



Local Government Performance Assessment

Ibanda Municipal Council

(Vote Code: 791)

Assessment	Scores
Accountability Requirements	50%
Crosscutting Performance Measures	69%
Educational Performance Measures	68%
Health Performance Measures	71%
Water Performance Measures	0%

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>There is evidence the LG generated online the Annual Performance Contract on 1st /08/2018 at 02.20 pm according to the data supplied on PBS at the LG planning unit. Although the submission was on time the LG faced challenges related to the system being new system, besides the untimely upgrading of the PBS which was delayed up to July. Training of the users at the LG was reported to have been insufficient thus affecting timely reporting. The Town clerks letter dated 29th /9/2017 to the PS/ST requesting hands on training on PBS was seen.</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>There was evidence that the LG generated a Budget for the FY 2018/19 using the PBS dated 3rd /08/2018 at 06.31. The budget did not include a procurement plan according to the information on the PBS at the LG planning unit. The procurement plan was generated on the 06th /8/2018. The LG attributed this to capacity gaps in the LG to generate documents using the PBS.</p>	<p>No</p>
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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>There was evidence that the LG submitted the Annual Performance Report for the previous FY 2017/2018 on 28th /08/2018 according to the PBS record at the planning unit. This delay was attributed to the late upload of data on conditional grants by the MoFPED and capacity gaps at the LG.</p>	<p>No</p>
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<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>There was evidence that the LG made Submissions of all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to MoFPEDs late input of data on conditional grants and capacity gaps at the LG.</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>25th /1/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 02</td> <td>28th /2/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 03</td> <td>11th /8/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 04</td> <td>28th /8/2018</td> <td>PBS LG planning unit.</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 01	25th /1/2018	PBS LG planning unit.	Quarter 02	28th /2/2018	PBS LG planning unit.	Quarter 03	11th /8/2018	PBS LG planning unit.	Quarter 04	28th /8/2018	PBS LG planning unit.	<p>No</p>
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<p>Audit</p>																		

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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>A report on the implementation status of Internal Auditor General recommendations for FY 2016/17 was written by the Town Clerk to the PS/ST.</p> <p>The report, dated 8th December 2017, was received at MoFPED on 14th December 2017. It had responses to 18 Internal Audit recommendations of FY 2016/17.</p> <p>The report was received within the mandatory February end deadline.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The MC had an unqualified audit opinion for its FY 2017/18 financial report.</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 of a functional physical planning committee which met 4 times on 30th/8/2017, 22nd /12/2017, 26th/3/2018 and 29th/6/2018. From the minutes, the committee had 5 members appointed on assignment of duties on the 5th /7/2016 by the CAO with the physical planner as secretary and CAO as chairperson.</p> <p>The physical planning committee had a plan register opened on 25th/7/2016. In the FY 2017/18 106 plans had been received and processed. From the register of plans there was evidence that all plans had been approved within 30 days of submission.</p> <p>The meeting dated 29th/6/2018 Min 21/IMC/UPPC 29/06/2018 and meeting dated 22nd/12/2017 Min 08/IMC/UPPC 22/12/2017 on inspection of building plans by the physical planning committee show evidence that new investments were considered.</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence the LG submitted 4 copies of minutes of the Physical Planning Committee to MoLHUD. From the Town clerks letter dated 07th/11/2017 ref CR/IMC/LAN/1205/1 to the MoLHUD, 2 submissions of minutes of the committee had been received by the zone office on the 10th /11/2017.</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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The LG did not have a physical development plan therefore no consistency could be assessed. This was attributed to inadequate budget to develop a structural plan for the LG.</p> <p>However the LG was using the structural plan of the former Ibanda T/C which forms the CBD of the Municipality (approved and signed by the chairperson physical planning board on 23rd/8/2011). New investments outside the CBD were guided by building rules and the public health Act according to the physical planner.</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>There was no evidence that the LG had detailed plans for the previous FY 2017/18. This was attributed to budgetary challenges.</p> <p>However the LG had developed draft area action plans showing proposed road networks in the CBD and Bubaare cell.</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 the AWP for FY 2018/19 were based on outcomes of the budget conference. The conference report dated 25th/10/2017 signed by the planner pointed to this;</p> <ul style="list-style-type: none"> Construction of 4 stance pit latrines at Migera P/S, Kategure P/S, Nyamirama P/S, pg1 BCR Construction of classrooms at Kyembogo P/S, pg1 BCR Rehabilitation of Busheshe HC111, Kakasi HC11, Rwobuzizi HC11, pg35 BCR Construction of drainage channel at Buzabo, pg1 BCR Extension of streetlight,pg1 BCR Supply of culverts at Rwabihiga road, katehe road, Mpungu road, kyertha road, Rwobuzizi road, pg1 BCR Rehabilitation of abattoir at Katehe, pg2 BCR 	<p>2</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the investments in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan as seen on pg 52, pg 53,pg 54, pg 50,pg 56</p>	<p>1</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was evidence that project profiles had been developed and submitted to TPC, meeting held on 30th /5/2018, IMC/min 78/TPC/05/2018</p> <p>All investment profiles in the AWP were as per LG Planning guidelines and signed by the Town Clerk on 25th/6/2018</p>	<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>A copy of the statistical abstract 2017/18 was seen, signed by the mayor with gender disaggregated data on gender population by sex by division on pg 7. Approval by the TPC was dated 12th/3/2018 under min IMC/Min 57/TPC/03/2018. However the statistician had not projected population data from the previous year to the current year, pg VIII.</p> <p>Notably this was the second statistical abstract the district had developed.</p>	<p>0</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 Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan on, pg 97, pg 61, pg 71, pg 94 of the annual performance report and pg 86, pg85, pg90, pg89 of the annual work plan</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that investment projects were not completed as per work plan by the end of the FY; From the records in the annual performance report the underlying were under performed</p> <ul style="list-style-type: none"> - Construction of classroom block at Nyabwekhe P/S, actual expenditure UGX 26,254,000, pg97 Q4 report - Construction of latrine stances at Nyamiyaga P/S, actual expenditure UGX 13,464,000, pg97 Q4 report - Construction of latrine stances at st Jude Kabale P/S, actual expenditure UGX 9,000,000, pg 93 Q4 report - Construction of latrine stances at Kabale COU P/S, actual expenditure UGX 13,671,000, pg97 - Purchase of land for garbage disposal, not implemented,pg61 Q4 report - Extension of street lights actual expenditure UGX 22,017,000,pg71 Q4 report - Drainage channel construction and upgrade od Buzabo road to gravel actual expenditure UGX 14,575,000 Q4 report 	<p>0</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<ul style="list-style-type: none"> - From the annual performance report there was no evidence that the investments in the FY 2017/18 had been completed within (- /+) 15% of the budget. From the sampled projects 1 was not implemented and the remaining underperformed compared to the approved budget as seen below. - Construction of classroom block at Nyabwekhe P/S, actual expenditure UGX 26,254,000,thus 43.1% pg97 Q4 report - Construction of latrine stances at Nyamiyaga P/S, actual expenditure UGX 13,464,000, thus 75% pg97 Q4 report - Construction of latrine stances at St Jude Kabale P/S, actual expenditure UGX 9,000,000, thus 51% pg 93 Q4 report - Construction of latrine stances at Kabale COU P/S, actual expenditure UGX 13,671,000,thus 82% pg97 Q4 report - Purchase of land for garbage disposal, not implemented thus 0%,pg61 Q4 report - Extension of street lights actual expenditure UGX 22,017,000 thus 37.3%,pg71 Q4 report - Drainage channel construction and upgrade of Buzabo road to gravel actual expenditure UGX 14,575,000 thus 38.3%, pg 94 Q4 report 	<p>0</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was evidence of a Budget for O&M in FY 2017/2018 of UGX 63,264,000, actual expenditure on O&M during the FY was UGX 40,000,000 giving 63.2% utilisation.</p> <p>The chief finance officer had compiled an assets register and maintenance plan that was costed but did not include all infrastructural assets of the LG.</p> <p>From the record on the annual performance report there was evidence of expenditure of O & M on infrastructural assets like repairs to street lights and repairs on water borne toilet however these had not been captured in the assets register.</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<ul style="list-style-type: none"> • Reference to the staff establishment REF no ARC. 135/306/01 Dated 25th April 2018. • The Deputy town clerk is substantive, under DSC min no 88 (C) /08/2018 • The Principal community development officer is substantive under the DSC min no 80(N)/05/2018. • The rest are in acting capacity i.e. the principal treasurer, municipal engineer, senior environmental officer, principal Education officer, principal community development officer, principal commercial officer, Medical officer of health services. I.e. 2 out of the nine heads of department are substantive. Which is 22.2% • The Municipality has written to permanent secretary in reference to failure to recruit. Ref CR/IMC/171 	<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 	<ul style="list-style-type: none"> • The Deputy Town Clerk is yet to report so the position was vacant • Ag Principal treasurer, Mr Tugume Cosmas Doegradius was appraised on 5/7/2018. • Ag. Municipal engineer Ms Natuhwera K. Juliet was appraised on 5/7/2018 • Ag. Senior Environmental officer, Katwesigye John was appraised on 5/7/2018 • The principal Community Development officer, Tumusiime Josephat was appraised on 5/7/2018 • The Ag principal commercial officer, Byarugaba Javinal was appraised on 5/7/2018. • Ag. Medical officer of health services Dr. Keiruky Mugisha was appraised on 3/7/2018. • All the heads of departments were appraised by the Town clerk Barekye Justine. 	<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 	<ul style="list-style-type: none"> • Minute extracts of the 71st IBANDA DISTRICT SERVICE COMMISSION meeting held from 23th to 25st May 2018. (12 appointments were offered) 	<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 	<ul style="list-style-type: none"> • Submissions by the Town Clerk to DSC Ref CR/IMC/160/1, Dated 17/2/2018. Three staffs were submitted for confirmation. • Minute extracts of the 69th IBANDA DSC meeting held from 12th to 23rd February. All staff that were submitted for confirmation considered 	<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 	<ul style="list-style-type: none"> • The municipality did not submit any disciplinary cases to DSC 	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 	<ul style="list-style-type: none"> • The newly recruited staffs were able to access the pay roll 100% by June 2018. These were nine new staff 	3
<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 	<ul style="list-style-type: none"> • The staffs that retired were not able to access the pension pay roll, which is 0% because the municipality did not have the funds required and a request was made. Ref CR/MC/106/1 • These include mpabaitisi Denis, Behangana Francis , Baguma Patrick, Kamugabirwe. 	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>According to Ibanda MC financial statements, Local revenue performance for FY 2017/18 was Shs 530,001,680.</p> <p>Local revenue performance for FY 2016/17 was Shs 796,389,086.</p> <p>The reduction was Shs 226,387,406, which was -33.4%, which was less than 5%.</p> <p>The local revenue income for both years was net and did not contain any one offs such as from sale of LG assets.</p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>Ibanda MC local revenue original budget for FY 2017/18 was Shs 695,287,000. Local revenue realised for the same year 2017/18 was Shs 530,001,680. The difference was Shs 165,285,320, which was 23.7%.</p> <p>This was well out of the +/-10% range.</p>	<p>0</p>

Local revenue administration, allocation and transparency

Maximum 4 points on this performance measure.

• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2

Ibanda MC financial statements for FY 2017/18 show that it collected local revenue of Shs 530,001,680 of which Shs 32,261,281 was LST.

The Trial Balance (Annex III) shows that a total of Shs 72,633,058 was transferred to LLGs (3 Divisions) in the year. This amount included the 65% of LST, plus other disburseable taxes to LLGs.

Examples of the amounts transferred to LLGs include:

Transfer of Shs 2,912,500 to on 21/08/17.

Transfer of Shs 8,308,863 on 21/02/18.

Transfer of Shs 6,437,500 on 20/12/17.

Transfer of Shs 10,815,650 on 02/08/17.

Transfer of 3,037,500 on 12/07/17.

Transfer of Shs 8,308,863 on 21/02/18.

Transfer of 5,475,783 on 29/01/18.

Transfer of Shs 8,997,379 on 31/10/17.

<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>For the year ended FY 2017/18, Ibanda MC spent the following amounts on Council out of local revenue:</p> <p>Sitting Allowance Shs 11,900,000</p> <p>Travel Shs 12,954,500</p> <p>Executive Committee Meetings Shs 3,840,000</p> <p>Finance & Social Services Committees Shs 8,160,000</p> <p>Mayor Benefits Shs 4,900,000</p> <p>Speaker Allowances Shs 900,000</p> <p>Deputy Speaker Allowances Shs 570,000</p> <p>Fuel Shs 4,000,000</p> <p>Welfare Costs Shs 1,618,500</p> <p>Other Costs Shs 184,000.</p> <p>TOTALLING SHS 49,037,000.</p> <p>OSR collected in the previous year i.e. FY 2016/17 was Shs 796,389,086.</p> <p>The proportion of this expenditure to the previous year OSR was 6.1%, which was well below the 20% limit.</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 	<ul style="list-style-type: none"> - There WAS Evidence that Ibanda Municipal Council had the position of Procurement Officer substantively filled under DSC Min. No. 92(c)/12/2016, Correspondence Referenced DSC/214 and Dated 16/12/2016. Mr. Christopher Kato was the name of the Procurement Officer. - There was NO Evidence that Ibanda Municipal Council had the position of Assistant Procurement Officer substantively filled. 	<p>0</p>
<p>The LG has in place the</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and 	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY</p>	<p>1</p>

<p>capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<p>submitted reports to the Contracts Committee for the previous FY: score 1</p>	<p>(2017/2018 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of a 4 Stance Lined Pit Latrine at RWEMIRABYO P/S in Bufunda Division under DDEG (IMC/791/WRKS/2017-2018/00009). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 18/September/2017. The TEC Members who signed on the Evaluation Report were: Acting Production Officer; Acting Municipal Engineer; Procurement Officer. - Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00004). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 18/September/2017. The TEC Members who signed on the Evaluation Report were: Acting Production Officer; Acting Municipal Engineer; Procurement Officer. - Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00002). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 18/September/2017. The TEC Members who signed on the Evaluation Report were: Acting Production Officer; Acting Municipal Engineer; Procurement Officer. - Construction of a 4 Stance Lined Pit Latrine at KABINGO P/S in Kagongo Division under DDEG (IMC/791/WRKS/2017-2018/00005). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 18/September/2017. The TEC Members who signed on the Evaluation Report were: Acting Production Officer; Acting Municipal Engineer; Procurement Officer. - Renovation of Bisheshe Division Administration Block under DDEG (IMC/791/WRKS/2017-2018/00012). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12D, R 195(1), R 214(7) b, R 217(5)) that was Endorsed by Members of Technical Evaluation Committee on 18/September/2017. The TEC Members who signed on the Evaluation Report were: Acting Production Officer; Acting Municipal Engineer; Procurement Officer. 	<p>1</p>
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<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>There WAS Evidence that Ibanda Municipal Council Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of a 4 Stance Lined Pit Latrine at RWEMIRABYO P/S in Bufunda Division under DDEG (IMC/791/WRKS/2017-2018/00009). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 22/September/2017 and attended by Senior Assistant Town Clerk, Senior Human Resource Officer, Municipal Education Officer, Senior Nursing Officer, and Procurement Officer. MCC Minute: 019/09/2017-2018. - Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00004). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 22/September/2017 and attended by Senior Assistant Town Clerk, Senior Human Resource Officer, Municipal Education Officer, Senior Nursing Officer, and Procurement Officer. MCC Minute: 016/09/2017-2018. - Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00002). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 22/September/2017 and attended by Senior Assistant Town Clerk, Senior Human Resource Officer, Municipal Education Officer, Senior Nursing Officer, and Procurement Officer. MCC Minute: 017/09/2017-2018. - Construction of a 4 Stance Lined Pit Latrine at KABINGO P/S in Kagongo Division under DDEG (IMC/791/WRKS/2017-2018/00005). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 22/September/2017 and attended by Senior Assistant Town Clerk, Senior Human Resource Officer, Municipal Education Officer, Senior Nursing Officer, and Procurement Officer. MCC Minute: 015/09/2017-2018. - Renovation of Bisheshe Division Administration Block under DDEG (IMC/791/WRKS/2017-2018/00012). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 22/September/2017 and attended by Senior Assistant Town Clerk, Senior Human Resource Officer, Municipal Education Officer, Senior Nursing Officer, and Procurement Officer. MCC Minute: 014/09/2017-2018. - Construction of a 4 Stance Lined Pit Latrine at MIGYERA P/S in Kagongo Division and NYAMIRIMA P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00004). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 07/September/2018 and attended by Senior Assistant Town Clerk – Bufunda Division, Acting Municipal Health Officer, Municipal Education Officer, Senior Human Resource Officer, and Procurement Officer. MCC Minute: 009/09/2018-
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		<p>2019.</p> <ul style="list-style-type: none"> - Construction of a 4 Stance Lined Pit Latrine at KATEGURE P/S in Bufunda Division under DDEG (IMC/791/WRKS/2018-2019/00002). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 07/September/2018 and attended by Senior Assistant Town Clerk – Bufunda Division, Acting Municipal Health Officer, Municipal Education Officer, Senior Human Resource Officer, and Procurement Officer. MCC Minute: 018/09/2018-2019. - Construction of a 4 Stance Pit Latrine at KANAAMA P/S in Kagongo Division and RUGARAMA P/S in Bisheshe Division under DDEG (IMC/791/WRKS/2018-2019/00005). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 07/September/2018 and attended by Senior Assistant Town Clerk – Bufunda Division, Acting Municipal Health Officer, Municipal Education Officer, Senior Human Resource Officer, and Procurement Officer. MCC Minute: 011/09/2018-2019. - Construction of a Ferro Cement Water Tank at KAIHIRO P/S in Bisheshe Division and Renovation of Drainage Channel between Jubilee and Main Street in Kagongo Division under DDEG (IMC/791/WRKS/2018-2019/00006). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 07/September/2018 and attended by Senior Assistant Town Clerk – Bufunda Division, Acting Municipal Health Officer, Municipal Education Officer, Senior Human Resource Officer, and Procurement Officer. MCC Minute: 012/09/2018-2019. - Renovation of Abattoir in KATOOMA Village in Kagongo Ward, Kagongo Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00003). MCC considered and endorsed recommendations of TEC during 2nd Meeting held on 07/September/2018 and attended by Senior Assistant Town Clerk – Bufunda Division, Acting Municipal Health Officer, Municipal Education Officer, Senior Human Resource Officer, and Procurement Officer. MCC Minute: 010/09/2018-2019. 	
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> - Construction of a 4 Stance Lined Pit Latrine at MIGYERA P/S in Kagongo Division and NYAMIRIMA P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00004). (Pages 32 and 33 – Ibanda Municipal Council Approved Budget Estimates for 2018/2019 FY, Vote 791, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND 	<p>2</p>

the procurement plan) for

the previous FY: score 2

was also indicated on Page 8 under Education Department in Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 09/08/2018 and Referenced CR/IMC/105/1, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 29/August/2018: Consolidated Procurement Plan for Works, Supplies and Services for 2018/2019 FY).

- Construction of a 2 Classroom Block with Office at KYEMBOGO P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00008). (Page 32 – Ibanda Municipal Council Approved Budget Estimates for 2018/2019 FY, Vote 791, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 8 under Education Department in Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 09/08/2018 and Referenced CR/IMC/105/1, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 29/August/2018: Consolidated Procurement Plan for Works, Supplies and Services for 2018/2019 FY).

- Renovation of Abattoir in KATOOMA Village in Kagongo Ward, Kagongo Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00003). (Page 20 – Ibanda Municipal Council Approved Budget Estimates for 2018/2019 FY, Vote 791, Output 018282 Slaughter Slab Construction, 312101 Non Residential Buildings AND was also indicated on Page 9 under Production Department in Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 09/08/2018 and Referenced CR/IMC/105/1, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 29/August/2018: Consolidated Procurement Plan for Works, Supplies and Services for 2018/2019 FY).

- Renovation of Health Centers at KAKATSI Health Center II in Bisheshe Division; BISHESHE Health Center III in Bisheshe Division; and RWOBUZIZI Health Center II in Bufunda Division under DDEG and Sector Development Grant (IMC/791/WRKS/2018-2019/00007). (Page 27 – Ibanda Municipal Council Approved Budget Estimates for 2018/2019 FY, Vote 791, Output 088180 Health Centre Construction and Rehabilitation, 312101 Non Residential Buildings [KAKATSI Health Centre II OPD and BISHESHE Health Centre III Inpatient Ward] AND was also indicated on Page 9 under Health Department [KAKATSI Health Centre II OPD and BISHESHE Health Centre III Inpatient Ward] and under Lower Local Government – Bufunda [RWOBUZIZI Health Centre II] in Consolidated Procurement Plan for 2018/2019 FY, Submission Letter Dated 09/08/2018 and Referenced CR/IMC/105/1, Signed by Town Clerk, Received by PPDA Regional Office in Mbarara on 29/August/2018: Consolidated Procurement Plan for Works, Supplies and Services for 2018/2019 FY).

(b) There WAS Evidence that the LG made procurements in previous FY (2017/2018 FY) as per plan (adherence to the

procurement plan) for the previous FY (2017/2018 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2017/2018 FY):

- Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00004). (Page 25 – Ibanda Municipal Council Approved Budget Estimates for 2017/2018 FY, Vote 791, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 under Education Department in Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 01/08/2017 and Referenced CR/IMC/105/1, Signed by Acting Town Clerk, Received by PPDA Regional Office in Mbarara on 04/August/2017, Received by MoFPED on 18/August/2017, Received by MoLG on 18/August/2017: Consolidated Procurement Plan for Works, Supplies and Services for 2017/2018 FY).

- Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00002). (Page 25 – Ibanda Municipal Council Approved Budget Estimates for 2017/2018 FY, Vote 791, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 under Education Department in Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 01/08/2017 and Referenced CR/IMC/105/1, Signed by Acting Town Clerk, Received by PPDA Regional Office in Mbarara on 04/August/2017, Received by MoFPED on 18/August/2017, Received by MoLG on 18/August/2017: Consolidated Procurement Plan for Works, Supplies and Services for 2017/2018 FY).

- Construction of a 4 Stance Lined Pit Latrine at NYAMIYAGA P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00003). (Page 25 – Ibanda Municipal Council Approved Budget Estimates for 2017/2018 FY, Vote 791, Output 078181 Latrine Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 under Education Department in Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 01/08/2017 and Referenced CR/IMC/105/1, Signed by Acting Town Clerk, Received by PPDA Regional Office in Mbarara on 04/August/2017, Received by MoFPED on 18/August/2017, Received by MoLG on 18/August/2017: Consolidated Procurement Plan for Works, Supplies and Services for 2017/2018 FY).

- Construction of a 2 Classroom Block at NYABUHIKYE Catholic P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00001). (Page 25 – Ibanda Municipal Council Approved Budget Estimates for 2017/2018 FY, Vote 791, Output 078180 Classroom Construction and

		<p>Rehabilitation, 312101 Non Residential Buildings AND was also indicated on Page 2 under Education Department in Consolidated Procurement Plan for 2017/2018 FY, Submission Letter Dated 01/08/2017 and Referenced CR/IMC/105/1, Signed by Acting Town Clerk, Received by PPDA Regional Office in Mbarara on 04/August/2017, Received by MoFPED on 18/August/2017, Received by MoLG on 18/August/2017: Consolidated Procurement Plan for Works, Supplies and Services for 2017/2018 FY).</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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For current FY (2018/2019), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval of Individual Bid Documents and found that 100% of Bid Documents for 2018/2019 FY were Approved BEFORE August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Ibanda Municipal Council Contracts Committee:</p> <ul style="list-style-type: none"> - Construction of a 4 Stance Lined Pit Latrine at MIGYERA P/S in Kagongo Division and NYAMIRIMA P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00004). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019. - Construction of a 4 Stance Lined Pit Latrine at KATEGURE P/S in Bufunda Division under DDEG (IMC/791/WRKS/2018-2019/00002). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019. - Construction of a 4 Stance Pit Latrine at KANAAMA P/S in Kagongo Division and RUGARAMA P/S in Bisheshe Division under DDEG (IMC/791/WRKS/2018-2019/00005). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019. - Construction of a Ferro Cement Water Tank at KAIHIRO P/S in Bisheshe Division and Renovation of Drainage Channel between Jubilee and Main Street in Kagongo Division under DDEG (IMC/791/WRKS/2018-2019/00006). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019. - Construction of a 2 Classroom Block with Office at KYEMBOGO P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00008). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019. 	<p>2</p>

		<p>- Renovation of Abattoir in KATOOMA Village in Kagongo Ward, Kagongo Division under Sector Development Grant (IMC/791/WRKS/2018-2019/00003). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019.</p> <p>- Renovation of Health Centers at KAKATSI Health Center II in Bisheshe Division; BISHESHE Health Center III in Bisheshe Division; and RWOBUZIZI Health Center II in Bufunda Division under DDEG and Sector Development Grant (IMC/791/WRKS/2018-2019/00007). Date of Approval of Bid Document by Ibanda Municipal Council Contracts Committee: 16/August/2018, 1st Meeting for 2018/2019 FY, Min 004/08/2018-2019.</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>For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:</p> <ul style="list-style-type: none"> - An Updated Contracts Register was seen by the Assessor at Ibanda Municipal Council PDU with a Starting/Opening Procurement Entry (S/N 02) Titled 'Construction of a Protected Water Spring in KASHAKA, Rugazi Ward, Bisheshe Division' Referenced 'IMC/791/WRKS/2017-18/00008', Contractor: M/s TNDIC Uganda Limited P. O. Box 205 Ibanda, Amount Committed: 5,771,930 UGX, Amount Paid: 4,076,544 UGX, Date of Payment: 18/03/2018 and an Ending/Closing Procurement Entry (S/N 07) Titled 'Repair and Maintenance of Motor Vehicles/Cycles' Referenced 'IMC/791/SRVCS/2017-18/00009', Contractor: M/s Alex Motor Services Limited, Amount Committed: 16,000,000 UGX. - Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU. 	<p>2</p>

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects):
score 2.

For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:

- Construction of a 4 Stance Lined Pit Latrine at RWEMIRABYO P/S in Bufunda Division under DDEG (IMC/791/WRKS/2017-2018/00009). Contract Amount: 17, 271, 406 UGX. Verified Procurement Method: Restricted/Selective - Bidding. Letter of Invitation to Bid Dated: 31/08/2017, Referenced CR/IMC/105/1, Signed by Acting Town Clerk.

- Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00004). Contract Amount: 17, 610, 445 UGX. Verified Procurement Method: Restricted/Selective - Bidding. Letter of Invitation to Bid Dated: 31/08/2017, Referenced CR/IMC/105/1, Signed by Acting Town Clerk.

- Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00002). Contract Amount: 17, 473, 720 UGX. Verified Procurement Method: Restricted/Selective - Bidding. Letter of Invitation to Bid Dated: 31/08/2017, Referenced CR/IMC/105/1, Signed by Acting Town Clerk.

- Construction of a 4 Stance Lined Pit Latrine at KABINGO P/S in Kagongo Division under DDEG (IMC/791/WRKS/2017-2018/00005). Contract Amount: 13, 150, 643 UGX. Verified Procurement Method: Restricted/Selective - Bidding. Letter of Invitation to Bid Dated: 31/08/2017, Referenced CR/IMC/105/1, Signed by Acting Town Clerk.

- Renovation of Bisheshe Division Administration Block under DDEG (IMC/791/WRKS/2017-2018/00012). Contract Amount: 17, 778, 729 UGX. Verified Procurement Method: Restricted/Selective - Bidding. Letter of Invitation to Bid Dated: 31/08/2017, Referenced CR/IMC/105/1, Signed by Acting Town Clerk.

- Construction of a 2 Classroom Block at NYABUHIKYE Catholic P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00001). Contract Amount: 70, 571, 386 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 31/October/2017, Red Pepper Newspaper, Page 4.

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates

for all projects based on technical supervision: score 2

There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:

- Construction of a 4 Stance Lined Pit Latrine at RWEMIRABYO P/S in Bufunda Division under DDEG (IMC/791/WRKS/2017-2018/00009). Practical Completion Payment Certificate No. 1 Dated 15/01/2018, Signed by Assistant Engineering Officer, Signed by Senior Assistant Town Clerk – Bufunda Division.

- Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00004). Practical Completion Payment Certificate No. 1 Dated 08/01/2018, Signed by Assistant Engineering Officer, Signed by Town Clerk.

- Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00002). Practical Completion Payment Certificate No. 1 Dated 12/12/2017, Signed by Assistant Engineering Officer, Signed by Town Clerk.

- Construction of a 4 Stance Lined Pit Latrine at KABINGO P/S in Kagongo Division under DDEG (IMC/791/WRKS/2017-2018/00005). Practical Completion Payment Certificate No. 1 Dated 21/12/2017, Signed by Assistant Engineering Officer, Signed by Senior Assistant Town Clerk – Kagongo Division.

- Construction of a 4 Stance Lined Pit Latrine at KABINGO P/S in Kagongo Division under DDEG (IMC/791/WRKS/2017-2018/00005). Practical Completion Payment Certificate No. 2 Dated 08/01/2018, Signed by Assistant Engineering Officer, Signed by Senior Assistant Town Clerk – Kagongo Division.

- Renovation of Bisheshe Division Administration Block under DDEG (IMC/791/WRKS/2017-2018/00012). Practical Completion Payment Certificate No. 1 Dated 23/November/2017, Signed by Assistant Engineering Officer, Signed by Senior Assistant Town Clerk – Bisheshe Division on 24/November/2017.

<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>There WAS Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration as confirmed during a field visit to construction sites for 2018/2019 FY Works Projects conducted by the Assessor on 05/October/2018.</p>	<p>2</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>Ibanda MC is not yet on IFMIS and runs 15 bank accounts. As on the date of this assessment on 4th October 2018, all the bank accounts were reconciled for FY 2017/18, and up to date to 31/08/18. Four of them were even reconciled up to date to 30/09/18.</p>	<p>4</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>Ibanda MC payments reviewed show that the LG endeavoured to timely pay its suppliers within the 2 months limit. Examples include:</p> <p>Payment of Shs 1,396,500 to Mukama Family Company Ltd for supply of fuel to Health Department. Invoicing 06/03/18 and payment 04/05/18 (1 month 28 days).</p> <p>Payment of Shs 1,085,000 to Mogas (U) Ltd for supply of fuel to Health Department. Invoicing 15/01/18 and payment 21/02/18 (1 month 6 days).</p> <p>Payment of Shs 646,250 to Ibanda Sunny Hotel Ltd for supply of meals to Council. Invoicing 16/03/18 and payment 04/05/18 (1 month 18 days).</p> <p>Payment of Shs 500,000 to Mogas (U) Ltd for supply of fuel to Statutory Bodies. Invoicing 31/01/18 and payment 21/02/18 (21 days).</p> <p>Payment of Shs 1,542,332 to New Securiko (U) Ltd for security services to Council. Invoicing 27/04/18 and payment 15/05/18 (18 days)</p> <p>Payment of Shs 296,000 to Byaruhanga Tobias for cleaning services to Council. Invoicing 11/06/18 and payment 25/06/18 (14 days).</p> <p>Payment of Shs 2,905,000 to Nsasi Shining Farmers Group for supply of seedlings. Invoicing 17/10/17 and payment 02/11/17 (15 days).</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Ibanda MC Internal Audit department is headed by John Baptist Mujuni who is substantively appointed Internal Auditor, per his appointment letter Ref. CR/D/156/5, dated 22/09/15, written by the Town Clerk (Based on DSC Minute No. 47(a)/09/2015). 	<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. 	<ul style="list-style-type: none"> • The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 31/10/17, quarter 2 dated 31/01/18, quarter 3 dated 30/04/18 and quarter 4 dated 04/07/18. <p>The reports were all signed by the author (Internal Auditor) and acknowledged receipt by the Accounting Officer and LGPAC Secretary.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Ibanda MC reports did not contain a tracker for action on previous audit recommendations. But Internal Auditor produces a separate quarterly follow-up report to the TC, actions on which are immediate and are copied to Council.</p> <p>An example of one such a report is a submission by the Internal Auditor dated 19th February 2018 which was a follow-up on Quarter 1 Internal Audit report for FY 2017/18.</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>Receipt stamps on quarterly reports show that the reports for FY 2017/18 were submitted to the Accounting Officer (TC), LGPAC, RDC and other Heads of Department on the following dates: Quarter 31/10/17, quarter 2 on 31/01/18, quarter 3 on 30/04/18 and quarter 4 on 04/07/18.</p> <p>The LGPAC meeting which sat on 15th May 2018 discussed Ibanda MC internal audit reports Quarter 1 and 2 (Min No. IMC/CL/Min-43/5/2018). Action points and recommendations were well documented in PAC reports.</p>	<p>1</p>

<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The district has an assets register that is formatted as required by the accounting manual. The register is in manual (book) form and contains information on land, buildings, motor vehicles, etc. It also contains valuations for assets together with values for depreciation.</p> <p>As of the date of this assessment on 4th October 2018, the book had been updated to reflect the most recent acquisitions and disposals.</p>	4
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> Unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	<p>The MC had an unqualified audit opinion on its FY 2017/18 financial report.</p>	4
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence the LG Council met 6 times in meetings chaired by the speaker and discussed service delivery related issues as provided in the minutes below:</p> <p>Meeting held on 25th/10/2018 under IMC/CL Min 10/02/2018 on presentation and approval of a frame work for good governance by the secretary of finance.</p> <p>Min IMC/CL/Min 11/02/2017 on approval of supplementary budget for production services, community based services and administration. Minutes signed by the speaker and clerk to council.</p> <p>Meeting dated 5th/12/2017 IMC/CL/Min/17/12/2017 on presentation and approval of municipal bye laws 2017.</p> <p>Meeting dated 15th/3/2018 IMC/CL/Min 30/03/2018 on laying the municipal budget estimates</p>	0

		<p>Council had conducted 4 multi sectoral monitoring events led by the district executive as reported and signed by the planner on dates 26th /2/2018, 7th/9/2017, 8th/12/2017 and 21st/6/2018 all reports addressed to the Town Clerk</p> <p>From the meeting dated 27th/2/2018 IMC/EX/Min 27/02/2018 of the Municipal executive committee there is evidence that the TPC presented departmental monitoring and inspection report to MEC.</p> <p>IMC/EX 28/02/2018 on endorsement and adoption of YLP groups for FY 2018/19 a presentation by the CDO to MEC.</p> <p>From the minutes of council dated 15th /5/2018 IMC/CL/Min 43/5/2018 on the discussion of PAC reports for quarter 1&2. The council received 2 LG PAC reports presented by the secretary of finance.</p> <p>The LG performance assessment results had been displayed in the council hall by the Town Clerk</p> <p>However there was no evidence from the order papers from the speaker or minutes of council discussing the LG performance assessment reports. This was attributed to an oversight by the Town Clerk and the Mayor.</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 feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was Evidence the Town Clerk in a letter dated 11th/8/2017 designated Mrs Amany Maclean the HRO to manage Complaints/ grievances.</p> <p>A feedback letter by the Town Clerk dated 19th/09/2018 ref CR/IMC/209/2 addressed to the complainant Abaho Micheal was seen. Another letter by the Town Clerk dated 4/10/2018 ref CR/IMC/152/2 addressed to Musinguzi Robert was also seen.</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>From the LG complaints desk, written complaints were directed to the Town Clerks office. There was evidence that a complaints master register had been established at the central registry whose purpose was to record and track movement of complaints using the BRM format.</p> <p>A complaints box had been placed at the entrance of the administration block with instructions to complaints.</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 on the notice board at the administration block on display of Salaries and pensioner payroll for September with 742 active staff and 16 pensioners signed by the HRO.</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 of Displays of best evaluated bidders notices and the procurement plan at the procurement notice board outside the administration block by the PDU,</p> <ul style="list-style-type: none"> - Prequalification's for general building works 2018-2019 display date was 04th/6/2018 and removal date 16th/06/2018 stamped by Town Clerk - Construction of 4 d pit latrine at Migyera P/S and Nyamirima P/S. display date was 7th/9/2018 and removal 24th/9/2018 stamped by the Town Clerk - Procurement plan display dated 30th/8/2018 and signed by the procurement officer. 	<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 performance assessment results and implications were displayed on the general notice board at the administration block by the planner.</p> <p>The Town Clerk had also disseminated the LGPA results in TPC meeting dated 31st /7/2018 Min 05/TPC/07/2018</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> 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 of communication by Town Clerk on DDEG guidelines to the divisions in a TPC meeting dated 11th/12/2017 min 33/TPC/12/2017 highlighting important areas to be considered under the DDEG 2018/19.</p> <p>The Town Clerk had disseminated the budget call circular in a TPC meeting dated 26th /2/2018 min 50/TPC/02/2018(b).</p> <p>The TPC meeting dated 31st/7/2018 min 04/TPC/07/2018 disseminated new guidelines on health and education</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 of 3 baraza reports dated 25th/6/2018 from Bufunda division, 29th/6/2018 Kagongo division and 19/7/2018 Busheshe division addressed to the Town Clerk on issues of execution and implementation of programmes to the citizen.</p> <p>A report by the Town Clerk to TPC dated 29th/5/2018 on the radio talk show conducted on Efumbe radio during the manifesto week on 15/5/2018 was seen.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• 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.

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Ibanda Municipal Council Community Based Services Department Report on Gender Awareness Raising Dated 17/08/2017 that was prepared by Gender Focal Person/Probation and Welfare Officer and that was presented to Members of the Technical Planning Committee during a Meeting that was held on 22/08/2017 in Ibanda Municipal Council Hall. The Minutes of the Meeting were recorded by Gender Focal Person/Probation Officer and were approved by Town Clerk.

- The Assessor saw Ibanda Municipal Council Community Based Services Department Paper on Gender Mainstreaming Dated 13/October/2017 that was prepared by Gender Focal Person/Probation and Welfare Officer and that was presented during a Meeting of Head Teachers that was held at Ibanda Municipal Council.

- The Assessor saw Ibanda Municipal Council Community Based Services Department Gender Analysis Matrix for 2017/2018 FY that was prepared by Community Development Officer.

- The Assessor saw Ibanda Municipal Council Community Based Services Department Work Plan for 2017/2018 FY that was prepared by Gender Focal Person/Probation and Welfare Officer and that was signed by Acting Town Clerk.

- The Assessor saw Ibanda Municipal Council Community Based Services Department Report on Gender Awareness Raising Conducted in Divisions of Ibanda Municipal Council Dated 15/November/2017 that was prepared by Community Development Officer and that was addressed to Town Clerk.

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2. 	<ul style="list-style-type: none"> - There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Ibanda Municipal Council Budget Estimates for 2018/2019 FY, Community Based Services Section of LG Approved Budget Estimates, Pages 96 – 98, with the following planned activities: Output: 108107 Gender Mainstreaming (2,000,000 UGX – Non Wage Grant, Page 97); Output: 108114 Representation on Women Councils (1,000,000 UGX – Non Wage Grant, Page 97); Output: 108108 Children and Youth Services (2,000,000 UGX – Non Wage Grant, Page 97); and Output: 108105 Adult Learning (354,000 UGX – Non Wage Grant, Page 97). - There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 46.3% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person. 	<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 environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Ibanda Municipal Council Environmental Impact Assessment Report for Construction of 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division of Ibanda Municipal Council Dated 28/09/2017, Prepared by Environmental Focal Person. - The Assessor saw Ibanda Municipal Council Environmental Audit Report for Construction of 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division of Ibanda Municipal Council Dated 08/December/2017, Prepared by Environmental Focal Person, addressed to Acting Town Clerk. - The Assessor saw Ibanda Municipal Council Environmental Impact Assessment Report for Construction of 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division of Ibanda Municipal Council Dated 15/September/2017, Prepared by Environmental Focal Person. - The Assessor saw Ibanda Municipal Council Environmental Audit Report for Construction of 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division of Ibanda Municipal Council Dated 08/January/2018, Prepared by Environmental Focal Person. - The Assessor saw Ibanda Municipal Council Environmental Impact Assessment Report for Construction of 4 Stance Pit Latrine at NYAMIYAGA P/S in Rwenshuri Ward, Kagongo 	<p>1</p>

Division of Ibanda Municipal Council Dated January 2017;
Prepared by Environmental Focal Person.

- The Assessor saw Ibanda Municipal Council Environmental Audit Report for Construction of 4 Stance Pit Latrine at NYAMIYAGA P/S in Rwenshuri Ward, Kagongo Division of Ibanda Municipal Council Dated 08/December/2017; Prepared by Environmental Focal Person; Addressed to Acting Town Clerk.

- The Assessor saw Ibanda Municipal Council Environmental Impact Assessment Report for Construction of a 2 Classroom Block and an Office at NYABUHIKYE Catholic P/S in Kayenje Ward, Bufunda Division of Ibanda Municipal Council Dated 20/March/2017; Prepared by Environmental Focal Person.

- The Assessor saw Ibanda Municipal Council Environmental Audit Report for Construction of a 2 Classroom Block and an Office at NYABUHIKYE Catholic P/S in Kayenje Ward, Bufunda Division of Ibanda Municipal Council Dated 04/January/2018; Prepared by Environmental Focal Person; Addressed to Town Clerk.

- The Assessor saw Ibanda Municipal Council Environmental Impact Assessment Report for Supply and Installation of Solar Street Lights in Ibanda Municipal Council Dated 16/10/2017; Prepared by Environmental Focal Person.

<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>There WAS Evidence that the LG integrated environmental and social management plans in the contract bid documents as exemplified by the following:</p> <ul style="list-style-type: none"> - Construction of a 2 Classroom Block at NYABUHIKYE Catholic P/S in Bufunda Division under Sector Development Grant (IMC/791/WRKS/2017-2018/00001). Environmental and Social Mitigation Measures Budget (62,000 UGX) was indicated in Bill No. 1 of the Bill of Quantities Dated 17/December/2017. - Construction of a Protected Water Spring in KASHAKA Village, Rugazi Ward in Bisheshe Division under Local Revenue (IMC/791/WRKS/2017-2018/00008). Environmental and Social Mitigation Measures Budget (240,000 UGX) was indicated as B.10 and E.3 in the Bill of Quantities. - Construction of a Ferro Cement Water Tank at NSASI Health Centre II under DDEG (IMC/791/WRKS/2017-2018/00010). Environmental and Social Mitigation Measures Budget (500,000 UGX) was indicated in Section (i) of the Bill of Quantities Dated 10/10/2017. - Renovation of Bisheshe Division Administration Block under DDEG (IMC/791/WRKS/2017-2018/00012). Environmental and Social Mitigation Measures Budget (100,000 UGX) was indicated in Section 12.3 of the Bill of Quantities. 	<p>1</p>
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LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

Maximum 6 points on this performance measure

• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1

There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:

- The Assessor saw a Memorandum of Understanding for Construction of a Latrine at NYAMIRIMA C.O.U P/S Dated 05/07/2018; Signed by Chairperson of School Management Committee; Signed by Chairperson of Parents Teachers Association; Signed by Head Teacher; Signed by Member of Foundation Body.

- The Assessor saw a Memorandum of Understanding for Construction of a 2 Classroom Block with an Office at NYABUHIKYE Catholic P/S Dated 10/10/2017; Signed by Chairperson of School Management Committee; Signed by Chairperson of Parents Teachers Association; Signed by Head Teacher; Signed by Member of Foundation Body.

- The Assessor saw a Memorandum of Understanding for Construction of a VIP Latrine at ST JUDE KABAARE P/S Dated 22/February/2018, Signed by Parish Priest.

- The Assessor saw a Memorandum of Understanding for Construction of a VIP Latrine at KABAARE C.O.U P/S Dated 20/10/2017; Signed by Chairperson of School Management Committee; Signed by Chairperson of Parents Teachers Association; Signed by Head Teacher; Signed by Member of Foundation Body.

- The Assessor saw a Memorandum of Understanding for Construction of a VIP Latrine at NYAMIYAGA P/S Dated 14/11/2017; Signed by Chairperson of School Management Committee; Signed by Chairperson of Parents Teachers Association; Signed by Head Teacher; Signed by Member of Foundation Body.

- The Assessor saw a Memorandum of Understanding for Construction of a Latrine at NYAKAKIRI P/S Dated 01/02/2017; Signed by Chairperson of School Management Committee on 07/February/2017; Signed by Chairperson of Parents Teachers Association on 07/February/2017; Signed by Head Teacher on 07/February/2017; Signed by Member of Foundation Body on 07/February/2017.

- The Assessor saw a Memorandum of Understanding for Construction of a Latrine at KYEMBOGO P/S Dated 28/06/2017; Signed by Chairperson of School Management Committee on 29/06/2017; Signed by Chairperson of Parents Teachers Association on 29/06/2017; Signed by Head Teacher on 29/06/2017; Signed by Member of Foundation Body on 29/06/2017.

<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 Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Certificate of Environmental and Social Compliance Dated 08/12/2017 for Construction of a 4 Stance Lined Pit Latrine at ST JUDE KABAARE P/S in Bisheshe Division of Ibanda Municipal Council Signed by Environmental Focal Person and also Signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 05/January/2018 for Construction of a 4 Stance Lined Pit Latrine at KABAARE C.O.U P/S in Bisheshe Division of Ibanda Municipal Council Signed by Environmental Focal Person and also Signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 08/December/2017 for Construction of a 4 Stance Pit Latrine at NYAMIYAGA P/S in Rwenshuri Ward, Kagongo Division of Ibanda Municipal Council Signed by Environmental Focal Person and also Signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 20/02/2018 for Construction of a 2 Classroom Block and an Office at NYABUHIKYE Catholic P/S in Bufunda Division of Ibanda Municipal Council Signed by Environmental Focal Person and also Signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 18/12/2017 for Construction of a VIP Latrine at RWEMIRABYO P/S in Bufunda Division of Ibanda Municipal Council Signed by Environmental Focal Person and also signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 20/November/2017 for Renovation of Bisheshe Division Administration Block in Bisheshe Division of Ibanda Municipal Council Signed by Environmental Focal Person and also signed by Gender Focal Point Person. - The Assessor saw Certificate of Environmental and Social Compliance Dated 29/01/2018 for Supply and Installation of Solar Street Lights in Ibanda Municipal Council Signed by Environmental Focal Person and also signed by Gender Focal Point Person. 	<p>1</p>
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<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>There WAS Evidence that Contract Payment Certificates included prior environmental and social clearance as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Interim Payment Certificate No.1 for Construction of a 2 Classroom Block with an Office at NYABUHIKYE Catholic P/S Dated 22/02/2018; Amount due to Contractor: 27,739,624 UGX; Cleared by Environmental Focal Person; Cleared by CDO. - The Assessor saw Practical Completion Payment Certificate No.1 for Construction of a 4 Stance Lined Pit Latrine with a Urinal at NYAMIYAGA P/S Dated 12/12/2017; Amount due to Contractor: 13,685,410 UGX; Cleared by Environmental Focal Person on 19/12/2017; Cleared by CDO on 19/12/2017. - The Assessor saw Practical Completion Payment Certificate No.1 for Construction of a 4 Stance Lined Pit Latrine with a Urinal at KABAARE C.O.U P/S Dated 08/01/2018; Amount due to Contractor: 14,444,972 UGX; Cleared by Environmental Focal Person; Cleared by CDO. - The Assessor saw Interim Payment Certificate No.1 for Supply and Installation of Solar Street Lights in Ibanda Municipal Council Streets and Roads Dated 31/01/2018; Amount due to Contractor: 52,416,000 UGX; Cleared by Environmental Focal Person; Cleared by CDO. - The Assessor saw Practical Completion Payment Certificate No.1 for Construction of a 4 Stance Lined Pit Latrine with a Urinal at ST JUDE KABAARE P/S Dated 12/12/2017; Amount due to Contractor: 14,732,926 UGX; Cleared by Environmental Focal Person; Cleared by CDO. 	<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. Score: 1 	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</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>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 2,357,091,000/= for the 415 teachers in the 42 public schools as per Performance contract CR/IMC/158/3 dated 15/8/2018.</p>	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>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists. In visited schools, at Kashambya P.S there was 1 Head teacher and 7 teachers for the 538 pupils. In Bufunda P.S, there was a Head teacher and 9 teachers for the 232 pupils. Rugarama I P.S had a Head teacher and 10 teachers for the 343 pupils while Bubaare P.S had a Head teacher and 12 teachers for the 658 pupils.</p>	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>The LG has filled the structure for primary teachers with a wage provision by 407 teachers out of the 415 teachers representing 98% of the structure.</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 has not substantively fill the positions of school inspectors as per staff structure of 2. There is 1 Inspector; Robert Twimukye.</p>	<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>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 14 Education Assistants as per letter dated 18/12/2017</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>The LG has not submitted a recruitment plan to HRM for the current FY to fill vacant position of 1 Inspector.</p>	<p>0</p>
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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 	<ul style="list-style-type: none"> • The Municipality has on inspector of schools TWIMUKYE ROBERT appraised on 6/7/2018. Which is 100% 	<p>3</p>
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<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 	<ul style="list-style-type: none"> • The municipality has 42 primary schools which were fully assessed. • KEBIRUNGI MAUDE NYAKATUKURA PS ON 23/1/2018 • BATTE BARRY WOBUZIZI PS ON 23/01/2018 • TUGUME DAVID BUBALE PS ON 23/1/2018 • AGABA EDWARD KATONGOLE PS ON 23/1/2018 • KARUGABA PATRICK KIKONI PS 23/01/2018 • TWIJKYE HERBERT RWEMIRABYO PS ON 23/1/2018 • WARUGABA WILLY RUYONZA PS ON 23/1/2018 • MUGUME GORDON KAGYEZI BUGARAMA PS ON 2/01/2018 • TWESIGOMWE AUGUSTUS OPEDA MIGYERA PS ON 27/1/ 2018 • MAGARA JOHN NYAKATETE PS ON 20/12 17 	<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 has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. The LG had received the circular on School calendar dated 2/10/2017 ref ADM/235/296/01. The circular on stop malaria and the one on performing arts were not received and therefore not communicated.</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>The LG held meeting for Head teachers on 27/6/2017 and under Min 5/2018 among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level. 38 Head teachers were in attendance.</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</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>Most private and public schools have been visited at least once per term and reports produced. In Term 3 of 2017, 42 public schools and 38 private schools had been visited. In Term 1 of 2018, 42 public schools and 40 private schools were visited, while in Term 2 of 2018, 40 public and 41 private schools were visited. In total 243 inspections were carried out instead of the expected 255 inspections representing 95% of the inspections. In visited schools all schools had been visited at least once per term as follows; Kashambya was inspected 20/9/2017, 28/6/2018, and 20/2/2018 and inspection reports produced. Bufunda was inspected on 9/1/2017, 23/3/2018, and 1/7/2018.. Rugarama I was inspected on 12/6/2018, 18/4/2018, and 13/10/2017. Bubaare had been inspected on 1/7/2018, 13/4/2018, and 9/11/2017</p>	<p>10</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>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meetings held on 2/5/2018 under Min 8/2018 and on 18/6/2018 under IMC/157/1 where repeated absenteeism by teachers Patrick Tumwesigye of Mabanga Standard P.S and Rosemary Tuhebwe of Ireme P.S respectively, were discussed.</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>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 12/2/2018 for Q1 and Q2, 19/4/2018 for Q3 and 28/9/2018 for Q4.</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 is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Kasahambya – schemes of work, display of work-plan on notice board, talking compound, and updates of inspection file.</p> <p>Bufunda – washing facilities, school fencing, schemes of work and lesson plans</p> <p>Rugarama I – tree planting, talking compound, and talking office</p> <p>Bubaare – renovation and cleaning of toilets, display of instruction materials in classrooms</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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 LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 85 schools (42 public and 43 private) while EMIS data indicates a total of 77 schools.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG had not submitted accurate/consistent enrollment data. The LG has a total of 36,97 pupils while EMIS data indicates a total of 24,705</p>	<p>0</p>

Governance, oversight, transparency and accountability

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented 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>The MEO presented to the Education sector committee his report on 22/2/2018 under Min IMC/SoS/Min 21/2/2018 and monitoring and inspection, absenteeism, drop-out rates, Physical Education, Health and sanitation in schools were discussed.</p>	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There is evidence that in the Education sector committee on.15/3/2018 under Min IMC/CL/32/3/2018 presented to Council matter of construction of 2-clasroom block at Kyembogo P.S and latrines at Kategane and Kanana primary schools for approval.</p> <p>The Departments Work Plan and budget were approved on 15/3/2018 under Min IMC/CL/32/3/2018.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence of functional SMCs of school files at the MEOs office where 42 out of 42 public schools had held SMC meetings and submitted their SMC minutes to the MEO's office. In visited schools;</p> <p>Kashambya – 16/8/2018, 6/3/2018, and 2/1/2017</p> <p>Bufunda – 19/6/2018, 26/2/2018, and 3/10/2017</p> <p>Rugarama I – 28/6/2018, 16/2/2018, and 1/9/2017</p> <p>Bubaare – 5/7/2018, 19/4/2018, and 14/1/2017</p>	<p>5</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 has publicised all schools receiving non-wage recurrent grants through posting on the main LG notice board. In visited schools, Kashambya P.S had the non-wage recurrent grants for Term 3 2018 of 1,679,068/= displayed in Head teachers office and staff room. In Bufunda P.S the non-wage recurrent grants were displayed in the Head teachers office. 977,995/= had been received or Term 2. In Rugarama I P.S the non-wage recurrent grants were displayed in the Head teachers office while In Bubaare, the non-wage recurrent grant was displayed in the Head teacher's office and reception area. 1,722,005/= had been received for Term 3.</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 sector had submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget by April 30th. The Plan was submitted on 12/3/2018 and included construction of 2-classroom block at Kyembogo and VIP latrines at Migyera and Nyamirima primary schools.</p>	4
Financial management and reporting			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>Ibanda MC Education department payments reviewed show that the department endeavoured to timely certify and recommend contractors for payment. Below are the certified payments reviewed:</p> <p>Payment of Shs 9,000,000 to Akanda Contractors for construction of a 4 stance latrine at St. Jude Kabaare P/S, Bisheshe. Invoicing 05/12/17, certification 19/12/17 and payment 21/12/17 (16 days).</p> <p>Payment of Shs 27,739,624 to Galizooka Mutegyeki Tom & Co for construction of a 2 classroom block with office at Nyabuhikye P/S. Invoicing 07/02/18, certification 22/02/18 and payment 28/02/18 (21 days).</p> <p>Payment of Shs 10,000,000 to Denka Building Company Ltd for construction of a 4 stance latrine at Nyamiyaga P/S. Invoicing 01/12/17, certification 19/12/17 and payment 20/12/17 (19 days).</p> <p>Payment of Shs 3,464,286 to Denka Building Company Ltd as last instalment for construction of a 4 stance latrine at Nyamiyaga P/S. Invoicing 24/01/18, certification 20/12/17 and payment 13/02/18 (19 days).</p> <p>Payment of Shs 13,671,134 to Kamoja Enterprises for construction of a 4 stance latrine at Kabaare P/S. Invoicing 15/12/17, certification 08/01/18 and payment 02/02/18 (17 days).</p>	3

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The annual performance report for the previous FY was submitted to the Planner for consolidation on 25/8/2018.</p>	<p>0</p>
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<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Ibanda MC Education Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 report contained several Education specific queries such as:</p> <p>Inter-borrowing of funds from Education to Administration</p> <p>Non remittance URA deduction by Education</p> <p>Non-compliance to UPE guidelines by schools Nyabuhikye C.O.U and Ruyonza C.O.U</p> <p>Miscellaneous queries at Nsasi S/S e.g. non remittance of NSSF, spending funds at source, direct procurements etc.</p> <p>Quarter 2 report contained several Education specific queries such as:</p> <p>Fourteen sampled primary schools which had not accounted for UPE funds totalling Shs 44,123,124.</p> <p>Pending accountabilities in Education totalling Shs 5,842,256.</p> <p>Quarter 3 report contained several Education specific queries such as:</p> <p>Irregular staff attendance at 3 primary schools</p> <p>Alarming school dropout rate at St. Jude Kabaale P/S</p> <p>Miscellaneous audit queries at Kibubura S/S such as absence of financial statements, weak internal controls, late payment of suppliers, late remittance of PAYE & NSSF etc.</p> <p>Quarter 4 reported on non-adherence to budget at Ibanda St. George S/S, internal borrowing due to poor planning, late payment of suppliers etc</p> <p>Although some of these queries were resolved during the year, a number remained by the close of FY 2017/18.</p>	
Social and environmental safeguards			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The LG Education department had disseminated guidelines on gender in a Head teachers meeting held on 13/10/2017. 38 teachers were in attendance and the representative of the gender focal person issued a 2-page 5-point statement covering “gender concepts, gender mainstreaming, gender situation analysis, gender budgeting, and social safeguards”.</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 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 had disseminated guidelines on sanitation in a Head teachers meeting held on 13/10/2017. 38 teachers were in attendance.</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 SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Kashambya – Jacinta Kemijumbi and Caroline Twesigye</p> <p>Bufunda – Jane Tumusimirwa, Alice Baguma and Shallon Barireta</p> <p>Rugarama I – Aisha Kasande and Sylvia Tumuheirwe</p> <p>Bubaare – Fiona Naturinda, Bety Betungura, and Molen Kamugisha</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>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meeting held on 13/10/2017 and 38 Head teachers attended the meeting.</p> <p>In visited schools, at Kashambya there is tree planting, a coffee and banana plantation, a forest of eucalyptus trees and two compost pits. At Bufunda, there is tree planting, a clean compound, and a compost pit. In Rugarama I there is tree planting, compound improvement and a compost pit.</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 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>School infrastructure projects have been screened before approval for construction of 4 stance latrines at 2 schools as per Environment Officer’s report of 28/9/2017 for St. Jude Kabaale and on 30/8/2017 for Rwemirabyo</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>The Environment Officer had visited the sites to check whether mitigation plans are complied with as per site visit report of 20/2/2018 with regard to a 2-clasrom block and office for Nyabuhikye P.S. The CDO signed on the Certificate of Compliance.</p>	<p>1</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 	<ul style="list-style-type: none"> • The LG filled positions 101 out of the 102 positions (99%) provided in the 2018/2019 wage Bill. • Examined are the following Sources of information; Health department staff establishment list report as at the 21st August 2018, the approved structure from Ministry of Public Service (MOPS), the PBS from the Personnel Office and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 4 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.1, 180,314,895 provided for the 102 staff positions filled and any additional. 	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/re-request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> • The department submitted a comprehensive Recruitment Plan to Town Clerk for 11 positions (1 Principal Medical Office, 1 Health Educator, 4 Health Assistants, 1 Health Information Assistant and 5 Askaris) with a wage bill amounting to UGX. 66, 026, 095 authored by DR. MUGISHA KEIRUKY 	6

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

Maximum 8 points for this performance measure

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

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

The health facilities in charges were appraised 100%. These include,

- EKARO BENARD, RUHOOKO HC IV ON 18/7/2018
- BAREBEREHO BOSCO, BUFUNDA HC III ON 6/7/2018
- ATUHAIRE EMILY, BISHESHE III ON 3/7/2018
- NATUHWERA CHRISPUS, NSASI HCII, 15/7/2018
- KYOMUGISHA FLORENCE, RWOBUZIZI HCII , ON 7/7/2018
- MUJUNI HENRY, RUBAYA HCII, 15/7/2018
- TWEKWASE APOPHIA, NYAMIRIMA HCII, 7/7/2018
- MWESIGYE GORDON, KYEIKUCU HCII, 7/7/2018.
- TUMURAMYE DENIS, KAHANGURA HCII, 7/7/2018
- MBUNIMPA TEOPISTA, NYAKATOKYE HCII, 7/7/2018
- KEMIGISHA MEDRINE, KABAARE HCII, 3/7/2018
- NUWAGIRA FAUSTA, BUGARAMA II, 7/7/2018
- ATUHAIRE SANTURINA, KARANGARA HCII, 7/7/2018,
- KASANDE SLYVIA, KAKATSI HCII ON 5/7/2018.
- Which was 100% performance

<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 	<ul style="list-style-type: none"> The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited. Evidenced from the staff posting list as of 31st August 2018 and verification of the staffing at the health facilities of: <ul style="list-style-type: none"> RUBAYA HCII, RUHOKO HCIV, BUFUNDA HCIII, BISHESHE HCIII & KABAARER HCII visited on the 4th October 2018. The posting were as follows: <p>RUBAYA HCII 01</p> <p>RUHOKO HCIV 46</p> <p>BUFUNDA HCIII 15</p> <p>KABAARE 3</p> <p>BISHESHE 15</p> The posting list at the MHO's office corresponded to the staff at the Health Centres visited as per the daily monthly wage/attendance registers and duty Rosters and head counts for those present on duty. 	<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 	<ul style="list-style-type: none"> The MHO only communicated and distributed one (Sector Grant and Budget guidelines for LGs for FY 2018/2019) of the three guidelines from the MOH to the Health Units. The other two Guidelines(The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; & Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) were not issued on allegations that they had not received them from the Ministry of Health. This has been observed in the other LGs so far visited. The copies of the Guideline issued were seen in all the five (5) health units visited. 	<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 	<ul style="list-style-type: none"> Evidence examined showed that the MHO held four meetings with in-charges on the 28/9/2017; 18/12/2017, 9/5/2018 & 22/6/2018.. There was no evidence that the guidelines, policies & circulars were explained to the Health Unit In-Charges. especially these particular three circulars & policies. (The Ministry of Health Guidelines for Local Government Planning process-health Sector Supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021). 	0
<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>	<ul style="list-style-type: none"> The MHT supervised the only HCIV (RUHOKO HCIV) and BIGYERA HCII operated and owned by the Church of Uganda. Evidence was the support supervision reports by the MHT dated the 7/7/2018, 3/4/2018, 8/1/2018 & 7/10/2017 The supervision reports which include the HCIV supervised authored by three MHT members namely Dr. MUGISHA KIRUKY, NDYANABO WILLIAM & BOREBEHERO BOSKOW. The support supervision log books of the health units visited on the 4th October 2018. 	3
<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 	<ul style="list-style-type: none"> The RUHOKO HCIV carried out support supervision of lower health units. The evidence of one support supervision report of 26/6/2018 authored by DR. BAGUMA HERBERT. 	0

<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 	<ul style="list-style-type: none"> • The quarterly reports were discussed in the MHT meetings and meetings with health In-charges inform of way forwards and recommendations in the minutes of the meetings. • The evidence were minutes of the MHT meetings dated the 7/7/2017, 5/10/2017(supervision of the KAKATSI HCII, RWOBUSIZI HCII & BISHESHE HCIII was discussed), 12/1/2018 & 14/6/2018 (RUHOKO HCIV supervision was discussed). 	<p>4</p>
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<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<ul style="list-style-type: none"> The evidence was in the MHT meetings of the 7/7/2017, 5/10/2017, 12/1/2018& 14/6/2018 where issues observed had action papers which spelt out the required follow-ups. 	6
<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"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<ul style="list-style-type: none"> The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DIS2. A list of 12 Health Facilities; 1HCIV, 2 HCII's & 9 Health HCII's including 1 PNFP(BIGYERA HCII under Church of Uganda) receiving PHC funding as per the list availed by the MHO's office. 	10
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</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<ul style="list-style-type: none"> The Committee on Social Services met four times in the financial year (29/8/2017 & 14/03/2018 and discussed matters service delivery matters(dumping site for garbage, health sector reports, valuation of land for garbage collection etc) Though no discussion was made on the Performance assessment results and LGPAC reports were discussed. 	2

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<ul style="list-style-type: none"> The Committee on Social Services after meetings presented reports to Council for approval. This was evidenced with submission reports dated the 15/12/2017, 28/2/2018 & 25/10/2017. 	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<ul style="list-style-type: none"> All the health facilities visited (RUBAYA HCII, RUHOKO HCIV, BUFUNDA HCIII, BISHESHE HCIII & KABAARE HCII have functional HUMCs in place. RUBAYA HCII HUMC met on the 6/8/2017, 13/10/2017, 10/3/2018 & 28/6/2018. Discussed issues on drugs, PHC funds utilization, staff shortages etc RUHOKO HCIV HUMC met on the 22/6/2018, 23/3/2018, 25/1/2018 & 7/7/2017 discussed issues on PHC funds accountability for all the quarters, budgets /work plans, drug audit report etc BUFUNDA HCIII HUMC met on the following dates; 22/9/2017, 7/3/2018 & 15/6/2018 and discussed (PHC funds accountability for all the quarters, Work plan discussions and approval etc. BISHESHE HCIII HUMC met on the following dates; 21/9/2017, 14/12/2017, 21/3/2018 & 15/6/2018 and discussed issues pertaining to; PHC funds accountability, water connection bill of NWSC of UGX.400,000 to be catered by the Division, electricity connection to KALANGALA, contracts for night watchman & cleaner etc KABAARE HCII HUMC met on the 13/9/2017, 5/12/2017, 14/2/2018 & 6/6/2018 discussed matters on Work Plan/budget for 2018/2019 approval, purchase of new gutters for rain water harvesting, replacement of vaccines fridge, sensitization of the community of immunization etc 	<p>6</p>

<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 	<ul style="list-style-type: none"> The department did publicise the PHC funding to the 15 health units on the notice boards at the district headquarters examined, there was evidence that the lists of units receiving PHC funding were displayed. The PNFP unit is BIGYERA HCII operated by the Church of Uganda 	<p>4</p>
<p>Procurement and contract management</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 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 	<ul style="list-style-type: none"> The department did not submit the procurement needs for the current FY 2018/2019 within the deadline of the 30th April 2018 as required. Evidenced from the procurement requests using the PP1 forms submitted by BAREBEREHO BOSCOW (The Acting MHO) on the 15/8/2018 for the rehabilitation/renovation of BISHESHE HCIII & KAKATSI HCII at UGX.10,000,000 & 4,000,000 respectively. 	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>The LG health department did not submit procurement requests for 2017/2018 within the deadline of the 30th September 2017 as required.</p> <p>Evidence was the PP1 forms submitted and signed on the 14/11/2017 for Garbage casual workers at UGX.12, 800,000 by NDYANABO WILLIAM (Principal Health Inspector). This was outside the deadline of the 30th September 2017.</p>	<p>0</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>Ibanda MC Health department did not have any payments for certification in FY 2017/18.</p>	<p>4</p>
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Financial management and reporting

<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 no evidence on the PBS data indicating the department had submitted the annual performance report for the previous FY 2017/2018 to the planner by mid July,</p> <p>Submission of quarterly reports to Planning unit for consolidation during FY 2017/2018 is as below:</p> <table border="1" data-bbox="735 1021 1401 1323"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>25th /1/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>28th /2/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>1st /5/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>25th/8/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	25th /1/2018	PBS LG planning data	Quarter 2	28th /2/2018	PBS LG planning data	Quarter 3	1st /5/2018	PBS LG Planning data	Quarter 4	25th/8/2018	PBS LG Planning data	<p>0</p>
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<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>Ibanda MC Health Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there were some which remained by the close of the year.</p> <p>Quarter 1 reported on Shs 200,000 remaining unaccounted for in the Health Department.</p> <p>Quarter 2 report had some queries on Ruhoko HC-IV, which included redundant stock of medicines, poor record keeping, missing medical equipment and discrepancies in medical records.</p> <p>Quarter 3 reported on some health facilities that were found closed at the time of the audit including Bugarama HC-II and Bisheshe HC-III and of stockouts at Bufunda HC-III.</p> <p>Quarter 4 reported on stock outs at Ruhoko HC-IV.</p>	<p>0</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 <p>% women: score 2</p>	<ul style="list-style-type: none"> • The compositions of the HUMCs of the four health units visited was (RUBAYA HCII (2 female & 2 males), BISHESHE HCIII (2 Females & 2 Males), BUFUNDA HCIII (2 females & 4 males), KABAARE HCII (2Female & 2 Males) & RUHOKO HCIV (1 Females & 4 Males). • Four of the health units met the required gender composition as per guidelines except RUHOKO HCIV. 	<p>0</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. 	<ul style="list-style-type: none"> • The LG did not formally issue guidelines on how to manage sanitation in health facilities including separating facilities for men and women. 	<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 	<ul style="list-style-type: none"> During the financial year 2017/2018, there were capital projects for health department. The project of construction of a ferro cement tank at NSASI HCII had project environmental & social screening forms filled and signed by SANDE GODEN THE caretaker of the Environment office dated the 21/9/2017 There were as well site screening forms prepared by JOSEPHAT TUMUSIME on the 25/1/2018 Environmental Audit report was prepared by SANDE GODEN on the 8/1/2018 However, there was no mitigation actions plan and the mitigation actions 	<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"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence that the Environmental officer and the community development officers had visited the site and since there was no mitigation plan, it was not possible to establish whether mitigation plans were complied with.</p>	<p>0</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: score 4. 	<ul style="list-style-type: none"> Guidelines on waste management were distributed to health units as evidenced from the copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Segregation Charts in the critical areas in the Health Units. 	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	N/A, the municipal is under NWSC	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • 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> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	N/A, the municipal is under NWSC	0
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>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>N/A, the municipal is under NWSC</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>N/A, the municipal is under NWSC</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>N/A, the municipal is under NWSC</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 contractor handed over all completed WSS facilities: score 2 	<p>N/A, the municipal is under NWSC</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 DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</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"> If sector has no audit query score 5 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 If queries are not responded to score 0 	<p>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A, the municipal is under NWSC</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>N/A, the municipal is under NWSC</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>N/A, the municipal is under NWSC</p>	<p>0</p>
<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>N/A, the municipal is under NWSC</p>	<p>0</p>
<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>N/A, the municipal is under NWSC</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>N/A, the municipal is under NWSC</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 there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>N/A, the municipal is under NWSC</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>N/A, the municipal is under NWSC</p>	<p>0</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>N/A, the municipal is under NWSC</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ 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>N/A, the municipal is under NWSC</p>	<p>0</p>