maximum 4 for this performance measure

- 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

There was evidence that the LG publicised all health facilities receiving PHC non-wage recurrent grants as seen on the notice boards of the 5 sampled H/Cs of:

1. Lukole HCIII

Q1 2,689,165

Q2 2,689,165

Q3 2,689,165

Q4 2,689,165

2. Patongo HCIII

Q1 2,689,165

Q2 2,689,165

Q3 2,689,165

Q4 2,689,165

3. Lira Palwo HCIII

Q1 2,689,165

Q2 2,689,165

Q3 2,689,165

Q4 2,689,165

4. Ligilig HCII

Q1 299,777

Q2 299,777

Q3 299,777

Q4 299,777

5. Geregere HCII

Q1 299,777

Q2 299,777

Q3 299,777

Q4 299,777

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>The LG Health department did not submit input to procurement plan by 30/4/2018 as required.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>The procurement request forms PP1 submitted by the Health department in April 2018 were submitted in error as there was no approved procurement plan at that time against which the requests were made.</p>	<p>0</p>



<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>There was evidence that the LG Health department certified and recommended suppliers timely for payment as per the sampled transactions below:</p> <ul style="list-style-type: none"> <li>M/s Awinyoma Orun Co. Ltd request for payment of Shs. 1,484,000 on 6th /9/2017 for Retention on construction of 4 stances of Drainable Latrine with Urinal at Omot market was verified by DE, HOF, DWO &amp; CAO and recommended for payment on 27th/9/2017 which was paid on 29th/9/2017 vide payment voucher No. 6460 within 2days.</li> <li>M/s Adwar and Sons Co. Ltd request for payment of Shs. 15,599,291 on 6th/6/2018 for construction of a 2 stances pit line latrine and shelter at Opyelo HC II in Patongo sub-county was verified by DE &amp; CAO and recommended for payment on 11th /6/2018 which was paid on 12th /6/2018 vide payment voucher No. PV 4963 within 1 day.</li> <li>M/s Adwar and Sons Co. Ltd request for payment of Shs. 40,000,000 on 31st /5/2018 for construction of OPD at Opyelo HC III in Patongo sub-county was verified by DE,HOF,&amp; CAO an 6th 6/2018 which was paid on 7th /6/2018 vide payment voucher No. 1150 within 1 day.</li> </ul>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>At the time of assessment, the DHO informed the assessor that the department had submitted the annual performance report for FY 2017/2018 to the Planner DLG for consolidation.</p> <p>However, the HoD did not click the ‘Validate and Notify’ button under ‘Consistency Check in PBS to generate formal notice of successful submission to the District Planner. Therefore, there was no way of ascertaining the date of submission of performance reports by the 15th July 2018.</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>• If sector has no audit query: Score 4</li> <li>• If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>• If all queries are not responded to Score 0</li> </ul>	<p>The LG Health department did not attract any internal audit query as per the 4 quarterly internal audit reports for FY 2017/2018.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>• Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30</li> </ul> <p>% women: score 2</p>	<p>The 5 sampled HUMCs were gender sensitive as indicated below:</p> <ul style="list-style-type: none"> <li>• Lira Palwo HUMC had 7 members of which 2 were women and 5 were men representing 28.6% women.</li> <li>• Ligiligi HUMC had 5 members of which 2 were female and 3 were women representing 40%</li> <li>• Lukole HUMC had 6 members of which 4 were women and 2 were men representing 67%</li> <li>• Geregere HUMC had 5 members of which 3 were women and 2 male representing 60%</li> <li>• Patongo HUMC had 7 members of which 4 were female and 3 male representing 57.1%</li> </ul>	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>The LG issued guidelines on how to manage sanitation in health facilities during the supervision visits by DHT held on 26th to 29th /3/2018 as evidenced in the report of integrated support supervision of health facilities dated 26th/3/2018 addressed to DHO.</p> <p>Guidelines on sanitation management dated 2013 included segregation of toilets (coo-men, mon-women) for staff, placenta pits, bin liners, incinerator amongst others.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>There was one health infrastructure project in 2017/18 FY and that was the OPD construction at Opyelo HCII in Patongo sub county and environmental screening forms obtained from the environment office indicated that the project was screened on 13/9/2017</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>The environmental officer visited the site of the OPD Construction at Opyelo HCII as evidenced by the quarterly report dated 4/6/18</p>	<p>2</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<p>The LG issued guidelines on medical waste management dated 2016 during the supervision visits by DHT.</p> <p>These controls included: colour coded bins with bin lining, , placenta pit, rubbish pit, sanitation charts, posters amongst others found in the 5 sampled lower health facilities.</p>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>9 (No.) boreholes were budgeted for each at a cost of UGX 21,000,000 totalling to UGX 189,000,000.</p> <p>Out of the 9 boreholes, 3 were allocated to sub-counties with safe water coverage below district average making it a total budget allocation of UGX 63,000,000, which was 33.3% of the total allocation.</p>	0

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> </li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>The review of the Budget and Annual Progress Report for FY 2017/18 submitted by the District Water Department revealed that the budgeted water projects in the targeted Sub-counties of Arum, Kotomor, Lapono, Lukole, Paimol, Parabongo and Patongo were fully implemented. However Omiya Pachwa sub county which was among the targeted sub counties below the district safe water coverage was not implemented. The review of Annual progress reports for instance fourth quarter report dated 06th August 2018 reveals that implemented projects were in sub counties of Wol, Lapono, Patongo, Kotomor, Paimol, Arum and Lukole. Therefore 8 out of 9 boreholes budgeted were implemented which makes it 88.89%.</p> <p>During the field inspection, the recently constructed Boreholes at Dungu (Parabongo S/C), Tongwili (Paimol S/C) and Otompili HCII (Lukole S/C) were confirmed to be in place and functioning satisfactorily</p>	<p>10</p>
<p>Monitoring and Supervision</p>			
<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>The District Water Office Provided Form 1 that was used for monitoring all water sources in the district. The forms indicated that all water sources in the district had been monitored. In addition, the district contracted SAGS GEO CONSULTS LTD for monitoring and supervision of all the 12 new boreholes that were implemented in the FY 2017/18 .From the review of the Form 1, Site Inspection report dated 2nd November 2017, 25th June 2018 and 25th September 2017 100% of the WSS facilities were monitored.</p>	<p>15</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The data contained in the District Annual Work Plan was similar to the information obtained from the MoWE. This included Drilling of 9 new boreholes and rehabilitation of 15 boreholes.</p>	<p>5</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The water facilities listed in the MIS report provided by the MoWE reflected 09 New Deep boreholes planned and all were achieved, 15 boreholes planned for rehabilitation but 7 actually rehabilitated and 1 Drainable latrine was planned and achieved. This was consistent with the performance contract dated 2nd July 2018 information obtained from the District Water Office.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The District Water Department submitted input for the district procurement plan that covered all investment items in the approved sector AWP and budget to PDU on 4th April 2018 which was within the stipulated deadline of 30th April 2018 as required. This included drilling and installation of 9 Deep Borehole, rehabilitation of 4 boreholes, and construction of 4 stance drainable latrine.</p>	<p>4</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>The contract manager, Mr.Opito Sam was duly appointed on 8th September 2017 by the CAO to manage all WSS projects. The contract Manager prepared contract management plan in two sections; Sustainability plan for water department and Supervision plan dated 14th July 2017.</p> <p>There are also several reports in contract management file including monitoring and inspection reports dated 2nd November 2017, 25th June 2018, 25th September 2018 and water quality monitoring and analysis report dated 10th August 2017. This was corroborated by the selected sites that were visited</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>The following completed facilities were sampled and inspected. They were all found to be functional and well maintained, and the visible elements were confirmed to have been constructed as per design.</p> <p>Deep boreholes at Dungu (Parabongo S/C), Tongwili (Paimol S/C) and Otompili HCII (Lukole S/C) and 4-stance drainable latrine at Kotomor market.</p> <p>Reference was made to the following documents (Drawings, BOQ and specifications)</p> <ol style="list-style-type: none"> <li>Construction and drilling of Boreholes: Contract ref: AGAG611/Wrks/2017-18/00030</li> <li>Construction of 4Stance drainable latrine at Kotomor market: Contract ref: AGAG611/Wrks/2017-18/00087</li> </ol>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>Completed WSS facilities were handed over by Kilibi United Construction and Supply Ltd for the Drainable Latrine at Kotomor, Icon Projects Ltd for 3 Boreholes and East Africa Boreholes Ltd for 7 Boreholes. Certificates of completion were issued to the respective contractors on 4th August 2018.</p> <p>For instance the Assessment team was presented with Completion certificate approved by CAO on 04th August 2018 issued to Kilibi United Construction and Supply Ltd, Icon Projects Ltd and East Africa Boreholes Ltd</p>	<p>2</p>



<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>Review of Interim Payment Certificates showed that the DWO had appropriately certified all WSS projects. The interim certificates included; Kilibi United Construction and Supply ltd requested for payment for the construction of 4Stance drainable latrine at Kotomor market on 16th April 2018 and DWO certified it on 16th April 2018 and East Africa Boreholes Ltd requested for payment for 7 boreholes on 21st June 2018 and DWO certified his payment on 28th July 2018.</p>	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>There was evidence that the District Water department timely certified and recommended suppliers for payment as per sampled transactions below:</p> <p>M/s East Africa Bore holes Ltd request for payment of Shs. 125,339,466 on 26th /6/2018 for drilling and installation of 7 bore holes under Lot 1 was certified on Certificate No.1 and recommended for payment by DWE, &amp; CAO on 28th /6/2018 which was paid on 28th/6/2018 vide payment voucher number 69/6/2018 same day.</p> <p>M/s Icon Projects Ltd request for payment of Shs. 43,406,595 on 6th/6/2018 for Deep Bore hole Drilling, Pump Testing, Water Quality Analysis, Casting and Installation (03) was certified on Certificate No. 1 and recommended for payment by DWE &amp; CAO on 14th /6/2018 which was paid on 20th/6/2018 vide payment voucher number 34/6/2018 within 6 days.</p> <p>M/s SAGS GEO Consults Ltd request for payment of Shs. 26,508,661 on 11th/6/2018 for carrying out Reconnaissance Surveys of 12 village centres, Detailed investigations for 12 bore holes &amp; Supervision of design &amp; drilling of 12 bore holes was certified on Certificate No. 1 and recommended for payment by DWE, &amp; CAO on 14th/6/2018 which was paid on 14th /6/2018 vide payment voucher number 38/6/2018 same day.</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>The District Engineer informed the assessor that the department had submitted the annual performance report for FY 2017/2018 to the Planner / Agago DLG for consolidation.</p> <p>However, the HoD did not click the ‘Validate and Notify’ button under ‘Consistency Check in PBS to generate formal notice of successful submission to the District Planner. Therefore, there was no way of ascertaining the date of submission of performance reports by the 15th July 2018.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	<p>The District Water department did not attract any internal audit query as per the 4 quarterly internal audit reports for FY 2017/2018.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>The Works and Technical Services Committee met and discussed service delivery issues during FY 2017/2018 as below:</p> <ul style="list-style-type: none"> <li>Minutes of the Committee meeting held on 16th March 2018 (under Min.4/3/2018 – Presentation and Discussion of Departmental reports)</li> <li>Minutes of the Committee meeting held on 29th November 2017 (under Min. 6 – Presentation of reports)</li> </ul>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>The Works and Technical Services Committee presented issues that required approval to the District Council. For example:</p> <ul style="list-style-type: none"> <li>'Report of Works and Technical Services Sector Committee to the Full Council Meeting of 31st October 2017'. Further evidence was in the Minutes of District Council meeting held on 31st October 2017 (Min.7/2/ADLC/2017/18 –Standing Committee Reports).</li> </ul>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>The AWP, budget and the Water Development grant releases and expenditures were displayed on the notice board at DWO Notice board. For instance the Water and Sanitation conditional grant releases as of 6th October 2017 amounting to Ushs239, 406,938 had been displayed on the DWO notice board but later removed to create space for other displays. However the removed notice was kept in a file at the DWO office.</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>The sampled WSS facilities were three Boreholes at Dungu (Parabongo S/C), Tongwili (Paimol S/C) and Otompili HCII (Lukole S/C). One of the Boreholes at DunguParabongo S/C was not labelled.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Tenders for Revenue collection from markets in the district for FY 2018/19 were found displayed on the District Notice board. Due to limited sizes of the District Notice Boards, information on tenders and contract awards (indicating contractor name /contract and contract sum) for previous projects earlier displayed on the</p> <p>District notice boards had been removed to give space to other information displays and filed in particular contract files. For instance a file copy of information on tender for the construction of 4stance drainable latrine at Kotomor showing Kilibi as best evaluated bidder and contract sum Ush16, 433,890 had been displayed on 14th November 2017 but later removed on 23rd November 2017.</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>Application letters for WSS facilities from communities represented by sub counties together with the minutes of the meetings held by communities were submitted to the District Water Office as per sector critical requirements for action and were properly filed. For instance an application for borehole by Dogagweng Village Kazikazi parish Arum S/C on 20th August 2018 was sampled.</p>	<p>1</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was a file of the WSC membership in DWO for each of the WSS facilities in the district. However during the site visit to the sampled facilities, the assessment team observed that the facilities were not fenced with no maintenance and actually one of the newly completed boreholes at had broken down and no report had been made to the DWO hence evidence that the WSC were not functional</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>General Environmental screening report for the construction and drilling of boreholes 2017/18 was presented to the assessment team. However the report was not dated not signed and not stamped. There were no screening reports as per the templates for individual WSS projects available which would have been a basis of scoring.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>There were no screening reports as per templates hence the assessment team could not verify whether there were any unacceptable environmental concerns that had not be addressed or any mitigation measures put in place.</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>There was a clause about Environmental protection and mitigation measures in the contract documents sampled. For instance construction of 1.0km low cost sealing at Kalongo T/C Contract ref; AGAG611/Wrks/2017-18/00053 and Construction of OPD HCIII at Odyelo Patongo S/C Contract ref: AGAG611/Wrks/2017-18/00034, Bill item No: 6.7 under preliminaries emphasized on the Environmental Awareness, campaign and mitigation measures.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Review of information contained in FORM 1 and the detailed formation of WSCs per water source revealed that at least 50% WSCs are women and at least one occupied a key position (chairperson, secretary or treasurer) as per the sector critical requirements of 50% WSCs women and at least women occupying one key position</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>The District water Department had budgeted and implemented only one 4 stance drainable latrine at Kotomor market Kotomor S/C which was visited by the assessment team and found satisfactory with the requirements of separate stance for men, women and PWDs and it had a ramp. Due to limited samples, the Assessment team decide to visit sanitary facilities which were constructed in the previous FY 2016/17 at Omot SC and found the facility also satisfactory</p>	<p>3</p>