



Local Government Performance Assessment

Bukomansimbi District

(Vote Code: 600)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	71%
Educational Performance Measures	61%
Health Performance Measures	68%
Water Performance Measures	78%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Bukomansimbi DLG submitted Annual Performance Contract of the forthcoming year on Sunday 29th July 2018 and Approved by MoFPED on Sunday 29th July 2018. This is in line with clarification given during training that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The Budget submission for Bukomansimbi DLG made on Sunday 29th July 2018 included a Procurement Plan. The submission was approved on Sunday 29th July 2018 by MoFPED.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Bukomansimbi DLG submission of Annual Performance Report for the previous FY was made on Sunday 29th July 2018. This is within the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Bukomansimbi DLG submitted the Quarterly Budget Performance Report for all the four quarters of the previous FY as follows:</p> <p>The 4th Quarter Report was submitted on Wednesday 22nd August 2018 and Approved on Thursday 23rd August 2018, while the 3rd Quarter Report was submitted on Friday 18th May 2018.</p> <p>2nd Quarter report was submitted on Monday 12th March 2018 while the 1st Quarter Report was submitted on Monday 19th February 2018 and Approved on Tuesday 20th February 2018. The submission was beyond the required submission date of July 31st as required by PFMA Act, 2015.</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 line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>There was NO evidence that the LG had submitted responses to Status on implementation of recommendations by OAG for the FY 2016/17 to the PS/ST or Internal Auditor General.</p> <p>However, these were submitted to the Speaker to Parliament in a letter 26th March 2018 vide ref: CR/251/1</p> <p>Issues raised included: -</p> <ol style="list-style-type: none"> 1. Stock-outs of medicine and health supplies. 2. Expired drugs 3. Under-staffing <p>There is need to streamline communication between MoFPED and Parliament .</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Bukomansimbi DLG got a clean (Unqualified) audit opinion from the Auditor general for the financial year 2017/18.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Bukomansimbi DLG has a functional and fully constituted Physical Planning Committee from the following discoveries:</p> <ol style="list-style-type: none"> 1. All 14 Members of the PPC including the Physical Planner in Private Practice, were appointed as per letters dated 12th June 2018; 2. Plan Submission Register was in place commencing 30th September 2011 up to 21st February 2018, with all the details; 3. The Physical Planning Committee met and discussed Plan Approvals, Land Subdivision among others on the following dates: <ol style="list-style-type: none"> a) 28th August 2018 at District Headquarters; b) 27th June 2018 at District Headquarters; c) 16th June 2018 at District Headquarters; and d) 08th December 2016 at District Headquarters. 	<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"> • Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that Bukomansimbi DLG submitted 4 sets of minutes of Physical Planning Committee to the MoLHUD as follows:</p> <p>a) Minutes for the meeting held on 28th August 2018 at District Headquarters were submitted on 05th September 2018;</p> <p>b) Minutes for the meeting held on 27th June 2018 at District Headquarters were submitted on 05th September 2018;</p> <p>c) Minutes for the meeting held on 16th June 2018 at District Headquarters were submitted on 05th September 2018; and</p> <p>d) Minutes for the meeting held on 08th December 2016 at District Headquarters were submitted on 05th September 2018.</p>	<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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Bukomansimbi DLG has no Approved Physical Development Plan to guide infrastructure investments in the district.</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"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>Bukomansimbi DLG has no Approved Action Area Plan to guide infrastructure investments in the district.</p>	<p>0</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"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that priorities in AWP for the current FY were based on the outcomes of budget conference held on 09th November 2017 at Diz Motel, Bukomansimbi. The priorities are contained in the Budget Conference Report dated 20th November 2017, Ref. No. CR/103/5 presented to TPC on 28th November 2017 under Minute No. 5/TPC/Nov/2017: Review of the Budget Conference Report for FY 2018/19. The following projects were priorities of the budget conference contained in the AWP:</p> <p>Education Sector</p> <p>a) Construction of 5 stance lined pit latrines in Kawooko Moslem Primary School, Ndalagge Primary School, Mirembe Primary School, Bukango Primary School and Bunyenya Primary School; and</p> <p>b) Construction of classroom block at Ndalagge Moslem Primary School.</p> <p>Health Sector</p> <p>a) Construction of OPD at Mirambi HC III, Kasojjo H II, Kigangazzi HC II; and</p> <p>b) Construction of Government Health Facility in Bukomansimbi Town Council, Kayongo Ward.</p> <p>Works and Technical Services</p> <p>a) Procurement of culverts for all district roads;</p> <p>b) Rehabilitation of Nsolo road in Kitanda sub county, Mukukulu – Bakijulura – Bulanga road, Misenyi – Butalaga – Kigangazzi road, Ntuuma – Luwooko – Buyembe road, Kawooko – Kataba – Kyakamunya road, Bulenge – Kigangazzi road and Buyembe – Luwooko – Ntuuma – Mukunyu – Kibinge road;</p> <p>c) Physical Planning for Bukomansimbi Town Council; and</p> <p>d) Construction of valley dams in water stressed areas of Butenga, Kitanda, Bigasa and Kibinge sub counties.</p> <p>However, the AWP for FY 2018/19 includes more projects due to demand from various sectors.</p>	2
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year 	<p>There was evidence that the capital investments in the approved Annual work Plan for the current FY were derived from the approved Bukomansimbi Five-Year Development Plan (2015/16 – 2019/20). The following were the priorities of the AWP derived from the 5 Year Development Plan:</p>	1

<p>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>	<p>development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</p>	<p>Education Sector</p> <p>a) Construction of 10 teachers houses in Ngongwe SDA and Kitemi Primary Schools in Bigasa sub county;</p> <p>b) Construction of 2 classroom block at Busweege Primary School in Bigasa sub county; and</p> <p>c) Construction of 5 stance lined pit latrine at Kitaasa Mixed Primary School in Bukomansimbi Town Council under SFG and Local Revenue.</p> <p>Water and Sanitation Sector</p> <p>a) Construction of 5 motorised drilled wells in Bukomansimbi Town Council, Kibinge, Kitanda, Bigasa, and Butenga sub counties;</p> <p>b) Rehabilitation of shallow wells in Kibinge, Kitanda, Bigasa and Butenga sub counties;</p> <p>c) Construction of deep boreholes in Kitanda and Bigasa sub counties;</p> <p>d) Construction of rainwater harvesting tanks in Kyankore, Mirembe, Kigunda, Babiito, Sunrise, Misanvu, Bigasa and Butenga Primary Schools; Light SS Kitooma, Bukomansimbi SS, and Walugembe Memorial SS;</p> <p>e) Construction of medium spring protection in Kibinge, Kitanda, Bigasa and Butenga sub counties;</p> <p>f) Construction of hand dug shallow wells in Kibinge, Kitanda, Bigasa, and Butenga sub counties; and</p> <p>g) Construction of valley tanks in Bigasa and Kitanda sub counties.</p> <p>Health Sector</p> <p>a) Renovation of existing health units in the district;</p> <p>b) Construction of staff houses at Butenga, Kigangazzi, Kagoggo, Kisojjo and Kitanda health facilities; and</p> <p>c) Construction of 5 Stance Lined Pit latrine at Kisojja, Kitanda, Kigangazzi and Butenga health facilities.</p> <p>Administration</p> <p>a) Construction of Bukomansimbi DLG Headquarters (Phased Construction)</p> <p>Roads</p> <p>a) Routine Maintenance of Bukiri – Misenyi road (11 km); Butenga – Bubondo road (14.5 km); Mbale – Buyembe road (8 km); Butenga – Buyoga road (10.3 km); Kawooko – Kataba – Kigangazzi road (21 km); Buyoga – Kisabwa – Nabajuzi road (12 km); Bukiri –</p>
--	--	--

Mirambi – Nzizi road (12 km); Butenga – Kyakamunya road (7.8 km); Kyoga – Kiryamenvu – Kagologolo road (16.5 km); Katooma – Kagando road (5.2 km); Buyoya – Buyovu road (8.5 km); Kikuuta – Kyakajwega road (6.7 km); Butalaga – Gongwe road (4 km); Bulenge – Buyalaga road; Mizindalo – Kabandiko road (7 km); and Kikondere – Bukomansimbi road (6.1 km);

b) Periodic Maintenance of Kyambogo – Serinya – Kamagoma road (10.2 km); Kigangazzi – Kyazziza road (14.6 km); Kitaasa – Nsololo road (8 km); Mbulire – Ndalagge road (6.4 km); Bulenge – Luwembo road (6.3 km); Butalaga – Mikoza – Kakindu road (6 km); and Kikuuta – Gayaza – Mbulire road (10.7 km); and

c) Rehabilitation of Bukomansimbi – Kabigi road (6.10 km); Kataba – Meeru – Butalanga road (11.4 km); Nakateete – Bubondo road (4.2 km); Kawooko – Budda road (12.3 km); Bigasa – Butalanga – Kigangazzi road (8 km); and Bulenge – Bukango – Kikuuta road (9.6 km).

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles for Investment Priorities for FY 2018/19 were developed and presented to TPC for discussion on 28th November 2017, under Minute No. 6/TPC/Nov/2017: Presentation and Discussion of Investment Profiles for FY 2018/19.</p> <p>Some of the profiles presented included:</p> <ul style="list-style-type: none"> a) Construction of Bukomansimbi District Administration Headquarters (Phased); b) Periodic maintenance, Spot Improvement and Rehabilitation of District Roads; c) Construction of Production Well in Kibinge sub county; d) Construction of a deep borehole and 8 No. Institutional Water Tanks in Kibinge, Butenga, Bigasa, and Bukomansimbi Town Council; e) Extension of piped water system from Bukomansimbi Town Council to the District Headquarters with a provision of 5,000 liter capacity tank; f) Construction of 2 classroom block with an office at Mbulire PS in Kitanda sub county, Kyakateebe PS in Butenga sub county, Makoomi – Kakukulu PS in Butenga sub county and Buyinjayinja PS in Bigasa sub county; g) Renovation of OPD at Bigasa and Mirambi HC III; h) Construction of OPD in Kisojjo HC II; i) Construction of staff quarters in Butenga, Kigangazzi, Kagoogo, Kisojjo and Kitanda HC; and j) Construction of Maternity ward and theatre at Bigasa HC IV. 	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>There was evidence that Bukomansimbi DLG Annual Statistical Abstract 2017/18, with gender- disaggregated data dated June 2017, was compiled and presented to the TPC to support budget allocation and decision-making on 31st August 2017 at the District Headquarters under Minute No. 6/TPC/Aug/2017: Presentation and Discussion of Statistical Abstract.</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"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that the following infrastructure projects that were implemented by Bukomansimbi DLG in the previous FY were reflected in the Annual Work Plan and the budget approved by the LG Council:</p> <p>Education Sector</p> <p>a) Construction of 8 No. 2 classroom blocks with an office at Makoomi – Kakukulu, Buligita Orphanage, Kasota and Kiteredde Primary Schools.</p> <p>Health Sector</p> <p>a) Rehabilitation of Bigasa HC III and upgrading to HC IV. This include the construction of staff quarters, renovation of Maternity ward, rehabilitation and expansion of Theatre;</p> <p>b) Completion Phase for staff houses at Butenga HC IV;</p> <p>c) Renovation of Maternity ward at Kitanda HC III;</p> <p>d) Phase I Construction of OPD at Kigangazzi HC III; and</p> <p>e) Phase I Constriction of OPD at Kisojjo HC III.</p> <p>Water and Sanitation Sector</p> <p>a) Construction of 8 No. 4,000 M3 rainwater harvesting tanks in Bigasa and Kitanda sub counties;</p> <p>b) Borehole rehabilitation in Bukomansimbi central; and</p> <p>c) Construction of 3,000 M3 valley tank in Makukulu sub county.</p> <p>Roads</p> <p>a) Periodic maintenance of 30 km of Community Access Roads;</p> <p>b) Periodic and routine maintenance of urban unpaved roads of 10 km, and</p> <p>c) Periodic and routine maintenance of district roads of 58 km.</p>	<p>2</p>
<p>Investment activities in the previous FY were</p>	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were 	<p>There was evidence in form of completion certificates that the investment projects implemented in the previous FY were completed as per work plan as below:</p> <p>Education Sector</p>	<p>4</p>

implemented as per AWP.	completed as per work plan by end for FY.	a) Construction of 1 No. 5 Stance Lined Pit Latrine at Kalubanda Primary School, Kibinge Sub County under School Facilitation Grant (SFG), by M/s Bukomansimbi General Services Limited. Start date was 28th May 2018 and completion date was 20th June 2018;
Maximum 6 points on this performance measure.	<ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>b) Construction of 2 classroom block and Provision of Furniture at Maleku Primary School under School Facilitation Grant FY 2017/18 in Kibinge sub county. Start date was 30th August 2017 while the completion date was 28th June 2018; and</p> <p>c) Construction of 1 No. 5 Stance Lined Pit Latrine at Buswege Primary School under DDEG FY 2017/18 in Bigasa sub county, by M/s Central Contractors Limited. Start date was 23rd August 2017 while the completion date was 20th October 2017.</p>
		Water and Sanitation Sector
		a) Siting, drilling, pump testing and Installation of 1 No. Deep Borehole in Buyembe LC I, Luwoko Parish, Kitanda Sub County, by M/s Sauda M Nampeera Contractors. Start date was 21st June 2018 while the completion date was 28th June 2018;
		b) Construction of 4 No. institutional rainwater harvesting tanks with a capacity of 40,000 liters at Makukulu – Makomi Primary School, Pride Africa Sec Sch. Kikondere in Butenga Sub County, Kiteredde Primary School, and Lifeline Junior School in Bunyazi, Bugasa Sub County, by M/s Bekabye General Enterprises Limited. Start date was 14th August 2017 while the completion date was 14th December 2017; and
		c) Construction of 4 No. institutional rainwater harvesting tanks with a capacity of 40 M3 at St. Martin Mbaale Primary School, Kagologolo COU Primary School, Brain way Junior Academy – Kayanja and Bukango COU Primary School in Kitanda Sub County, by M/s Bukomansimbi General Services Limited. Start date was 02nd September 2017 while the completion date was 02nd January 2018.
		Health Sector
		a) Construction of Out-Patients Department and Radiology Unit at Butenga HC IV, by M/s Mutaz General Merchants Limited. This was under the Supplementary Budget of UGX 541,445,850 from the Korean Foundation for International Healthcare (KFIH) under the Ministry of Health and approved by Bukomansimbi District Council on 29th March 2018, under Minute No. BKM/CM/07/03/18. Start date was 05th March 2018 while the completion date was 10th August 2018; and

b) Phased Completion of Staff Quarters at Butenga HC IV, Butenga Sub County, by M/s Central Contractors Limited. This was under the Supplementary Budget approved by Bukomansimbi District Council on 13th February 2018, under Minute No. Buko 04/DCC/02/17-18. Start date was 16th April 2018 while the completion date was 29th May 2018.

Roads

a) Rehabilitation of Kawoko – Kigangazzi road with a total length of 21.3 km, by M/s Victoria Construction Limited. This was under the Supplementary Budget for Roads Rehabilitation Programme in the amount of UGX 601,100,583, approved by Bukomansimbi District Council on 29th March 2018, under Minute No. BKM/CM/07/03/18.

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

- Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

There was evidence from completion certificates indicating that not all the investment projects implemented in the previous FY were completed within the approved budget as below:

Education Sector

- a) Construction of 1 No. 5 Stance Lined Pit Latrine at Kalubanda Primary School, Kibinge Sub County under School Facilitation Grant (SFG), by M/s Bukomansimbi General Services Limited. Budgeted amount was UGX 20,000,000 while the actual payment was UGX 19,820,700, thus 99.1%;
- b) Construction of 2 classroom block and Provision of Furniture at Maleku Primary School under School Facilitation Grant FY 2017/18 in Kibinge sub county. Budgeted amount was UGX 54,000,000 while the actual payment was UGX 58,914,804, thus 109.1%; and
- c) Construction of 1 No. 5 Stance Lined Pit Latrine at Buswege Primary School under DDEG FY 2017/18 in Bigasa sub county, by M/s Central Contractors Limited. Budgeted amount was UGX 20,000,000 while the actual payment was UGX 19,967,842, thus 99.83%.

Health Sector

- a) Construction of Out-Patients Department and Radiology Unit at Butenga HC IV, by M/s Mutaz General Merchants Limited. Budgeted amount was UGX 541,445,850 while the actual payment was UGX 446,568,640, thus 82.47%. This was under the Supplementary Budget of UGX 541,445,850 from the Korean Foundation for International Healthcare (KFIH) under the Ministry of Health and approved by Bukomansimbi District Council on 29th March 2018, under Minute No. BKM/CM/07/03/18; and
- b) Phased Completion of Staff Quarters at Butenga HC IV, Butenga Sub County, by M/s Central Contractors Limited. Budgeted amount was UGX 10,087,350 while the actual payment was UGX 10,087,350, thus 100%. This was under the Supplementary Budget approved by Bukomansimbi District Council on 13th February 2018, under Minute No. Buko 04/DCC/02/17-18.

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

• Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY:
score 2

There was evidence that Bukomansimbi DLG budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY as follows:

a) Repair of the wheel loader Reg. No. UG 1891 W and supply of a new set of bucket tips at UGX 3,776,000;

b) Repair of vehicle Reg. No. LG 0001 – 017 at UGX 7,957,000;

c) Maintenance of Community Access Roads in the district at UGX 42,170,000;

d) Maintenance of urban unpaved district roads at UGX 101,335,000;

e) Maintenance of district roads at UGX 286,396,000;

f) Borehole rehabilitation in 5 sub counties at UGX 18,215,000;

g) District Engineering Services vehicle maintenance at UGX 3,856,000.

h) Rehabilitation of Bigasa HC III to function as HC IV at UGX 25,000,000;

i) Renovation of Kitanda HC III Maternity ward at UGX 21,000,000; and

j) Renovation of Bigasa HC III Maternity ward at UGX 17,000,000;

Total was UGX 522,849,000

Amount spent in FY 2017/18 amount to UGX 463,705,000 on items (a) – (g), thus 88.68% of the O&M Budget.

Asset register with infrastructure in need of operation and maintenance was available. Budget implications were attached and paid as indicated above.

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>According to the departments stipulated in the Approved staff structure for Bukomansimbi DLG from MoPS dated 2/06/2017,</p> <p>ref: ARC/135/306/01, the LG has not filled all HoDs positions substantively.</p> <p>The positions of District Health Officer, District Internal Auditor, District Engineer and District Production and marketing Officer were in acting capacity at the time of this assessment.</p> <p>Source of information: Personnel files with appointment letters and assignment of duties.</p>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All the HoDs that were substantively appointed and those in acting capacity were all appraised by CAO during the previous FY 2017/2018 as per the standard guidelines.</p> <p>Dates of signing performance Agreement 2018/2019 and Annual Performance Reports 2017/2018 were as follows:</p> <p>District Community Development Officer on 18/09/2018 and 18/09/2018;</p> <p>Acting District Engineer on 12/07/2018 and 15/08/2018;</p> <p>Acting DHO on 4/10/2018 and 4/10/2018;</p> <p>CFO on 18/09/2018 and 30/08/2018;</p> <p>DEO on 18/09/2018 and 18/09/2018;</p> <p>Ag District Production and Marketing Officer on 30/07/2018 and 26/09/2018;</p> <p>DNRO on 4/10/2018 and 22/08/2018;</p> <p>District Internal Auditor on 1/08/2018 and 18/09/2018; and District Planner on 4/07/2018 and 31/10/2018 respectively.</p> <p>Copies of dully signed performance Agreements and Annual Performance Assessment reports by CAO were available in individual files.</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"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>All (100%) of CAO's submissions for recruitment were considered as follows:</p> <p>CAO's submissions dated 4/09/2017 and 12/10/2017 for recruitment was considered by DSC as per DSC Minute 27/2017, 28/2017, 29/2017 and 30/2017 in the 11th meeting held on 18th- 19th December 2017.</p> <p>CAO's submission dated 9/11/2017 was considered by DSC as per DSC Min 7/2018, 8/2018 and 9/2018 of the 3rd meeting held on 14th- 15th March 2018.</p> <p>CAO's submission of dated 20/02/2018 for recruitment was considered by DSC in DSC Minute 5/2018 in 2nd and 4th sitting held on 2/03/2018 and 5/03/2018.</p> <p>CAO's submission dated 8/05/2018 was considered by DSC as per DSC Minute 21/2018 5th sitting 12/06/2018.</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"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>All (100%) CAO's submissions for confirmation have been considered as follows:</p> <p>CAO's submissions dated 20/11/2017, 15/12/2017 and 18/12/2017 for confirmation were considered by DSC as per DSC Minute 33/2017 11th meeting held on 18th – 19th December 2017 and Minute 2/2018 1st sitting held on 1st- 2nd February 2018.</p> <p>CAO's submissions dated 17/10/2017, 14/03/2018 and 15/03/2018 for confirmation were considered by DSC as per DSC 3rd meeting held on 14th – 15th March 2018.</p> <p>CAO's submissions dated 11/07/2017, 24/08/2017, 26/09/2017 and 28/09/2017 were considered in DSC Minute 19/2017, 8th meeting held on 27th – 28th September 2017.</p> <p>CAO's submission dated 16/10/2017 for confirmation was considered by DSC Minute 22/2017 9th sitting held on 18th- 19th October 2017.</p> <p>CAO's submission dated 6/11/2017 for confirmation was considered by DSC Minute 26/2017 10th meeting held on 4/12/2017.</p> <p>Lastly CAO's submission for confirmation dated 17/05/2018, was considered as per DSC 5th sitting held on 12th/06/2018.</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"> Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>The DSC handled only one Disciplinary case in FY 2017/2018.</p> <p>CAO's submission for lifting of interdiction dated 30/05/2018 was considered by DSC as per DSC Minute 23/2018 5th meeting held on 12/06/2018.</p> <p>Most of the Disciplinary cases were handled by the rewards and sanctions committee.</p>	1
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was evidence that all staff recruited in FY 2017/2018 didn't access payroll within two months as it is required.</p> <p>Some staff appointed on 22/03/2018 accessed payroll on 28/05/2018 while others accessed in July 2018.</p> <p>Also staff appointed on 10/01/2018 accessed payroll on 28/05/2018 and others accessed in July 2018.</p> <p>The explanation given by PHRO was that the information recruits give when applying for jobs doesn't always tally with what is on their National IDs which delays the process of accessing payroll.</p>	0
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>All staff who retired in FY 2017/2018 didn't access pension payroll within two months after retirement.</p> <p>Staff who retired on 10/01/2018 and 23/04/2018 accessed payroll in June 2018.</p> <p>Also staff who retired on 20/02/2017 accessed pension payroll in February 2018, staff who retired on 12/03/2018, accessed pension payroll in August 2018.</p> <p>Furthermore, staff who retired on 30/06/2018 accessed payroll in August 2018.</p>	0
Revenue Mobilization			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs. 94,872,226</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs. 148,358,846</p> <p>There was an increase in collection of local revenue of Shs. 53,486,620 or 56%. This was due to a windfall from Bank Interest on Unspent project funds during the FY 2017/18.</p>	4
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs. 141,200,000.</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 148,358,846. This Performance represented 105% revenue collection ratio or 5% deviation from budget which is within the +/- 10% limit.</p>	2

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Total transfers to the 4 Sub-Counties and 1 Town Council for FY 2017/18 was Shs. 20,751,974 as evidenced from payment vouchers Serial Nos. 694 to 697 dated 3rd – 11th Nov 2107 approved by the CFO. Analysis was as follows:-</p> <table border="1" data-bbox="667 331 1141 757"> <thead> <tr> <th><u>LLG</u></th> <th><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Bigasa S/C</td> <td>Shs. 4,899,560</td> </tr> <tr> <td>Burenga S/C</td> <td>Shs. 4,589,025</td> </tr> <tr> <td>Kibinge S/C</td> <td>Shs. 4,071,469</td> </tr> <tr> <td>Kitanda S/C</td> <td>Shs. 3,691,920</td> </tr> <tr> <td>Bukomansimbi T/C</td> <td>Shs. 3,500,000</td> </tr> <tr> <td>Total</td> <td>Shs.20,751,974</td> </tr> </tbody> </table> <p>Actual Local Revenue collections for FY 2016/17 - Shs. 94,872,226 of which LST amounted to Shs. 42,778,791. The remittances represented 21.8% of previous year local revenue which is below the mandatory 65%.</p> <p>In addition, payment vouchers were not certified and not all acknowledgement receipts from the LLGs had been obtained.</p>	<u>LLG</u>	<u>Amount</u>	Bigasa S/C	Shs. 4,899,560	Burenga S/C	Shs. 4,589,025	Kibinge S/C	Shs. 4,071,469	Kitanda S/C	Shs. 3,691,920	Bukomansimbi T/C	Shs. 3,500,000	Total	Shs.20,751,974	<p>0</p>
<u>LLG</u>	<u>Amount</u>																
Bigasa S/C	Shs. 4,899,560																
Burenga S/C	Shs. 4,589,025																
Kibinge S/C	Shs. 4,071,469																
Kitanda S/C	Shs. 3,691,920																
Bukomansimbi T/C	Shs. 3,500,000																
Total	Shs.20,751,974																
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>As evidenced from the payment vouchers, total expenditure on Council Allowances for 11 members during the FY2017/18 were computed from sampled vouchers as below: -</p> <p>a) Sitting Allowances</p> <p>- 11 x Shs.100,000 each x 12 months = Shs. 13,200,000</p> <p>This compared to Shs 94,872,226 (Total local revenue for 2016/17) represented 13.9% that implies Council allowances were lower than the prescribed limit of 20%.</p> <p>These Allowances excluded Shs. 34,800,000 Ex-Gratia emoluments from the Unconditional grant computed as below: -</p> <p>- 10 x Shs.250,000 x 12 months = Shs. 30,000,000</p> <p>- 1 (Chairman) x Shs.400,000 x 12 Shs. 4,800,000</p> <p>Total Ex-Gratia Allowances Shs.34,800,000</p>	<p>2</p>														
<p>Procurement and contract management</p>																	

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG has substantive Senior procurement and Procurement Officers with appointment letters. Senior Procurement Officer was appointed on 1/8/2017, Min. No.: 17.2/2017 and Ref: CR/156/2. The procurement officer was appointed on 10/3/2014, Min. No.: BDLG/DSC 05/2014/5.8 and Ref. CR/156/2.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence was from the minutes of 2 TEC meetings. The first meeting was held at Diz Motel, Bukomansimbi on 7/2/18 about the construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/County; project Ref. BUKO 600/wrks/17-18/00035. The minutes were signed by 5 members.</p> <p>The second meeting was held on 23/2/18 about the Rehabilitation of Luwoko-Kataaba-Kiganda Road (21.3 Km), Project ref.: Ref. BUKO 600/wrks/17-18/00036. The minutes were signed by 5 members.</p>	<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"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for no deviations made from recommendations of TEC as evidenced in the minutes of 2 meetings. First, the contracts committee decision submission of 9/2/18, Min. No.; BUKO04/DCC/02/18 considered the award of contract for construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/Count, Project. ref.: BUKO 600/wrks/17-18/00035 to Mutaz General Merchants. The minutes were signed by 5 members.</p> <p>Second, the contracts committee decision of 23/2/18; Min. No.: BUKO04/DCC/02/17-18/00036 considered the award of the contract for rehabilitation of Luwoko-Kataaba-Kiganda Road (21.3 Km), Project Ref. BUKO 600/wrks/17-18/00036 to Victoria Construction Ltd. The minutes were signed by 5 members.</p>	<p>1</p>

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

Maximum 2 points on this performance measure.

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

a) All infrastructure projects in Annual Procurement Work Plan for FY 2018/19 (received and stamped by PPDA on 7/9/18) were captured from the consolidated budget (generated on 25/7/18, and signed by the CAO). For example:

1. Under health sector, Output 088183: OPD and other ward construction and rehabilitation, Item 312101: Non Residential buildings; No 1: Building Construction - 216 was covered on pages 135 and 136 in the work plan/budget as district medical store and simulation centre at Butenga and

2. Under water sector, Output 098183: Borehole drilling and rehabilitation; Item 312104-1: construction of services for new structures was covered on pages 78 and 79 in the work plan/budget as construction and rehabilitation, and spare parts for boreholes.

b) A sample of actual procurements for FY 2017/2018 showed that the LG made procurements as per plan (adherence to the procurement plan for FY 2017-18, approved by the CAO on 14/6/2018). For example:

1. Procurement file no. BUKO 600/wrks/17-18/00040: Siting, drilling, pump testing and installation of one deep borehole at Buyembe LC 1, Luwoko Parish, Kitanda S/County was priced at UGX 28,053,320/= and the contract agreement signed on 20/6/18. The project was covered on page 3 of 8, S/no wrks/00040 in the approved procurement plan and estimated at UGX 25,000,000/= and

2. Procurement file no. BUKO 600/wrks/17-18/00039: Construction of 5-stance lined pit latrine at Kalubanda P/S in Kibinge S/county was valued at UGX 19,820,700/= and contract agreement signed on 28/5/18. The project was covered on page 5 of 8, S/no. wrks/00039 of the approved procurement plan, and estimated at UGX 20,000,000/=.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>From the procurement plan of FY 18/19 and the procurement files, 9 (69.2%) out of 13 investment/infrastructure projects had their bid documents prepared by August 30. A contract register had not been compiled at the time of this assessment.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>Evidence obtained from the procurement office showed that the LG had an updated contracts register and that procurements had complete procurement files for FY 2017/2018. For example:</p> <ol style="list-style-type: none"> 1. BUKO 600/wrks/17-18/00002: Construction of 4 40m3 institutional rain harvesting tanks in Bukomansimbi district – Lot 2. The project commenced 14/8/17 and was completed 2/2/18; 2. BUKO 600/wrks/17-18/00036: Rehabilitation of Kawoko-Kataaba-Kigangazi Road (21.3 km). The project commenced 5/4/18 and was completed 28/6/18; 3. BUKO 600/wrks/17-18/00040: Siting, drilling, pump testing and installation of one deep borehole at Buyembe LC 1, Luwoko Parish, Kitanda S/County. The project commenced 21/6/188 and was completed 28/6/18 and 4. BUKO 600/wrks/17-18/00035: Construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/County. The project commenced 5/3/18 and was completed 28/6/18. <p>All procurement activity files comprised of key elements including signed contracts, bid documents, newspaper advert for open and selective bids, requisitions (LG PP Forms) of different user departments, tender award and acceptance of tender award letters, approvals by the contracts committee etc.</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"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 5 projects listed in the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included, and letters of contract award signed by the CAO. For example:</p> <ol style="list-style-type: none"> 1. BUKO 600/wrks/17-18/00015: Construction of 5-stance latrine at Buswege P/S in Bigasa S/county. Selective bidding; estimated at UGX 19,967,842/= and awarded on 11/8/17; 2. BUKO 600/wrks/17-18/00025: Construction of 2-classroom blocks at Binyobirya P/S. Open bidding; estimated at UGX 58,794,680/= and awarded on 29/8/17; 3. BUKO 600/wrks/17-18/00035: Construction of OPD Radiology unit at Butenga Health Centre IV in Butenga S/county. Open bidding; estimated at UGX 446,568,640/= and awarded on 5/3/18; 4. BUKO 600/spls/17-18/00020: Supply and delivery of spare parts and accessories for borehole rehabilitation. Selective bidding; estimated at UGX 20,355,000/= and agreement was signed on 16/8/17 and 5. BUKO 600/wrks/17-18/00036: Rehabilitation of Kawoko-Kataaba-Kigangazi Road (21.3 km). Open bidding; estimated at UGX 599,422,000/= and awarded on 5/4/18. 	<p>2</p>
--	--	--	----------

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>A sample of works projects from the building construction and road sectors show that all works projects implemented in FY 2017/208 were certified with the certificate of completion. The certificates were endorsed by various officers. For example:</p> <ol style="list-style-type: none"> 1. Rehabilitation of Kawoko-Kataaba-Kigangazi Road (21.3 km) was endorsed by the CAO, district Engineer, Environment Officer and the stamped by the contractor on 28/6/18; 2. Construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/County was dated 10/8/2018 and endorsed by the CAO, Environment Officer and the district Engineer on 28/8/1818; 3. Siting, drilling, pump testing and installation of one deep borehole at Buyembe LC 1, Luwoko Parish, Kitanda S/county was endorsed by the Contractor and the District Water Officer on 28/6/18; 4. Construction of 4 40m3 capacity institutional rain harvesting tanks located at Makoomi-Kakukukulu P/S and Pride Africa SSS Kikondere, Butenga S/county was signed and stamped by the CAO and the DWO on 18/12/17 and 5. Construction of 4 40m3 capacity institutional rain harvesting tanks located at St. Martin Mbaale P/S, Kagologolo Church of Uganda P/S, Brainway Junior Academy, Kayanja and Bukango Church of Uganda P/S all in Kitanda S/county was signed and stamped by the CAO and the DWO on 20/1/18. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards were installed at the time of this assessment. For only 2 projects, contract agreements have been signed and work is expected to begin in one week's time.</p>	<p>0</p>
<p>Financial management</p>			

<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"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>LG maintained 21 bank accounts as follows: - DFCU (19), Centenary (1) and Tropical Bank (1). Sampled accounts included: - (i) Production and Extension, (ii) Technical Services and Works, (iii) Finance and Planning , (iv) General Fund and (v) Education and Sports.</p> <p>The LG had reconciled all bank accounts as at 30th June 2018 as evidenced from the cash-books for the FY 2017/18. These had been checked and signed-off.</p> <p>However, for FY 2018/19, the bank reconciliations were NOT up-to-date with many cash books not yet posted. Reason was the delayed procurement and delivery of the Cash-Book registers arising from the delay in the Non-Wage release from the new warranting processes.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payments to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) From DDEG, Construction of 3 Double Fixed Institutional Rocket Stoves at various schools – Payment request submitted on 17-May-2018; Completion certificate No. 1 dated 24-May-2018; Approved by the CAO on 04-Jun-2018 and paid on 06-Jun-2018 vide voucher no. 2868 Shs. 9,159,958 i.f.o Bukomansimbi General Services</p> <p>(2) Supply of a Laptop to the Planning Department – GRN. No. 959 dated 02-May-2018; Approved by the District Planner on 02-May-2018 and paid on 29-May-2018 vide voucher no. 2076 Shs. 2,372,883 i.f.o. D-MUK Investments Ltd</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"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Ssempungu Ishmael was appointed in Acting position as District Internal Auditor (Scale U3U), as per DSC Min. No. 30.1/2017 evidenced from a letter ref: CR/162 dated 3rd September 2018 signed by the CAO, Mr. Masereka Amis Asuman.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had issued all the 4 quarterly Internal Audit reports on the following dates as per copies obtained:</p> <p>1st Quarter (ended Sep-2017) was issued on the 30-Nov-2017;</p> <p>2nd Quarter (ended Dec-2017) was issued on 15-Mar-2018;</p> <p>3rd Quarter (ended Mar-2018) was issued on 13-Jun-2018 and</p> <p>4th Quarter (ended Jun-2018) was issued on 14-Sep-2018</p> <p>However, none of the 4 reports had been produced within the stipulated 30 days after the quarter.</p> <p>There were NO queries raised for the Water Department while Health and Education departments had responded to the queries raised. Follow-up on previous quarter reports was done.</p> <p>Challenges in timely submission of Quarterly reports was due to : -</p> <ol style="list-style-type: none"> 1. Internal Auditor was recently recruited and also Senior Internal Auditor having dual roles as Internal Auditor for the Town Council. 2. Inadequate funding resulted in limited scope of coverage of audit work performed. 	<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 Internal Audit department had provided the Council and LGPAC ALL the 4 quarterly reports on the dates indicated as follows:- 1st Qtr (29-May-2018), 2nd Qtr (29-May-2018), 3rd Qtr (13-Jun-2018) and 4th Qtr (14-Sep-2018).</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"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG PAC held 12 meetings during the FY 2017/18 but NONE of the Quarterly Internal Audit reports were discussed due to the backlog of reports for the FY 2016/17 that had to be cleared. 3 LGPAC reports were produced and included: - 1 Internal Audit Report for FY 2016/17, 1 Auditor General's Report and 1 Special Audit report.</p> <p>The next meeting was scheduled to take place on the 12th October 2018 after completion of the External Audit and LGPA.</p>	0
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>Both manual and electronic versions of the Fixed Assets register were maintained in formats prescribed in the LGPFMM. It included the following types of assets:- Land, Plant & Machinery, Furniture and Fittings, Transport Equipment and Buildings. However, the Register was not updated. Gaps identified included the following: -</p> <ol style="list-style-type: none"> 1) Medical Equipment were not recorded and valued. 2) Transport Equipment i.e. Motor-Vehicles, Motor-Cycles etc were not valued. 	0
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Bukomansimbi DLG got a clean (Unqualified) audit opinion from the Auditor general for the financial year 2017/18.</p>	4
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, 	<p>There was evidence that Bukomansimbi DLG Council met and discussed service delivery related issues during the following council meetings:</p> <ol style="list-style-type: none"> 1. Meeting dated 24th May 2018 at District Headquarters, under: 	2

Maximum 2 points on this performance measure	performance assessment results and LG PAC reports for last FY: score 2	<p>a) Minute No. BKM/CM/04/05/18: Presentation of General Purpose Committee Reports and Recommendations;</p> <p>b) Minute No. BKM/CM/05/05/18: Approval of 2018/2019 Budget Estimates totaling to UGX 16,523,536,000; and</p> <p>c) Minute No. BKM/CM/07/05/18: Revision of Work Plan for Construction of a 3,000 M3 valley tank at Misenyu Village at a cost of UGX 25,000,000 to a deep borehole, same cost and location.</p> <p>2. Meeting dated 29th March 2018 at District Headquarters, under:</p> <p>a) Minute No. BKM/CM/05/03/18: Approval of General Purpose Committee Report;</p> <p>b) Minute No. BKM/CM/06/03/18: Discussion and Approval of Procurement Work Plan for FY 2018/2019;</p> <p>c) Minute No. BKM/CM/07/03/18: Discussion and Approval of Supplementary Budget for FY 2017/2018 and Revision of Recurrent and Development Budget Estimate for FY 2017/2018 of UGX 749,100,583; and</p> <p>d) Minute No. BKM/CM/08/03/18: Laying Draft Recurrent and Development Budget estimates for FY 2018/2019.</p> <p>3. Meeting dated 19th December 2017 at District Headquarters, under Minute No. Buko/Council/06/12/2017: Supplementary Budget for Korean Foundation for International Healthcare (KOFIH) through Ministry of Health of UGX 541,445,850 and Agriculture Extension of UGX 180,733,372;</p> <p>4. Meeting dated 07th November 2017 at District Headquarters, under Minute No. BKM/CM/04/11/2017: Presentation of General Purpose Committee Recommendations;</p> <p>5. Meeting dated 10th October 2017 at District Headquarters, under:</p> <p>a) Minute No. BKM/CM/04/10/2017: Presentation of General Purpose Committee Recommendations; and</p> <p>b) BKM/CM/05/10/2017: Presentation of General Performance of Bukomansimbi District FY 2017/2018, and</p> <p>6. Meeting dated 26th September 2017 at District Headquarters, under Minute No. BKM/CM/10/09/2017: Resolutions of Council.</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"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a letter dated 21st May 2018, that Bukomansimbi DLG designated Ms. Nakafeero Annette Ssali – the Principal Assistant Secretary, to among others coordinate responses to feed-back (grievance /complaints) and had responded to feedback and complaints.</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"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>Bukomansimbi DLG’s system of recording, investigating and responding to grievances includes:</p> <p>a) A suggestion box at the district headquarters where all complaints are deposited at non-working hours;</p> <p>b) M-track system where people send SMS through 6767; and</p> <p>c) Through Foras, Barazas and Community Meetings where people report complaints. Some of them are dealt with on spot while others are referred to the respective offices.</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"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that Bukomansimbi DLG had published the LG Payroll and Pensioner Schedule dated August 2018 on the public notice board.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that Bukomansimbi DLG had published the Procurement Plan, awarded contracts and amounts on the Notice Board dated 07th September 2018.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was evidence that Bukomansimbi DLG performance assessment results and implications were published on the notice board dated June 2018 and the budget website.</p> <p>Bukomansimbi DLG performance assessment results and implications were also discussed in TPC meeting dated 25th July 2018 under Minute No. 5/TPC/July/2018: Dissemination of Performance Assessment Results.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Bukomansimbi DLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY as follows:</p> <p>a) TPC Meeting dated 25th July 2018 under Minute No. 08/TPC/July/2018: Dissemination of New Guidelines under Health and Education Department FY 2018/19;</p> <p>b) TPC Meeting dated 19th October 2017, under Minute No. 4/TPC/Oct/2017: Presentation of 2018/19 Departmental Priorities, Achievements and Challenges in Preparation for the Budget Conference; and</p> <p>c) Minute No. 6/TPC/Oct/2017: Dissemination of Policy Guidelines from Budget Consultative Meeting and Indicative Planning Figures (IPFs) for FY 2018/2019.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that Bukomansimbi DLG conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation during the previous FY as follows:</p> <p>a) Baraza held on 18th December 2017 at Kitanda Sub County Headquarters organized by the Office of the Prime Minister under the theme: “Performance of Government Institutions on Outputs of the Capital Projects and their Impact to the Public”;</p> <p>b) PC Meeting dated 19th October 2017, under Minute No. 4/TPC/Oct/2017: Presentation of 2018/19 Departmental Priorities, Achievements and Challenges in Preparation for the Budget Conference; and</p> <p>c) Through Bukomansimbi DLG website: www.bukomansimbi.go.ug.</p>	<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"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support to different departments was from minutes of a general purpose meeting held on 22/5/18, Min. No.: GPC 04/05/18: Community Development at Bukomansimbi district water offices.</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"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>From the Local Government approved work plan for F/Y 2018/2019 generated on 25/7/18 and signed by the CAO, the GFP and CDO had planned for minimum 2 activities for current year. For example, under Community Based Services Section 9 of the work plan, page 88, Output 108107 was about gender mainstreaming. Focus was on training political leaders in gender equity. On page 90 Output 108114 was about representation on women's councils aimed to support 15 women groups to benefit from UWEP and improving their livelihoods.</p> <p>Basing on the approved budget estimates for FY 2017/2018, a total of 499,926,000/= had been approved for all the 5 major gender activities/vulnerability and social inclusion. From a presentation dated 9/27/18, signed and stamped by the DCDO that highlighted all the achievements of previous year, all the 5 activities were implemented at 100% of the previous year's total budget as planned.</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"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence was from environmental screening report FY 2017/2018 endorsed by the Environment Officer. From the report environment and social concerns were identified, environmental and social impacts suggested and mitigation measures proposed. For example:</p> <ol style="list-style-type: none"> 1. Rain harvesting tanks at 3 schools in Bigasa S/county dated 18/8/17; 2. Construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/county dated 9/5/2017; 3. Energy saving stoves at St. Victor S.S.S Kitovu, Bukomansimbi Trading Centre stamped and signed on 13/2/18; 4. Kawoko-Kitaaba-Kigangazi Road Project stamped and signed on 13/3/18 and 5. Misenyi Valley Dam in Kitanda S/county stamped and signed on 24/8/17. 	<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"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on a sample of procurement files the LG integrates environmental and social management and health and safety plans in contract bid documents. For example:</p> <ol style="list-style-type: none"> 1. BUKO 600/wrks/18-19/00036; BOQs for the rehabilitation of Kawoko-Kataaba-Kigangazi Road (21.3 km); Bill 4, page 6 was about restoration of site, quarries and borrow; 2. BUKO 600/wrks/18-19/00001; BOQ for construction of 4 40m³ capacity institutional rain harvesting tanks located at St. Martin Mbaale P/S, Kagologolo Church of Uganda P/S, Brainway Junior Academy, Kayanja and Bukango Church of Uganda P/S all in Kitanda S/county Item no 1 F1 was about mitigation by planting fruit trees; 3. BUKO 600/wrks/17-18/00027; BOQs for the construction of 5-stance pit latrine at Lwamalenge P/S in Kitanda S/county; page 3 Item P was about environmental mitigation; 4. BUKO 600/wrks/17-18/00035; BOQs for Construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/County Items O and L were about lightening protection and environmental mitigation, respectively, and 5. BUKO 600/wrks/18-19/00002; BOQs for the construction of 6-3000 litre masonry-concrete intuitional rainwater harvesting tanks in Bukomansimbi; Item F1 was about mitigating environment by planting fruit trees. 	<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"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Proof of ownership of land where all projects were implemented was evidenced by the following agreements:</p> <ol style="list-style-type: none"> 1. Agreement by Kutesa Lurangwa of Musanu village, offering 50 x 50 feet land for borehole construction was signed and stamped by Misanvu LC 1 chairman on 7/9/18; 2. Agreement by Sheika Sengoba of Misanvu village, offering land for borehole construction was signed and stamped by Misanvu LC 1 chairman on 31/8/18 and 3. Land purchase agreement between Kiggundu Charles of Kabulu village, Butenga S/county and Bukomansimbi district LG was dated 20/4/12 and signed and stamped by the CAO and district Engineer. 	<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"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was no evidence of completed ESM certification Forms at the time of this assessment.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Evidence that the contract payment certified included prior environmental and social clearance was from a sample of 5 certificates of practical completion. The certificates indicated project name, funding agency, project cost, and method of implementation supervisor and period of completion as well as scope of work. All certificates were signed by senior assistant engineer, environment officer, district engineer, officer of the user department and the CAO. For example:</p> <ol style="list-style-type: none"> 1. Rehabilitation of Luwoko-Kataaba-Kiganda Road (21.3 Km), endorsed on 29/6/18; 2. Construction of OPD Radiology Unit at Butenga Health Centre IV in Butenga S/County endorsed on 28/6/18; 3. Construction of a 2-classroom block and supply of furniture at Maleku Church of Uganda P/S in Kibinge S/county endorsed on 28/6/18; 4. Construction of 5-stance lined pit latrine at Lwamalenge P/S in Kitanda S/county endorsed on 20/6/18 and 5. Construction of 4-stance lined pit latrine with a shower and urinal at Bukomansimbi district administration office endorsed on 20/6/18. 	<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"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. <p>Score: 1</p>	<p>Evidence was based on 5 monitoring reports. The reports indicated observed deviations and corrective actions to be taken and were endorsed by the Senior Environment Officer and the District CDO. For example:</p> <ol style="list-style-type: none"> 1. Monitoring report for OPD, Radiography and emergency services ward project at Butenga HC IV was endorsed on 19/6/16; 2. Monitoring Kawoko-Kitaaba-Kigangazi road was endorsed on 25/6/18; 3. Monitoring report for Kyogwa-Butayunja-Kagologolo Road was endorsed on 11/6/18; 4. Monitoring report for the phased construction of the district headquarters at Kabulungu was endorsed on 8/6/18 and 5. Monitoring report for the construction of a 4-stance pit latrine at the district headquarters was endorsed on 12/6/18. 	<p>1</p>
---	--	--	----------

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment 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>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG Education Department budgeted for a head teacher and 7 teachers per school (or a minimum of a teacher per class for schools with less than P.7) within a wage bill of Ug Shs 1,528,440,162/- for the current year.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - School lists; - Staff lists and - Performance contract. 	4
<p>The LG education de- partment 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>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG Education Department deployed a Head Teacher and a minimum of 7 teachers per school (or a minimum of a teacher per class for schools with less than P. 7) for the current FY. A total of 73 Head Teachers and 774 teachers for the 73 schools.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - School lists; - Staff lists and - Performance contract. 	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>LG has substantively recruited 774 primary school teachers within the provisions of the wage bill of Ug Shs 1,528,410,162-; however the required number for all the schools within the staff ceiling is 903 giving a representation of 85.7%.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The LG Education Department has substantively recruited a Senior Inspector of Schools to fill one of the two positions of School Inspectors (SIS) U3. The IS U4 was vacant and had to be filled as per staff structure and within the wage bill provision.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - Staff establishment and recruitment plan - Performance contract - Staff lists 	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>A declaration of vacant positions was made by the DEO to the CAO on 07/08/2017 in an unreferenced letter. For 9 vacant positions for Senior Education Assistants that were due to the promotion of some teachers to care taker headships in several schools. The submission was received in the office of the CAO on the same date and action taken.</p> <p>An additional declaration was made to the CAO on 27/02/2018; The vacancies were due to the promotion of D/Htrs to Htrs in schools with effect from 10/01/2018 calling for replacements. This happened in 3 Schools.</p> <p>There was a declaration of vacancies in the teaching staff structure for 73 positions for SEAs on 28/02/2018.</p> <p>On 09/04/2018 a submission was made to the CAO for a head teacher of a primary school to fit within the existing vacancy for a head teacher within the wage bill.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>There was evidence that the LG Education Department submitted a recruitment plan to the CAO for the current FY to fill the vacant position of one School Inspector.</p> <p>Source of Evidence: DEOs letter to the CAO.</p>	<p>2</p>
--	---	---	----------

Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The LG has only the Senior Inspector of Schools who was appointed on 29/06/2017 Minute No. 14.1/2017 and was appraised on 25/06/2018. that was 100% appraised.</p>	<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"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>From the sampled 10 schools 9 Head Teachers out of 10 were appraised during the previous FY.</p> <p>Head teachers of Busagula P/S, Buyinjayinja P/S, Gganda P/S, Kigangazi P/S, Ggingo P/S and Kiteredde P/S were appraised on 28/11/2017.</p> <p>Head teacher of Kyango Moslem was appraised on 26/04/2018.</p> <p>Head teachers of Kyakajwiga P/S and Butenga Mixed P/S were appraised on 15/11/2017.</p> <p>The Performance Agreement and Performance Report for the Head teacher of St. Anthony Mbirizi were not available at the time of this assessment. This contributed to 90% of Head teachers appraised.</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The LG Education Department has made effort to communicate and explain some but not all guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>Effort has been made by the LG Education Department to hold meetings with Primary School head teachers and among other things to explain and sensitize them on guidelines, policies and circulars issued by the national level including the one on School Feeding. The National Sexuality Education Framework given to DEOs at a retreat in Mable was disseminated to schools and a list of 46 head teachers had received the communication; Water, Sanitation and Hygiene for Schools was disseminated to 46 Schools; Guidelines on School Feeding and Nutrition Intervention Program: Lake Victoria Climate Change Readiness Brief No 2; Libraries Management Workshop; Guidelines for Establishing, Licensing and Registering and classification of Private Schools and Institutions in Uganda: All these were disseminated and explained in head teacher’s meetings with the DEO and staff of the Education Office. At the head teachers’ meeting of 14/09/2017 DEOs talk was Min 32. At the meeting with Htrs Executive on 31/07/2018 57 of the 73 head teachers attended. DEO’s address was Min V/07/2018.</p>	<p>2</p>
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspections for all schools for the three terms would have been 219 in total. All government primary Schools were inspected at least once every term; the same was for private licenced and registered schools and the secondary schools within the district. Total inspections done were 348 including private licensed and registered schools and secondary schools. A representation way above 100%.</p>	<p>12</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"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>LG Education Department has discussed the results/reports of school inspections and used them to make recommendations for corrective actions and followed recommendations. This was evidenced from the reports made and minutes of meetings held after the inspections were done. From the Inspection report for Term III 2017 FY 2017/2018 page 5 item 2 in recommendations attention was called for the CAO, DEO, SMC , Htrs and responsible stakeholders to devise means and lobby for funds to construct at least a 5-stance pit latrine at Karubanda P. S. This was submitted to DES on 27/11/2017. The need for a latrine was included in the procurement requests for the department submitted on 15/02/2018 and it was included in the work plan for 2017/2018 and the latrine was constructed.</p> <p>Three teachers were noted to have absconded from various schools and communication to the CAO after a staff decision to replace them was made by the DEO on 07/09/2017 and the teachers were eventually deleted from the payroll.</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"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>School Inspection Reports were submitted to DES as evidenced in the acknowledgement receipts.</p> <p>Qtr I 2017/2018 submission was made on 21/12/2017 and signed by Kyomuhangi Christine on same date.</p> <p>Term I 2017/2018 the report was submitted on 04/05/2018 and received and signed for by Nakkeeya Teddy on same date.</p> <p>The report for term 111 was to be delivered by the DIS who was not at the station by the time of assessment.</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"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence of follow up of inspection recommendations as it was in this case:</p> <p>In Term I 2018, it was noted from the inspection report that some teachers were nearing retirement and there was need to identify and recommend some teaching staff to replace them. This was responded to after informing the CAO who responded by communication through the DEO to the identified teachers who were to act as caretakers for the 2 schools (Biyinjayinja P. S. and Kassebwavu P. S.) until substantive head teachers got appointed.</p>	4
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The list of schools on EMIS of 70 government Primary Schools is not consistent with the PBS list of 72 schools.</p>	0
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The enrolment data on EMIS is 44,720 pupils in Primary schools that of PBS is 42,300. The EMIS figures are not consistent with PBS.</p>	0

Governance, oversight, transparency and accountability

<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the General Purpose Committee responsible for Education met and discussed service delivery issues during the following committee meetings:</p> <ol style="list-style-type: none"> On 23rd May 2018, at Bukomansimbi District Water Office, under Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments; <p>Minute No. GPC/06/05/18: Presentation of Draft Procurement Plan for FY 2018/2019;</p> <ol style="list-style-type: none"> On 22nd May 2018, at Bukomansimbi District Water Office, under Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments; <p>Minute No. GPC/05/05/18: Presentation and Discussion of Monitoring Reports;</p> <p>Minute No. GPC/06/05/18: Presentation and Revision of Capacity Building Plan for FY 2017/2018;</p> <p>Minute No. GPC/07/05/18: Presentation and Discussion of Recruitment Plan for FY 2018/2019;</p> <ol style="list-style-type: none"> On 13th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/03/03/18: Presentation and Discussion of Resolutions from District Executive Committee (DEC); On 07th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/04/03/18: Presentation and Discussion of Second Quarter Implementation Report for FY 2017/2018; On 05th December 2017, at Bukomansimbi District Water Office, under Minute No. GPC/03/12/17: Supplementary Budget of UGX 187,332,720; <p>Minute No. GPC/04/12/17: Presentation of Report from Health Department;</p> <p>Minute No. GPC/06/12/17: Presentation of Report from Secretary Education Department; and</p> <ol style="list-style-type: none"> On 29th August 2017, at Bukomansimbi District Water Office, under Minute No. GPC/04/08/17: Presentation and Discussion of 3rd and 4th Quarter Report for FY 2016/2017. 	<p>2</p>
<p>The LG committee responsible for education met, discussed service</p>	<ul style="list-style-type: none"> Evidence that the education sector committee has presented issues 	<p>There was evidence that the General Purpose Committee responsible for Education presented issues that required Bukomansimbi DLG Council's approval during the following council meetings:</p>	<p>2</p>

<p>delivery issues and pre- sented issues that require approval to Council</p>	<p>that require approval to Council: score 2</p>	<p>1. Meeting dated 24th May 2018 at District Headquarters:</p> <p>a) Under Minute No. BKM/CM/04/05/18: Presentation of General Purpose Committee Reports and Recommendations;</p> <p>b) Under Minute No. BKM/CM/05/05/18: Approval of 2018/2019 Budget Estimates totaling to UGX 16,523,536,000; and</p> <p>c) Under Minute No. BKM/CM/07/05/18: Revision of Work Plan for Construction of a 3,000 M3 valley tank at Misenyu Village at a cost of UGX 25,000,000 to a deep borehole, same cost and location.</p> <p>2. Meeting dated 29th March 2018 at District Headquarters:</p> <p>a) Under Minute No. BKM/CM/05/03/18: Approval of General Purpose Committee Report;</p> <p>b) Under Minute No. BKM/CM/06/03/18: Discussion and Approval of Procurement Work Plan for FY 2018/2019;</p> <p>c) Under Minute No. BKM/CM/07/03/18: Discussion and Approval of Supplementary Budget for FY 2017/2018 and Revision of Recurrent and Development Budget Estimate for FY 2017/2018 of UGX 749,100,583; and</p> <p>d) Under Minute No. BKM/CM/08/03/18: Laying Draft Recurrent and Development Budget estimates for FY 2018/2019.</p> <p>3. Meeting dated 19th December 2017 at District Headquarters, under Minute No. Buko/Council/06/12/2017: Supplementary Budget for Korean Foundation for International Healthcare (KOFIH) through Ministry of Health of UGX 541,445,850 and Agriculture Extension of UGX 180,733,372;</p> <p>4. Meeting dated 07th November 2017 at District Headquarters, under Minute No. BKM/CM/04/11/2017: Presentation of General Purpose Committee Recommendations;</p> <p>5. Meeting dated 10th October 2017 at District Headquarters:</p> <p>a) Under Minute No. BKM/CM/04/10/2017: Presentation of General Purpose Committee Recommendations;</p> <p>b) Under Minute No. BKM/CM/05/10/2017: Presentation of General Performance of Bukomansimbi District FY 2017/2018; and</p> <p>6. Meeting dated 26th September 2017 at District Headquarters, under Minute No. BKM/CM/10/09/2017: Resolutions of Council.</p>
<p>Maximum 4 for this performance measure</p>		

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence from the sampled schools that out of the 145 registered and operational schools in Bukomansimbi DLG, SMCs were not fully constituted and had less members than what is required. However, they have been sitting termly and minutes were submitted to and seen at the DEOs office.</p> <p>The randomly sampled school files were for:</p> <ul style="list-style-type: none"> - Lwamalenga Primary school, - Kigangazzi Primary school, - Bigasa Primary school and -Binyobirya Primary School. 	<p>0</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non- wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG publicised all schools receiving a non-wage recurrent grant. This was evidenced by a display on the District notice board indicating Ug Shs 473,044,593/- for non-wage grant for this FY.</p> <p>School postings were seen in sampled schools:</p> <p>St Thereza Kisaka P. S. non-wage grant grant displayed was Ug Shs 2,580,742-</p> <p>Kawoko Musilim P. S. the non-wage grant displayed was Ug Shs 1,780,407- for Qtr1 and Ug Shs 1,784,257- for Qtr 2.</p> <p>Kagologolo P. S. the non-wage grant displayed was 2,449,248- for 18/09/2018.</p> <p>Bulenge R.C. P. S. the non-wage grant displayed was Ug Shs 2,086,779/- for Qtr 1 and Ug Shs 2,081,551/- for Qtr 2</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The procurement request for the LG Education Department was not presented at time of assessment.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 contracts and payment requests sampled indicated that the DEO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 5-Stance Pit Latrine at Kalubanda P/S in Kibinge Sub-county – Request for payment submitted on 18-Jun-2018 per completion certificate no. 1 dated 20-Jun-2018 was certified by the DEO on 20-Jun-2018 and paid on 28-Jun-2018 Shs. 17,459,953 i.f.o Bukomansimbi General Services.</p> <p>(2) Construction of a 2-Classroom Block at Maleku P/S in Kibinge Sub-County – Request for payment submitted on 08-May-2018 as per payment certificate No.3 was approved by the DEO on 31-May-2018 and paid on 31-May-2018 vide vr no. 235 of Shs. 6,644,068 i.f.o SSEKIMU Construction Ltd</p>	<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"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that Education Department submitted Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 19th August 2018, 3rd Quarter Report submitted on 18th May 2018. 2nd Quarter Report was submitted on 22nd February 2018 while the 1st Quarter Report was submitted on 16th January 2018. However, this is beyond 15th July – the required dates of submission to the District Planner for incorporation.</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 1st and 2nd quarterly reports for the FY 2017/18 and the DEO had provided responses to the District Internal Auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the LG Education Department disseminated and promoted adherence to gender guidelines by distribution of the guidelines to schools. At time of visit 47 schools had registered having picked the document. However there was no evidence of consultations with the Gender Focal Person.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The 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 by availing the guidelines to 39 schools that were listed as having picked the documents from the office of the DEO. The discussions are held in the beginning of term head teachers and DEO's staff meetings.</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"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The School Management Committees sampled did meet the guideline on gender composition. These were:</p> <p>Butenga-Kibanda P. S. Ms Nalwadda and Ms Nandugwa</p> <p>Ggogwe SDA P. S. the members were Mrs Ndagaano Sarah and Ms Nanntale Julian</p> <p>Kyango Moslem P. S. the members were Nal Mariam and Nalugo Madiina</p> <p>Kagolo CoU P. S. Ms Nakalanda Fatuma and Ms nambuya Amina</p> <p>Busagula P. S. Members were Ms Namagembe Rose and Ms Nalubega Jane Frances.</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>LG Education Department ensured that guidelines on environmental management were disseminated; at time of assessment 32 schools were listed as having received the guidelines. There however was no evidence of collaboration with Environment Department.</p> <p>Meetings were held with Htrs regarding environment issues and formation of Environmental Clubs was initiated from 13/09/2018. 33 schools were listed as having formed environmental clubs with the following memberships in the various schools: 2 members from P1; P2 -44; P3 -16; P4-48; P5-76; P6-99; P7-53. The classes that were most excited to join were P6 and P5 and the least keen were P1 and P2.</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was evidence for environmental screening of projects from a report for FY 2017/2018 that was endorsed by the Environmental Officer. The report indicated identification of social concerns including social inclusion, suggestions of environmental and social impacts and the proposed mitigation actions. These were ascertained in the reports from sampled projects e.g.:</p> <p>Construction of a 2-classroom block and supply of furniture to Maleku CoU P.S. Kibinge Sub County was endorsed on 28/06/2018.</p> <p>Construction of a 5-stance pit latrine at Lwamalange P. S. in Kitanda Sub county endorsed on 20/06/2018.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was no evidence of visits to sites to verify progress and compliance with mitigation plans.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved structure of 146 health workers. Out of these the current wage bills supported 117 workers (80.1%) and were on pay roll. This covered all the wage bill provided to the District Health sector.</p> <p>Also a copy of Bukomansimbi District Health Recruitment plan FY 2018/2018 from the CAO to PS Ministry of Public Service dated 26th September 2017 and received on 29th September 2017 was seen at District registry/ Principal Human Resource Officers office.</p>	8
<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>A copy of Bukomansimbi District Health Recruitment plan FY 2018/2018 from the CAO to PS MoH and PS Ministry of Public Service dated 26th September 2017 and received on 29th September 2017 was seen at District registry/ Principal Human Resource Officers office. Vacancies included Key positions like District Health Officer, Assistant DHO-Maternal Child Health, Nursing Officers, and Mid wives.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>There was evidence that all (100%) of the seven Health Facility In-charges were appraised during the previous FY as follows:</p> <p>In-charge for Kitanda H/C was appraised on 15/07/2018;</p> <p>In-charge for Kibinge Kagoggo H/C was appraised on 30/08/2018;</p> <p>In-charge for Butenga H/C was appraised on 5/08/2018;</p> <p>In-charge for Mirambi H/C was appraised on 5/07/2018;</p> <p>In-charge for Kisojjo H/C was appraised on 20/07/2018;</p> <p>In-charge for Bigasa H/C was appraised on 2/08/2018;</p> <p>And In-charge for Kigangazzi H/C was appraised on 10/08/2018.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers list on deployment seen at DHOs office was accurate and consistent with the list in PBS FY 2018/2019.</p> <p>Also Staff lists seen at sampled health facilities (Butenga HC IV, Bigasa HC III, Kitanda HC III, and Kigangazi HC II) were consistent with the PBS list despite a few transfers of some workers as seen at the DHOs office transfer files.</p>	<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"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Only one guideline out of the three prioritised ie. Ministry of Health Sector grant and Budget guidelines to Local Government was received and sent to some facilities as few copies were delivered from MoH by Dr Kato Alfred (DHO) as per the some copies seen at the sampled health facilities. Other priority policies like Policy strategies for improving Health Services delivery 2016-2021 and MoH guidelines for Local Government Planning Process for Health Sector supplement were not received by DHO and therefore not disseminated to facilities. However, other policies like the Uganda National Infection Prevention and Control were distributed to In-charges as seen on the distribution list at the DHOs office.</p>	<p>0</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"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office.</p>	<p>0</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>Only two quarterly support supervision reports out of four recommended (Quarter 1 dated 2nd October 2017 and Quarter 4 dated 6th July 2018) were seen at DHOs office and these reports showed that Butenga HC IV was supervised. There were no other quarterly supervision reports for Quarter 2 & Quarter 3 availed to the assessor during this exercise. Bukomansimbi District doesn't have a District Hospital.</p>	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>Copies of reports seen at DHOs office for HSD supporting lower units (Quarter 1 dated 23rd October 2017, Quarter 2 report not availed, Quarter 3 report dated 21st March 2018, and Quarter 4 report not availed) showed that only 13 health facilities out of 24 Health facilities were supervised making 54% coverage.</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of quarterly Support supervision reports (Quarter 1 dated 2nd October 2017, & Quarter 4 dated 6th July 2018) seen at DHOs office and signed by the DHO had recommendations generated by the supervising teams for corrective action in each of the facilities supervised. These were also evidenced in the sampled health facilities as they were indicated in their supervision logbooks.</p>	<p>4</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was no evidence that recommendations were followed up and specific activities undertaken in all the reports availed at the DHOs office.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (13) were the same as those in the PBS (13). These health facilities (13) were also reflected in the HMIS reports submitted to MOH.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

- 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

There was evidence that the General Purpose Committee responsible for health met and discussed service delivery issues during the following committee meetings:

1. On 23rd May 2018, at Bukomansimbi District Water Office:

a) Under Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments; and

b) Under Minute No. GPC/06/05/18: Presentation of Draft Procurement Plan for FY 2018/2019.

2. On 22nd May 2018, at Bukomansimbi District Water Office:

a) Under Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments;

b) Under Minute No. GPC/05/05/18: Presentation and Discussion of Monitoring Reports;

c) Under Minute No. GPC/06/05/18: Presentation and Revision of Capacity Building Plan for FY 2017/2018; and

d) Under Minute No. GPC/07/05/18: Presentation and Discussion of Recruitment Plan for FY 2018/2019.

3. On 13th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/03/03/18: Presentation and Discussion of Resolutions from District Executive Committee (DEC);

4. On 07th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/04/03/18: Presentation and Discussion of Second Quarter Implementation Report for FY 2017/2018;

5. On 05th December 2017, at Bukomansimbi District Water Office:

a) Under Minute No. GPC/03/12/17: Supplementary Budget of UGX 187,332,720;

b) Under Minute No. GPC/04/12/17: Presentation of Report from Health Department; and

c) Under Minute No. GPC/06/12/17: Presentation of Report from Secretary Education Department.

6. On 29th August 2017, at Bukomansimbi District Water Office, under Minute No. GPC/04/08/17: Presentation and Discussion of 3rd and 4th Quarter Report for FY 2016/2017.

The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council

Maximum 4 for this performance measure

- Evidence that the health sector committee has presented issues that require approval to Council: score 2

There was evidence that the General Purpose Committee responsible for Health presented issues that required Bukomansimbi DLG Council's approval during the following council meetings:

1. Meeting dated 24th May 2018 at District Headquarters:

a) Under Minute No. BKM/CM/04/05/18: Presentation of General Purpose Committee Reports and Recommendations;

b) Under Minute No. BKM/CM/05/05/18: Approval of 2018/2019 Budget Estimates totaling to UGX 16,523,536,000; and

c) Under Minute No. BKM/CM/07/05/18: Revision of Work Plan for Construction of a 3,000 M3 valley tank at Misenyu Village at a cost of UGX 25,000,000 to a deep borehole, same cost and location.

2. Meeting dated 29th March 2018 at District Headquarters:

a) Under Minute No. BKM/CM/05/03/18: Approval of General Purpose Committee Report;

b) Under Minute No. BKM/CM/06/03/18: Discussion and Approval of Procurement Work Plan for FY 2018/2019;

c) Under Minute No. BKM/CM/07/03/18: Discussion and Approval of Supplementary Budget for FY 2017/2018 and Revision of Recurrent and Development Budget Estimate for FY 2017/2018 of UGX 749,100,583; and

d) Under Minute No. BKM/CM/08/03/18: Laying Draft Recurrent and Development Budget estimates for FY 2018/2019.

3. Meeting dated 19th December 2017 at District Headquarters, under Minute No. Buko/Council/06/12/2017: Supplementary Budget for Korean Foundation for International Healthcare (KOFIH) through Ministry of Health of UGX 541,445,850 and Agriculture Extension of UGX 180,733,372;

4. Meeting dated 07th November 2017 at District Headquarters, under Minute No. BKM/CM/04/11/2017: Presentation of General Purpose Committee Recommendations;

5. Meeting dated 10th October 2017 at District Headquarters:

a) Under Minute No. BKM/CM/04/10/2017: Presentation of General Purpose Committee

		<p>Recommendations; and</p> <p>b) Under Minute No. BKM/CM/05/10/2017: Presentation of General Performance of Bukomansimbi District FY 2017/2018, and</p> <p>6. Meeting dated 26th September 2017 at District Headquarters, under Minute No. BKM/CM/10/09/2017: Resolutions of Council.</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"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were availed in only two out of the four selected health facilities ie. (Butenga HC IV dated 6th September 2017, 16th November 2017, 5th February 2018, 8th June 2018 (100%) and Bigasa HC III dated 4th October 2017, 15th December 2017, 25th May 2018(75%) In these two facilities, HUMC meetings were held regularly on quarterly basis as evidenced by the meeting minutes of which among other items on agenda PHC utilisation was discussed. Other Sampled facilities that were not having meeting minutes included; Kigangazi HCII and Kitanda HC III. The mandatory quarterly meetings therefore were standing at (100% + 75%) divided by 4 making 43.7%.</p>	0
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Copy of PHC fund distribution list of health facilities and funds releases for Q1 FY 2017/18 were properly displayed on notice board of DHO.</p> <p>Sampled facilities (Butenga HC IV, Bigasa HC III) had their PHC funds releases displayed on their notice boards.</p>	4
Procurement and contract management			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>A copy of procurement plan seen at the DHOs office that was submitted to the DPU, was generated on 12th April 2018 by Dr Kato Alfred (DHO) and received by the DPU on 12th April 2018.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 8th August 2018 generated by Dr Kato (DHO) and received by DPU on same date was seen at the DHOs office.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of OPD and Radiology Unit at Butenga HC IV – Request for payment submitted 02-May-2018 per Interim completion certificate no. 2 dated 04-May-2018 was approved by the DHO on 09-May-2018 and paid on 09-May-2018 vide voucher no. 1247 Shs. 51,730,137 i.f.o Mutaz General Merchants Ltd.</p> <p>(2) Construction of OPD and Radiology Unit at Butenga HC IV – Request for payment submitted 15-Jun-2018 per Interim completion certificate no. 4 dated 18-Jun-2018 was approved by the DHO on 18-Jun-2018 and paid on 28-Jun-2018 vide voucher no. 1173 Shs. 96,444,485 i.f.o Mutaz General Merchants Ltd .</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was evidence that Health Department submitted Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 16th August 2018, 3rd Quarter Report submitted on 18th May 2018. 2nd Quarter Report was submitted on 02nd March 2018 while the 1st Quarter Report was submitted on 16th January 2018. However, this is beyond 15th July – the required dates of submission to the District Planner for incorporation.</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>Queries had been raised in the 1st and 3rd quarterly reports for the FY 2017/18 and the DHO had provided responses to the District Internal Auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the two health facilities that had established HUMC boards out of the four sampled, the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 50% females and 50% males. The composition were as follows; Butenga HC IV had 5 females and 4 males while Bugasa HCII had 4 females and 4 males.</p>	<p>2</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had no Sanitation management guidelines in place.</p> <p>However, they had well labeled pit latrines for females and males.</p> <p>There was also a copy of Public Health Act at DHOs office.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>A copy of environmental screening report for the project of OPD/ Radiography and Emergency Services construction of Butenga HCIV dated 9th May 2018 stamped and signed by the District Environment Officer was availed at the DHOs office.</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"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>A copy of monitoring report from the District Environment Officer to CAO dated 19th June 2018 for the project of the OPD/ Radiography and Emergency Services construction of Butenga HCIV was seen that the DHOs office.</p>	<p>2</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: <p>score 4.</p>	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities (Butenga HC IV, Kigangazi HC II, Bigasa HC III and Kitanda HC III).</p>	<p>4</p>
---	---	--	----------

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			

The DWO has targeted allocations to sub-counties with safe water coverage below the district average.

Maximum score 10 for this performance measure

- 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:

- o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10
- o If 80-99%: Score 7
- o If 60-79: Score 4
- o If below 60 %: Score 0

Bukomansimbi has four rural sub counties including; Bigasa, Butenga, Kibinge and Kitanda.

According to the MWE data base, it has average safe water access of 86% while two sub counties of Bigasa 69% and Kitanda 85% have average access to safe water below the district average.

According to the water department AWP and budget request for FY18/19 dated 24th July 2018, the department targeted these sub counties as follows;

1. One planned construction of deep borehole for production well in Kitanda S/C (100%);
2. Six planned Institutional Rainwater Harvesting Tanks (two in Bigasa and 03 in Kitanda)-83%; and
3. 12 planned borehole rehabilitation with 07 in Bigasa and 05 in Kitanda (100%).
4. Other planned facilities include; construction of one large sized protected spring, extension of piped water scheme (2.5km) and drilling of one deep borehole for production well. None of these were in the two sub counties with average below district average.

In terms of budget, a total of 132,704,288UgX which is only 56.1% of the total development budget (236,387,288UgX) has been allocated to these sub counties with average below the district average. The allocation was affected by;

1. Need to extend piped water to the new district headquarter in the FY18/19 which is located in Bukomansimbi T/C.
2. One deep borehole in Mizanvu Trading Centre, Kibinge S/C was to help serve the area with many institutions, businesses and the growing population.

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to AWP and quarter one budget request for FY17/18 dated 25th July 2017 ref CR/212/1, the DW department had targeted the Sub Counties with safe water access below the district average as follows;</p> <ol style="list-style-type: none"> 1. Eight planned Institutional Rainwater Harvesting Tanks with 04 in Kitanda S/C and 02 in Bigasa S/C. 2. 14 planned borehole rehabilitation with 03 in Bigasa and 04 in Kitanda. 3. construction of one deep Borehole in Buyembe village, Kitanda S/C. <p>The Annual and 4th quarter progress report FY17/18 dated 24th July 2018 indicated that all the above planned projects were implemented.</p>	
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>Most facilities constructed were short lived ranging from one month to three months.</p> <p>There was evidence that all the WSS facilities were monitored by the district water department. Monitoring and supervision reports for water and sanitation projects were seen and reviewed. Reviewed included;</p> <ol style="list-style-type: none"> 1. Several measurement sheets/reports developed following monitoring of projects as basis for payment. 2. Progressive inspection reports. 3. Certificates of completion; and 4. Completion reports. <p>Sampled reports included;</p> <ol style="list-style-type: none"> 1. Inspection report for construction of deep Borehole in Buyembe village, Kitanda S/C dated 28th June 18. 2. Inspection report for construction works for 40,000litres institutional rainwater harvesting tanks at four primary schools including; St. Martin Mbaale, Kagologolo P/S, Brain way Junior School Kayanja and Bukango C/U P/S dated 19th Feb 2018. 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>MIS forms and reports for the implemented projects for the FY17/18 were all found in file and reviewed. The reviewed MIS reports were dated;</p> <ol style="list-style-type: none"> 1. 9th April 2018 and received at MWE on the 14th May 2018 for quarter 3. 2. 9th July 2018 and received at MWE on the 24th July 2018 for quarter 4. <p>It was found out that the data submitted was accurate/consistent. This was also corroborated with the information in the progress reports.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The lists of projects undertaken was consistent in both sector MIS reports and PBS as verified in the AWP FY17/18 and progress reports.</p>	<p>5</p>
---	---	--	----------

Procurement and contract management

<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>Though the sector submitted the department procurement plan for consideration for the FY18/19 to PDU that cover all investment items, the only accessed department plan in the approved Sector annual work plan and budget was dated 3rd August 2018.</p>	<p>0</p>
--	--	--	----------

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There were letters in file appointing DWO as contract manager for the projects in the department, for example, one dated 11th August 2018 for 4, 40cum institutional rainwater harvesting tanks lot 1.</p> <p>The contractors submitted their projects implementation plans as verified in bid documents but the contract manager did not prepare separate Supervision and Monitoring Plans for all the projects.</p> <p>The DWO indicated that the department plans were harmonized with those of contractors but this could not be verified.</p> <p>However, there were monthly site visits to projects as verified from inspection and monitoring reports.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The designs and BOQs for the projects were reviewed including;</p> <ol style="list-style-type: none"> BOQ for the construction of deep Borehole in Buyembe village, Kitanda S/C; and BOQ for the construction of 40,000litres institutional rainwater harvesting tanks (Lot 1) at four primary schools including; St. Martin Mbaale, Kagologolo P/S, Brainway Junior School Kayanja and Bukango C/U P/S. <p>The information was corroborated with field visits to the 4 sampled facilities at; St. Martin Mbaale, Kagologolo P/S, Brain way Junior School-Kayanja and Makoomu Kaluulu P/S. These were found to be constructed as per the designs and approved BOQs.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>All completed WSS facilities were handed over by the contractors as verified from handover reports. For example, the following handover and completion reports were seen;</p> <ol style="list-style-type: none"> 1. Completion report for siting, drilling, pump testing and installation of one deep borehole by Sauda M. Nampeera contractors dated 28th June 2018. 2. Handover statement for completion of 4, 40cum institutional rainwater harvesting tanks by Bukomansimbi General Services Masaka dated 16th Feb 2018. 	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO certified all completed projects as verified from completion reports and certificates seen in file. The certificates and reports sampled included;</p> <ol style="list-style-type: none"> 1. Certificate of completion for 4, 40cum institutional rainwater harvesting tanks at St. Martin Mbaale P/S, Kagologolo C/UP/S, Brain way Junior School-Kayanja and Bukango C/U P/S for Bukomansimbi General Services Masaka dated 2nd Jan 2018. 2. Certificate of completion for 4, 40cum institutional rainwater harvesting tanks at Makoomu-Kakuluulu P/S, Pride Africa SSS, Kikondere P/S and Lifeline Junior School for Bekabye General Enterprises Limited dated 18th Dec 2017. 3. Completion report for the above two projects. 	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 contracts and payment requests sampled indicated that the DWO had timely certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 2 40m³ Rain-Water tank at Pride Africa S.S.S – Request for payment submitted 07-Sep-2018, Interim Certificate No. 2 dated 11-Sep-2018 was approved by the DWO on 13-Sep-2017 and paid on 13-Sep-2017 vide voucher no. 540 Shs. 33,658,442 i.f.o. Bekabye General Enterprises</p> <p>(2) Drilling and Construction of a deep Bore-hole at Buyembe LCI – Request for payment submitted 28-Jun-2018 per Completion Certificate dated 28-Jun-2018 was approved by the DWO on 28-Jun-2018 and paid on 28-Jun-2018 vide voucher 2113 Shs. 25,258,509 i.f.o Sauda M. Nampeera Contractors</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 Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was evidence that Water Department submitted Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the District Planner as follows:</p> <p>4th Quarter Report was submitted on 14th August 2018, 3rd Quarter Report submitted on 18th May 2018. 2nd Quarter Report was submitted on 22nd March 2018 while the 1st Quarter Report was submitted on 21st January 2018. However, this is beyond 15th July – the required dates of submission to the District Planner for incorporation.</p>	<p>0</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 <p>If queries are not responded to score 0</p>	<p>There were no queries raised under the Water Sector during the FY 2017/18</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"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that the General Purpose Committee responsible for water met and discussed service delivery issues during the following committee meetings:</p> <ol style="list-style-type: none"> 1. On 23rd May 2018, at Bukomansimbi District Water Office, under: <ol style="list-style-type: none"> a) Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments; and b) Minute No. GPC/06/05/18: Presentation of Draft Procurement Plan for FY 2018/2019. 2. On 22nd May 2018, at Bukomansimbi District Water Office, under: <ol style="list-style-type: none"> a) Minute No. GPC/04/05/18: Presentation and Discussion of Draft Budget Estimates for FY 2018/2019 for all Departments; b) Minute No. GPC/05/05/18: Presentation and Discussion of Monitoring Reports; 	<p>3</p>

		<p>c) Minute No. GPC/06/05/18: Presentation and Revision of Capacity Building Plan for FY 2017/2018; and</p> <p>d) Minute No. GPC/07/05/18: Presentation and Discussion of Recruitment Plan for FY 2018/2019.</p> <p>3. On 13th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/03/03/18: Presentation and Discussion of Resolutions from District Executive Committee (DEC);</p> <p>4. On 07th March 2018, at Bukomansimbi District Water Office, under Minute No. GPC/04/03/18: Presentation and Discussion of Second Quarter Implementation Report for FY 2017/2018;</p> <p>5. On 05th December 2017, at Bukomansimbi District Water Office, under:</p> <p>a) Minute No. GPC/03/12/17: Supplementary Budget of UGX 187,332,720;</p> <p>b) Minute No. GPC/04/12/17: Presentation of Report from Health Department; and</p> <p>c) Minute No. GPC/06/12/17: Presentation of Report from Secretary Education Department, and</p> <p>6. On 29th August 2017, at Bukomansimbi District Water Office, under Minute No. GPC/04/08/17: Presentation and Discussion of 3rd and 4th Quarter Report for FY 2016/2017.</p>	
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the General Purpose Committee responsible for Water presented issues that required Bukomansimbi DLG Council's approval during the following council meetings:</p> <p>1. Meeting dated 24th May 2018 at District Headquarters:</p> <p>a) Under Minute No. BKM/CM/04/05/18: Presentation of General Purpose Committee Reports and Recommendations;</p>	<p>3</p>

b) Under Minute No.
BKM/CM/05/05/18: Approval of
2018/2019 Budget Estimates totaling to
UGX 16,523,536,000; and

c) Under Minute No.
BKM/CM/07/05/18: Revision of Work
Plan for Construction of a 3,000 M3
valley tank at Misenyu Village at a cost
of UGX 25,000,000 to a deep borehole,
same cost and location.

2. Meeting dated 29th March 2018 at
District Headquarters:

a) Under Minute No.
BKM/CM/05/03/18: Approval of
General Purpose Committee Report;

b) Under Minute No.
BKM/CM/06/03/18: Discussion and
Approval of Procurement Work Plan for
FY 2018/2019;

c) Under Minute No.
BKM/CM/07/03/18: Discussion and
Approval of Supplementary Budget for
FY 2017/2018 and Revision of
Recurrent and Development Budget
Estimate for FY 2017/2018 of UGX
749,100,583; and

d) Under Minute No.
BKM/CM/08/03/18: Laying Draft
Recurrent and Development Budget
estimates for FY 2018/2019.

3. Meeting dated 19th December 2017
at District Headquarters, under Minute
No. Buko/Council/06/12/2017:
Supplementary Budget for Korean
Foundation for International Healthcare
(KOFIH) through Ministry of Health of
UGX 541,445,850 and Agriculture
Extension of UGX 180,733,372;

4. Meeting dated 07th November 2017
at District Headquarters, under Minute
No. BKM/CM/04/11/2017: Presentation
of General Purpose Committee
Recommendations;

5. Meeting dated 10th October 2017 at
District Headquarters:

a) Under Minute No.
BKM/CM/04/10/2017: Presentation of
General Purpose Committee
Recommendations; and

		<p>b) Under Minute No. BKM/CM/05/10/2017: Presentation of General Performance of Bukomansimbi District FY 2017/2018, and</p> <p>6. Meeting dated 26th September 2017 at District Headquarters, under Minute No. BKM/CM/10/09/2017: Resolutions of Council.</p>	
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Some of the department information was displayed on the notice board including; general contractors register for FY17/18 showing all projects implemented in the district, contractors. Contract sums and their status. There was also department release for quarter 4.</p> <p>The quarterly releases, AWP and expenditures had been displayed at the department rented offices that were removed during the relocation to the new district offices in June according to the DWO.</p> <p>One district advocacy meeting had been planned and this was conducted in the fourth quarter. It involved also sub county stakeholders. There were other community meetings held for water and sanitation committees.</p>	2
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All the four sampled projects were fully labelled with all the required information. The photos in files also indicated that all other projects had been labeled as required. The sampled projects included; Institutional Rainwater Harvesting Tanks at St. Martin Mbaale P/S, Kagologolo C/UP/S, Brain way Junior School-Kayanja and Makoomu-Kakuluulu P/S.</p>	2

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>No information on tenders was displayed on notice boards. The DWO stated that these had been posted on their old rented premises prior to their relocation to the new district building in June 2018. These had also eclipsed the mandatory displayed period as per the PDDA requirements.</p> <p>Information on contracts entered into for the FY17/18 was displayed indicating the contractor, contract and contract sum and status of the project.</p>	2
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There were application letters in file that showed that communities apply for water/ public sanitation facilities. Some of the letters seen were from; Bannabikira Sisters, Misanvu Village, Sserinya Primary School, all requesting for Rainwater Harvesting Tanks.</p>	1
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>The fourth quarter MIS report submitted to MWE and acknowledged on 24th July 2018 indicated that all WSCs had been instituted and are functional.</p> <p>The Annual Progress Report FY17/18 also showed that the district had received 2,230,000UgX from Community Capital Contributions.</p> <p>All facilities sampled including institutional Rainwater Harvesting Tanks at St. Martin Mbaale P/S, Kagologolo C/UP/S, Brain way Junior School-Kayanja and Makoomu-Kakuluulu P/S were found well functional and in good state.</p>	2
<p>Social and environmental safeguards</p>			

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>All projects for water department FY17/18 were screened and screening report filed dated 30th August 2017.</p>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There were no follow up reports accessed to indicate that follow up support was provided by the District Environment Officer.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Bid documents, BOQs and contracts documents sampled had a clause on environmental protection. Some of the sampled documents included;</p> <ol style="list-style-type: none"> BOQ for the construction of 4, 40cum institutional rainwater harvesting tanks at St. Martin Mbaale P/S, Kagologolo C/UP/S, Brain way Junior School-Kayanja and Bukango C/U P/S; and BOQ for the construction of 4, 40cum institutional rainwater harvesting tanks at Makoomu-Kakuluulu P/S, Pride Africa SSS, Kikondere P/S and Lifeline Junior School. <p>Embedded in the environmental protection clause were planting of 5 trees at each school among others.</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"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>The Institutional facilities had constituted committees comprising of; Head Teacher, Senior Teacher, and two representatives per class (girl and boy).</p> <p>For the constructed Borehole in Buyembe Village, there were minutes showing community meeting and election of committee where three of the nine-member committee were women and took up key positions of Vice Chairman and Treasurer. This information was also collaborated with the MIS reports submitted to the MWE.</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The district did not construct any public sanitation facility in the last financial year 2017/18.</p> <p>However, other constructed facilities from the other financial years had adequate access and separate stances for men, women and PWDs.</p>	<p>3</p>