



Local Government Performance Assessment

Jinja District

(Vote Code: 511)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	66%
Educational Performance Measures	63%
Health Performance Measures	90%
Water Performance Measures	73%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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>The LG submitted the PC to MoFPED through PBS system on July 22 2018 and received approval on July 23, 2018 by MoFPED (ref. www.budget.go.ug). MoFPED extended deadline for FY 2017/18 to August 1st,2018</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The LG submitted a budget to the MoFPED on July 22, 2018 included a procurement plan. (ref.www.budget.go.ug). MoFPED extended deadline for FY 2017/18 to August 1st,2018</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Jinja LG submitted the Annual Performance Report for the previous FY on 27/07/2018, (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015). System generated evidence from MoFPED and one signed by the CAO on July 27th, 2018 was on file. (ref. ww budget.go.ug)</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>LG submitted the quarterly budget performance report for all the four quarters. Through the PBS system of all quarters are as below:</p> <p>Q1 report submitted on 15th/02/2018</p> <p>Q2 report submitted on 19th /03/2018</p> <p>Q3 report submitted on 09th /05/2018</p> <p>Q4 report submitted on 27th/07/2018.</p> <p>The LG submitted as per PFMA Act, 2015 (ref. budget.go.ug.)</p>	<p>Yes</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG did not submit a status of implementation of Internal Auditor General's findings.</p> <p>In the Auditor General's report for the LG 5 issues were raised;</p> <ol style="list-style-type: none"> 1. Utilization of medicines and medical supplies 2. Stock outs of Medicines and Health supplies 3. Expiry of drugs. 4. Inadequate controls surrounding management and domestic arrears 5. Low recovery of youth livelihood program (YLP) funds. <p>Responses to the Auditor General's report for the year ended 30 June 2017 was submitted to MoFPED on 23 March 2018 Ref: CR/251/1 dated 11 Nov 2017. (it was on time being that the deadline was 30 April 2018)</p> <p>Out of the above findings only 3 were addressed in the response to Auditor General's report for the year ended 30 June 2017.</p> <ol style="list-style-type: none"> 1. Utilization of medicine and health supplies 2. Domestic arrears 3. Low recovery of YLP funds 	<p>No</p>
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The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.

The LG had an unqualified audit opinion as per AG's Report.

(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)

Yes

511 Jinja District Crosscutting Performance Measures 2018

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Jinja district has a functional Physical Planning Committee (PPC) which considers new investments.</p> <p>The Committee consists of 19 people. Letters of appointment of members were available eg a letter dated June 1st, 2015; signed by MS Nakyanzi Olive Hope Chief Administrative Officer (CAO). (under PPA part III sections 9-10)</p> <p>The committee has transacted business, has a plan registration book to register new investments, sit regularly to consider/approve plans submitted on time. Minutes for last FY were available ie</p> <ul style="list-style-type: none"> - 28th/07/2017 - 20th/09/2017 - 20th /02/218 - 29th/03/2018 - 20th/06/2018 <p>Below are examples; of committee business;</p> <p>Under Min/Jja/DPPC/4.0/3/2018 consideration of land applications; Min/JDPPC/APL/116 recommendation to the district land board for land allocation.</p> <ul style="list-style-type: none"> o submission of application date 26th/02/2018 o Application consideration date 29th /03/2018 <p>Min/JDPPC/APL 132; MM Wanyange PS application for titling of institutional land.</p> <ul style="list-style-type: none"> o submission of application date 27th/03/2018 o Application consideration date 29th /03/2018 <p>Min/JDPPC/APL/130 application for land title for Jinja district/Buyengo S/C</p> <ul style="list-style-type: none"> o submission of application date 27th/03/2018 o Application consideration date 29th /03/2018 <p>Min/Jja/DPPC/4.0/9/2017</p>	<p>1</p>

		<p>Uganda Land Commission (Ministry of Water & Environment (c/o Ssekiranda George</p> <p>o submission of application date 8th/09/2017</p> <p>o Application consideration date 20th /09/2017</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>The District submitted 5 sets of minutes of 4th/08/2017, 28th/09/2017, 23rd/02/2018, 5th/04/2018 and 26th/06/2018 to the MoLHUD JINJA MZO. All those sets were duly received and acknowledged with Ministry stamp.</p>	1
<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 district has no Physical Plan, thus no infrastructure investments can be consistent with physical development which is not in place. Thus no plans have been approved following the Physical Plan developed by the district. The committee approves and controls physical developments in the sub counties as per Part V, section 40 of the Physical Planning Act 2010 sub section (1, 2, 3)</p>	0

<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>Jinja District LG did not prepare Action Area Plan for the previous FY.</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 the current FY are based on the outcomes of Budget conferences (BCR). A budget conference for FY 2018/19 was held on November 16th, 2017 at the Civil Service College Jinja. Priorities in the AWP and Budget from the BCR were as below;</p> <p>Technical Services and Works page 7-8 BCR</p> <ul style="list-style-type: none"> Routine Labour based maintenance of roads 146.7km Routine mechanised maintenance of roads 11kms Tree planting along roads <p>Education and Sports; page 4-5 BCR</p> <ul style="list-style-type: none"> Construction of 5 stance latrine at Kagoma Hill PS Construction of a seed school at secondary school in Buwenge TC Construction of staff house at St. John Kizinga , St. Matia Mulumba PS Construction of 2 classroom block at Namasiga PS Supply of 3 seater desks to schools Provision of furniture to schools Construction of a laboratory at St. Gonzaga SS Kagoma 	<p>2</p>

- ECD and HIV sensitization activities

Health page 8-9 BCR

- Monthly review of work plan implementation
- Conducting monthly DHT meetings
- Establish ICT platform and applications
- Distribution of IEC materials
- Holding Radio talk shows on health and disease control

Water page 7- BCR

- Drilling, casting and installation boreholes
- Quality testing of water sources
- Rehabilitation of boreholes under DDEG funding
- Construction of 2 empty public VIP latrines
- Carry out EIA, monitoring and coordination

Production page 5-7 BCR

- Construct of Plant Animal Clinic building at DDMOs office phase V
- Conduct exhibitions at the 2019 agricultural show in Jinja
- Coordinate commodity value-chain development for creation of multi-sectoral innovation platforms
- Establish communal tick control spraying centres for cattle in Budondo, Mafubira and Busedde
- Procure Tse-tse fly traps and impregnating chemicals

Commercial serves page 7

- Promote value addition; maize, soya beans, tomatoes and dairy processing
- Collect market data from 5 major markets plus data analysis and dissemination through radio talk shows and meetings
- Inspect, supervise, and monitor 12 SACCOs to ensure compliance to financial regulations

<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>Jinja district has an approved a 5 year Development Plan (2015/16-2019/2020, approved by Council on April 30, 2015 under minute: Min/DC/27/2015 signed and stamped by Chairpersom Mr. Ngobi Gume Fredrick on April 30th, 2015. Capital investments in the approved annual work plan for the current FY are derived from the approved five-year development plan as shown below;</p> <p>Education and Sports page 11 AWP and DDP page 135.</p> <ul style="list-style-type: none"> • Construction of 5 stance latrine at Kagoma Hill PS • Construction of a seed school at secondary school in Buwenge TC (presidential offer) • Construction of staff house at St. John Kizinga , St. Matia Mulumba PS • Construction of 2 classroom block at Namasiga PS • Provision of furniture to schools • Construction of a laboratory at St. Gonzaga SS Kagoma <p>Technical Services and Works page 156AWP and DDP page 30-31.</p> <ul style="list-style-type: none"> • Routine Labour based maintenance of roads • Routine mechanised maintenance of roads including • Emergency repairs (especially culverts) <p>Water page 28 AWP and DDP page154</p> <ul style="list-style-type: none"> • Drilling, casting and installation boreholes • Rehabilitation of boreholes under DDEG funding • Construction of 2 emptable public VIP latrines <p>Production page 14-15, 20 AWP and DDP page116-119</p> <ul style="list-style-type: none"> • Construction of a Plant Animal Clinic building at DDMOs office phase V • Establish communal tick control spraying centres for cattle in Budondo, Mafubira and Busedde 	
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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>Jinja District developed project profiles for FY 2017/18 April, 2018; profiles were presented to TPC and discussed in a meeting held on 10th/04/2018 (DTPC Min:04/4/2018). Presentation and discussion of project profiles for FY 2018/19. The profiles seen are elaborate, for all projects and follow the format; they include work plan, M&E strategy, M&E plan, and EIA and mitigation plan.</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>Jinja LG with support from Uganda Bureau of Statistics compiled a Statistical Abstract FY 2018/19, dated May, 2018. It included gender disaggregated data: male and female, rural and urban population, disaggregated gender data by Council, district departments and other population segments. The Abstract was presented to TPC meeting on May 10th, 2018 under DTPC Min: 07/05/2018.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>From the Annual Budget Performance Report for FY2017/18, all infrastructure projects implemented by the LG were derived from the AWP and budget approved; examples are captured below:</p> <p>Roads (APR pg 80)</p> <ul style="list-style-type: none"> Routine Maintenance of 146.7kms of roads page 20 AWP 2017/18 FY and budget page 68 (90,695,314) Maintenance of urban unpaved roads in Bugembe, Kakira and Buwenge TCs (48kms) page21-22 AWP and budget page 68 (435,887,664) <p>Water and Sanitation (APR pg 84-88)</p> <ul style="list-style-type: none"> Rehabilitation of borehole by sub counties AWP FY 2017/18 page 23 and budget page 73 (43,013,998) Borehole drilling and rehabilitation AWP FY2017/18 page 23 and budget page 73 (321,510,000) Construction of public latrines in RGCs AWP FY2017/18 page 23 and budget page 73 (37,212,000) <p>Education (APR page 72)</p> <ul style="list-style-type: none"> Classroom construction at St. Matia Mulumba PS AWP FY 2017/18 page 17 and budget page 64 (130,000,000) Classroom construction at Bugembe Muslim PS AWP FY 2017/18 page 17 and budget page 64 (130,000,000) Latrine construction Kagoma Hill PS and Buwagi AWP FY 2017/18 page18 PS and budget page 64 (69,814,000) <p>Production (APR page 54)</p> <ul style="list-style-type: none"> Plant/animal clinic and laboratory at DPMO's office; AWP page 25 FY 2017/18 and budget page 43; (8,467,114) phase iv- roofing and ceiling. 	
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<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>From the Annual Budget Performance Report, the infrastructure projects implemented by the LG were completed as per work plan by end of FY 2017/18.</p> <p>Roads (APR pg 80)</p> <ul style="list-style-type: none"> • Routine Maintenance of 146.7kms of roads page 20 AWP 2017/18 FY and budget page 68; completed 100% as per work plan • Maintenance of urban unpaved roads in Bugembe, Kakira and Buwenge TCs (48kms) page21-22 AWP and budget page 68 completed 100% as per work plan <p>Water and sanitation (APR pg 84-88)</p> <ul style="list-style-type: none"> • Rehabilitation of borehole by sub counties AWP FY 2017/18 page 23 and budget page 73. Completed 100% as per work plan • Borehole drilling and rehabilitation AWP FY2017/18 page 23 and budget page 73. Completed 100% as per work plan • Construction of public latrines in RGCs AWP FY2017/18 page 23 and budget page 73. Completed 100% as per work plan <p>Education (APR page 72)</p> <ul style="list-style-type: none"> • Classroom construction at St. Matia Mulumba PS AWP FY 2017/18 page 17 and budget page 64. Completed 100% as per work plan • Classroom construction at Bugembe Muslim PS AWP FY 2017/18 page 17 and budget page 64. Completed 100% as per work plan • Latrine construction Kagoma Hill PS and Buwagi AWP FY 2017/18 page18 PS and budget page 64. Completed 100% as per work plan <p>Production (APR page 54)</p> <ul style="list-style-type: none"> • Plant/animal clinic and laboratory at DPMO's office; AWP page 25 FY 2017/18 and budget page 43; (phase iv- roofing and ceiling). Completed 100% as per work plan 	
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<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 	<p>From the Annual Budget Performance Report 2017/18 investment projects were implemented and completed within approved budget ; examples below</p> <p>Education</p> <ul style="list-style-type: none"> • Classroom construction at St. Matia Mulumba PS • Classroom construction at Bugembe Muslim • Latrine construction Kagoma Hill PS and Buwagi <p>Total education projects Budget 329,314,000</p> <p>Actual projects expenditure 329,314,000</p> <p>Production</p> <ul style="list-style-type: none"> • Plant/animal clinic and laboratory at DPMO's office; (phase iv- roofing and ceiling). <p>Total project Budget was shs 8,467,114</p> <p>Actual expenditure shs 8, 467,114</p>	<p>2</p>
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The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

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

Expenditure on O&M for infrastructure was 100.2.% above the 80% required to be spent on infrastructure.

Building Maintenance

• Budget 21,000,000,

Actual 21,000,000 page 70 AWB

Health centre maintenance

• Budget 4,642,672

Actual 4,642,672 page 52 AWB

Water & Electricity

(For Health Centres)

• Budget 16,700,000

Actual 16,840,000 page 51, 54 AWB

Emptying School pit Latrines

• Budget 15,000,000

Actual 15,000,000

Total Budget O&M 57,342,672

Actual spent O&M 57,482,672 =100.2%

Human Resource Management

<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"> The LG has 10 HoDs in its approved structures <p>Of these, 9 are substantively filled while 1 is not substantively filled, this position is;</p> <p>District Natural Resources officer, it was reported that the position was advertised but did not attract qualified candidates because candidates with 3 years of experience at principal level in a natural resources management environment were not easy to find.</p> <p>The details of some HoDs substantively selected are indicated below:</p> <ul style="list-style-type: none"> Mr. Buyinza w. Principle District Engineer appointed on Min. No.148/1997 letter Ref. STF 7 Mr. Kyangwa Ivan District Community Development Officer appointed on accelerated promotion Min. No 216/JDSC/2016 Dr. Dyogo Peter Nantamu DHO appointed on promotion on Min. No. 137/JDSC/2013 Dr. Kasadha Waimaga Tom District Production and Marketing Officer appointed on promotion Min. No 245/JDSC/2018 Mr. Mushabe Jackson Principle Finance Officer appointed on Min. No 66/2004 Ref. CR/156/1 dated 20/4/2004 Mr. Nabeeta David DEO appointed on Min. No. 526/JDSC/2015 Mr. Mubiru Nathan District Planner retained in service and upgraded to U1 on Min. No. 308/JDSC/2017 Mr. Bulyeraki James Waiswa District Internal Auditor appointed on Min. No. 209/JDSC/2012 <p>This makes 90 percent of positions filled substantively</p>	<p>0</p>
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LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

- The performance agreements were signed at the beginning of FY 2017/18 and the reports that show appraisal were signed on the dates that correspond with the HoDs.

- Mr. Buyinza Joseph; performance report was signed on 18th July 2018

- Mr. Kyangwa Ivan; performance report was signed on 20th July 2018

- Dr. Dyogo Peter Nantamu; performance report was signed on 18th July 2018

- Dr. Kasadha Waimaga; He replaced Ms. Gumisiriza Rebecca who retired before the end of financial year 2017/18 and the CAO's letter ref. no. CR/102/1 dated 17th August 2018 advised that Dr. Kasadha will be appraised in the FY 2018/19 since he was only one month on the job before the FY 2017/18 ended.

- Mr. Mushabe Jackson; performance report was signed on 18th July 2018

- Mr. Nabeeta David; performance report was signed on 20th July 2018

- Mr. Mubiru Nathan; performance report was signed on 18th July 2018

- Mr. Balyeraki James Waiswa; performance report was signed on 16th July 2018

- Ms Mwere Robinah; performance report was signed on 5th July 2018

- Mr. Barszalire Fredrick; performance report was signed on 30th August /2018

Therefore all the HoDs were appraised without considering the retired Gumisiriza Rebecca who didn't complete the FY 2017/18 and Dr. Kasadha who had completed only one month in office.

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

- Evidence that 100 % of staff submitted for recruitment have been considered: score 2

From the evidence of recruitment submission lists and minutes of DSC its established that all staff submitted for recruitment were considered in various ways by either interviewing them, appointing them or short listing them for interviews. The following are examples;

- Principal Forest Officer with a submission ref. No. CR/214/1 dated 1/3/2018 considered under min. No 152/JDSC/2018
- Internal Auditor with a submission ref. No. CR/214/1 dated 1/3/2018 Considered under min. No 154/JDSC/201
- Principal Town Clerk with a submission ref. No. CR/214/1 dated 6/3/2018 considered under min. No. 199/JDSC/2018
- Enrolled Midwives with a submission ref. No. CR/214/1 dated 30/11/2017 considered under min. No. 159/JDSC/2018
- 3 Head Teachers with a submission ref. No. CR/214/1 dated 10/1/2018 conspired under min. No. 221/JDSC/2018
- Physical Planner with submission ref. No. CR/214/1 dated 23/11/2017 considered under min. No 161/JDSC/2018
- 47 Education Assistants with a submission ref. No CR/214/1 dated 8/11/2018 considered under min. No. 46/JDSC/2018

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

• Evidence that 100 % of positions submitted for confirmation have been considered: score 1

Evidence from submission lists and minutes of the DSC show that there were 62 members of staff that were recommended for confirmation. All these were considered.

• Examples of the above with their submission list references and DSC minutes are;

Ms. Ataliba Sarah submission ref. No. CR/214/1 dated 8/1/2018 was considered under min. No. 28/JDSC/2018

Mr. Balirane Christopher submission ref. No. CR/214/1 dated 21/6/2018 was considered under Min. No. 336/JDSC/2018

Mr. Isabirye Andrew Mukisa submission ref. No. CR/214/1 dated 12/2/2018 was considered under Min. No. 62/JDSC/2018

Mr. Ganafa Bshir submission ref. No. CR/214/1 dated 7/6/2018 was considered under Min. No.303/JDSC/2018

Ms. Matama Mariam submission ref. No. CR/214/1 dated 8/1/2018 was considered under Min. No 30/JDSC/2018

Ms. Butunonya Linda submission ref. No.CR/214/1 dated 221/6/2018 was considered under Min. No. 340/JDSC/2018

Mr. Elwana Edward submission ref. No. CR/214/1 dated 21/06/2018 was considered under Min. No. 338/JDSC/2018

Mr. Kizito Stephen submission ref. No. CR/214/1 dated 21/6/2018 was considered under Min. No. 337/JDSC/2018

Ms. Mukoda Lilian submission ref. No. CR/214/1 dated 7/6/2018 was considered under Min. No 297/JDSC/2018

Ms. Nakibule Lilian submission ref. No. CR/214/1 dated 8/1/2018 was considered under Min. No. 26/JDSC/2018

Mr. Wakabi Jacob submission ref. No. CR/214/1 dated 8/1/2018 was considered under Min. No. 60/JDSC/2018

<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"> Evidence from disciplinary submission lists show that only 7 cases were submitted and all of them were considered. These are; <p>Mr. Oboth Ronald on abandonment of duty with a submission ref. No CR/214/1 dated 26th Feb 2018 was considered under Min. No 190/JDSC/2018</p> <p>Mr. Gabula Fred on abandonment of duty with a submission ref. No. CR/214/1 dated 26th Feb 2018 was considered under Min. No. 191/JDSC/2018</p> <p>Mr. Masereka Stephen on abandonment of duty with a submission ref. No. CR/214/1 dated 5th Jan 2018 was considered under Min. No. 70/JDSC/2018</p> <p>Ms. Nsungwa Christine on abandonment of duty with a submission ref. No. CR/214/1 dated 5th Jan 2018 was considered under Min. No.71/JDSC/2018</p> <p>Mr. Banamwita Ayub on abandonment of duty with a submission ref. No. CR/214/1 dated 26th Feb 2018 was considered under Min. No. 189/JDSC/2018</p> <p>Mr. Gume Isiko Alfred recommended for dismissal with a submission ref. No. CR/214/1 dated 25th Jan 2018 was considered under Min. No 250/JDSC/2018</p> <p>Mr. Kayobyro Robert on abandonment of duty with a submission ref. No. CR/214/1 dated 18th April 2018 was considered under Min. No. 349/JDSC/2018</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> 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"> Evidence from the payroll and staff recruitment list show that 13 new staff were recruited in FY 2017/18 and all of them accessed pay roll in two months. <p>Examples of these are;</p> <p>Namabanda Racheal Human Resource Officer appointed on 18th March 2018 and accessed payroll of May 2018</p> <p>Jamira Abdallah Ophthalmic Clinical Officer appointed on 18th March 2018 and accessed payroll of May 2018</p> <p>Kasubo Glagys Enrolled Midwife appointed 18th Feb 2018</p> <p>Nabagala Jalia Senior Planner appointed 1st June 2018 and accessed payroll of June 2018</p>	<p>3</p>

Staff recruited and retiring access the salary and pension payroll respectively within two months

Maximum 5 points on this Performance Measure.

- 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

Evidence from the pension payroll and pension list show that 35 staff were retired in the FY 2017/18. Out of these only 10 accessed the pension payroll in two months, 15 accessed pension payroll in more than two months and the rest 10 have not yet accessed the pension payroll.

- Examples of those who accessed in two months are;
- Ms Mbago Florence Nursing Officer was retired on 28th May 2018 and accessed payroll in June 2018
- Mr. Maubania Paul Head Teacher was retired on 14th March 2018 and accessed April 2018
- Mr. Kaliisa Joseph Tutor JPTC was retired on 7th April 2018 and accessed payroll of May 2018
- Ms Gumisiriza Rebecca Mirember Production Officer was retired on 28th April 2018 and accessed payroll of May 2018
- Mr. Waluya Anthony Deputy Head Teacher was retired on 3rd Nov 2017 and accessed Dec 2018
- Mr. Kazigo Azimafesi Head Teacher was retired on 2nd Feb 2018 and accessed March 2018

Examples who accessed in more than two months are;

Kannke Mugoya Moses Education Assistant retired 17th March 2018 and accessed payroll in August 2018

Opendi Alfred Education Assistant II retired on 8th Feb 2018 and accessed payroll in May 2018

Examples who have never accessed pension payroll;

Kemba Anne personal secretary

Wambi Namukobe Robinah Enrolled Nurse

Balizindwire Justin Dispenser retired

<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>As per Final accounts 2017/2018 signed by CAO stamped by OAG (Jinja branch) dated 29 Aug 2018 Ref: Cr/103/1. The LG registered Local revenue (OSR-net of one offs) of Shs1,229,156,537 in the FY 2017/2018 compared to Shs 1,329,124,256 in the FY 2016/2017 (as per Final accounts 2016/2017 Ref: CR/103/1 dated 10 August 2017 stamped by OAG on 18 August 2017.</p> <p>There was a decline in revenue collection of Shs 99,967,719 that is equal to a percentage decrease of 7.5%.</p> <p>The LG did not score a mark on this indicator because its Own Source Revenue decreased.</p>	0
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted was Shs 1,410,700,496 for FY 2017/18. The actual Local revenue collected in the FY 2017/2018 was Shs 1,230,881,537. Budget realization was -12.9% (shs 179,818,959) which was not in the range of +/-10%</p> <p><i>(Source: Approved budget 2017/18 page 6-7 & Final Accounts 2017/18)</i></p>	0

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The LG remitted a total of Shs 83,086,150 to LLGs out of LST shs 127,228,269 that was collected in the FY 2017/2018.</p> <p>This makes a percentage of 65.3% of Local revenue remitted to LLGs which matches the mandated 65%.</p> <p>The LG remitted LLGs share of Local revenue as per the break down below;</p> <ol style="list-style-type: none"> Budondo Sub county-Shs 7,819,500 Voucher No. 15950762 dated 01/12/17. Buyengo Sub county- Shs 4,930,250 Voucher No.15959116 dated 05/12/17 Buwenge Town Council- Shs 8,665,000 Voucher No. 15950738 dated 01/12/17 Kakira Town Council- Shs 11,460,000 Voucher No. 15950767 dated 01/12/17. Mafubira Sub county- Shs 13,026,000 Voucher No. 15950766 dated 01/12/17 Buwenge Sub county-Shs 10,472,150 Voucher No. 15950740 dated 01/12/17. Butagaya Sub county-Shs 8,443,500 Voucher No. 15950763 dated 01/12/17 Bugemebe town council- Shs 11,370,000 Voucher No. 15950739 dated 01/12/17 Busede Sub county- Shs 6,899,750 Voucher No. 15959117 dated 05/12/17. 	<p>2</p>
<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>Council expenses for FY 2017/18 were shs 152,000,000 out of the shs 1,346,680,732 2016/17 local revenue. This was a percentage of 11.3% which is below the threshold of 20%</p> <p><i>Source: (final accounts 2016/17 & Trial Balance 2017/18)</i></p>	<p>2</p>
<p>Procurement and contract management</p>			

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>Senior Procurement Officer (SPO) position was substantially filled as indicated in the letter dated 25th July 2008 under the District Service Commission (DCS) Minute Number: 45 signed by CAO.</p> <p>Procurement Officer (PO) position was substantially filled under the District Service Commission (DCS) Minute Number: 70/JDSC/2011 as indicated in the letter dated 14th June 2011 signed by CAO.</p>	<p>2</p>
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The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1

Technical Evaluation Committee (TEC) produced and submitted reports to the Contracts Committee (CC). For example;

i. TEC report dated 20th July 2017 recommended Balye Dickens Investment Ltd for the Construction of a Classroom Block at St. Matia Mulumba P/S with lightening Conductor and Hand washing facilities (*Proc Ref No: JINJ 511/WRKS/2017-18/00045*) at a cost of UGX 59,476,526.

ii. TEC report dated 13th July 2017 recommended Mhumbya Investments Ltd for the Construction of a 2 Classroom Block at Bugembe Muslim P/S with lightening Conductor and Hand washing facilities (*Proc Ref No: JINJ 511/WRKS/2017-18/00046*) at a cost of UGX 62,043,270.

iii. TEC report dated 20th July 2017 recommended Masaka Agricultural Dealers Enterprises (U) Ltd for the Construction of a staff House with lightening Conductor at Ndiwansi P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00047*) at a cost of UGX 77,770,000.

iv. TEC report dated 28th December 2017 recommended KLR Uganda Ltd for the Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (*Proc Ref No: JINJ 511/WRKS/2017-18/000100*) at a cost of UGX 180,773,000.

v. TEC report dated 5th December 2017 recommended Pagoba Stores Ltd for the Construction of Plant & Animal Clinic at the Production Office Phase II (*Proc Ref No: JINJ 511/WRKS/2017-18/00220*) at a cost of UGX 39,775,640.

vi. TEC report which recommended Masaka Agricultural Dealers Ltd for the construction of a 5- Stance Lined VIP Latrine with a Urinal and a Mobile Handwashing Facility at Kagoma P/S

vii. TEC report which recommended Sseka Group of Companies for the construction of a 5- Stance Lined VIP Latrine with a Urinal and a Mobile Handwashing Facility at Buwagi P/S.

<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>Contracts Committee (CC) considered recommendations of the TEC. For example,</p> <ul style="list-style-type: none"> • Under CC Minute Number 0004/DCC/2017-18 dated 16th August 2018, CC approved the recommendations of TEC for the Construction of a 2 Classroom Block at St. Matia P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00045</i>) at a cost of UGX 59,476,526. • Under CC Minute Number 0004/DCC/2017-18 dated 16th August 2018, CC approved the recommendations of TEC for the Construction of a 2 Classroom Block at Bugembe Muslim P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00046</i>) at a cost of UGX 62,043,270. • Under CC Minute Number 0004/DCC/2017-18 dated 16th August 2018, CC approved the recommendations of TEC for the Construction of a staff House at Ndiwansi P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00047</i>) at a cost of UGX 77,770,000. • Under CC Minute Number 0004/DCC/2017-18 dated 18th January 2018, CC approved the recommendations of TEC for the Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (<i>Proc Ref No: JINJ 511/WRKS/2017-18/000100</i>) at a cost of UGX 180,773,000. • Under CC Minute Number 0020/DCC/2017-18 dated 7th December 2018, CC approved the recommendations of TEC for the Construction of Plant & Animal Clinic at the Production Office Phase IV (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00220</i>) at a cost of UGX 39,775,640. <p>Under CC Minute Number 0020/DCC/2017-18 dated 7th December 2018, CC approved the recommendations of TEC for the Construction of a 5- Stance Lined VIP Latrine with a Urinal and a Mobile Hand-washing Facility at Kagoma P/S and Buwagi P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00216</i>) at a cost of UGX 21,400,000 and UGX 21,038,000 respectively.</p>	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p>	<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 	<p>The current approved Procurement plan for FY 2018/19 which was submitted in a letter dated 27th July 2018 signed and stamped by the CAO. It was received by MFPED & PPDA on 8th August 2018 as shown on the receipt stamp covered cover all major investments/ infrastructure projects in the current approved and AWP for FY 2018/19 that was generated from the PBS.</p>	<p>2</p>

Maximum 2 points on this performance measure.

procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

For example,

- Construction of a Seed School in Buwenge was on page 61 of AWP for FY 2018/19/PBS report and in the Procurement plan 2018/19.
- Construction of a staff house at St Matia Mulumba P/S estimated at UGX 231,000,000 was on page 60 of AWP for FY 2018/19/PBS report and in the Procurement plan 2018/19.
- Construction of a Lab at St. Gonzaga SS estimated at UGX 200,000,000 was on page 61 of AWP for FY 2018/19/PBS report and in the Procurement plan 2018/19.
- Borehole drilling, casting and installation estimated at UGX 220,963,000 was on page 77 of AWP for FY 2018/19/PBS report and in the Procurement plan 2018/19.
- Renovation of Staff house at Busedde HCIII estimated at 76,678,000 was on page 54 of AWP for FY 2018/19/PBS report and in the Procurement plan 2018/19.

In addition, the Jinja LG made procurements in FY 2017/18 as per plan (adhered to the procurement plan) for FY 2017/18.

The 5 sampled completed projects were included in the procurement plan for FY 2017/18 and the AWP 2017/18 report obtained from the PBS.

- Construction of a Classroom Block at St. Matia Mulumba P/S with lightening conductor and Hand washing facilities (*Proc Ref No: JINJ 511/WRKS/2017-18/00045*).
- Construction of a 2 Classroom Block at Bugembe Muslim P/S with lightening Conductor and Hand washing facilities (*Proc Ref No: JINJ 511/WRKS/2017-18/00046*).
- Construction of a Construction of a staff House with lightening Conductor at Ndiwansi P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00047*) at a cost of UGX 77,770,000.
- Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (*Proc Ref No: JINJ 511/WRKS/2017-18/000100*) at a cost of UGX 180,773,000
- Construction of Plant & Animal Clinic at the Production Office Phase II (*Proc Ref No: JINJ 511/WRKS/2017-18/00220*) at a cost of UGX 39,775,640.

<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>In the current Consolidated Procurement & Disposal Plan FY 2018/19 signed by CAO and submitted to PPDA in a letter dated 27th July 2018 and bears a receipt stamp of PPDA dated 8th August 2018, a total of 43 infrastructure projects were included.</p> <p>However, a total of seven (7) bid documents for infrastructure projects were prepared by PDU and duly approved by the contracts committee on 5th June 2018 under Contracts Committee minute number 0037/DCC/2017-18 which was before 30th August 2018. However, the percentage was calculated to be 16.3% which was less than 80% required by the LGPA manual of June 2018.</p> <p>The 7 bid documents for infrastructure projects are:</p> <p>Construction of a 2 classroom Block with lightening Arrester at Namasiga P/S (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00005</i>) at a contract value of UGX 71,350,000.</p> <p>Construction of a Staff House at Namasiga P/S (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00008</i>) at a contract value of UGX 77,000,000.</p> <p>Drilling, Casting & Installation of 12 Boreholes (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00001</i>) at a contract value of UGX 220,963,000.</p> <p>Construction of Seed Secondary School at Buwenge Town Council (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00002</i>).</p> <p>Construction of a Laboratory at St. Gonzaga SS.</p> <p>Construction of a Staff House at St. Matia Mulumba P/S (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00006</i>) at a contract value of UGX 76,441,367.</p> <p>Construction of a Staff House at Bubugo P/S (<i>Proc Ref No: JINJ 511/WRKS/2018-19/00007</i>) at a contract value of UGX 76,900,000.</p>	<p>0</p>
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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 an updated contract register and has complete procurement activity files for all procurements: score 2

There was an updated contract register signed and stamped by the CAO on 20th July 2017 and with complete procurement activity files for all procurements made in FY 2017/18. It had columns indicating the Serial number, Procurement Reference number, subject of procurement, method of procurement, provider, date of award, actual amount awarded, and status e.g completed or under defects liability period.

For example, from a sample of 5 projects with serial numbers listed below;

Serial Number (S/N) 1: Construction of a 2 Classroom Block at St. Matia P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00045*) at a cost of UGX 59,476,526.

Serial Number (S/N) 2: Construction of a 2 Classroom Block at Bugembe Muslim P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00046*) at a cost of UGX 62,043,270.

Serial Number (S/N) 3: for the Construction of a staff House at Ndiwansi P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00047*) at a cost of UGX 77,770,000.

Serial Number (S/N) 100: Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (*Proc Ref No: JINJ 511/WRKS/2017-18/000100*) at a cost of UGX 180,773,000.

Serial Number (S/N) 26: Construction of a 5-Stance Lined VIP Latrine with a Urinal and a Mobile Hand-washing Facility at Kagoma P/S and Buwagi P/S (*Proc Ref No: JINJ 511/WRKS/2017-18/00216*) at a cost of UGX 21,400,000 and UGX 21,038,000 respectively.

Serial Number (S/N) 35: Construction of a Placenta Pit at Busedded HCII (*Proc Ref No: JINJ 511/WRKS/2017-18/00260*).

Construction of Plant & Animal Clinic at the Production Office Phase IV (*Proc Ref No: JINJ 511/WRKS/2017-18/00220*) at a cost of UGX 39,775,640.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>Jinja District LG adhered to the procurement thresholds. For example, from the sampled projects below, indicated compliance with the procurement thresholds & method of procurement.</p> <p>Open Domestic Bidding (ODB) applied for the Construction of a 2 Classroom Block at St. Matia P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00045</i>) at a cost of UGX 59,476,526.</p> <p>Open Domestic Bidding (ODB) applied for the Construction of a 2 Classroom Block at Bugembe Muslim P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00046</i>) at a cost of UGX 62,043,270.</p> <p>Open Domestic Bidding (ODB) applied for the Construction of a staff House at Ndiwansi P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00047</i>) at a cost of UGX 77,770,000.</p> <p>Open Domestic Bidding (ODB) applied for the Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (<i>Proc Ref No: JINJ 511/WRKS/2017-18/000100</i>) at a cost of UGX 180,773,000.</p> <p>Selective Bidding (SB) applied for the Construction of Plant & Animal Clinic at the Production Office Phase IV (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00220</i>) at a cost of UGX 39,775,640.</p> <p>Selective Bidding (SB) applied for the Construction of a 5-Stance Lined VIP Latrine with a Urinal and a Mobile Hand-washing Facility at Kagoma P/S and Buwagi P/S (<i>Proc Ref No: JINJ 511/WRKS/2017-18/00216</i>) at a cost of UGX 21,400,000 and UGX 21,038,000 respectively.</p>	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Not all works projects implemented in the previous FY 2017/18 were appropriately certified. Interim and completion certificates for a few projects based on technical supervision were on file and attached to the payment vouchers. For example,</p> <ul style="list-style-type: none"> Project files for most completed infrastructure projects did not have progress reports based on technical supervision attached to payment vouchers. User departments mainly considered payment vouchers as interim or completion certificates. <p>The following projects had interim or completion certificates based on technical supervision.</p> <p>i. Form 8 Certificate for Works/Furniture issued 2nd January 2018 and stamped 24th Jan 2018 for the</p>	0

Construction of a Classroom Block at St. Matia Mulumba P/S with lightening Conductor and Hand washing facilities (Proc Ref No: JINJ 511/WRKS/2017-18/00045). It was signed and stamped by the Engineering Assistant (MOES) and District Engineer. Work Completion Assessment Form Number 1. Certificate 2 issued on 12th March 2018 and signed by CAO on 26th March 2018.

ii. Form 8 Certificate for Works/Furniture Supply and other facilities issued 23rd Feb 2018 and stamped 17th April 2018 by CFO, for the Construction of a 2 Classroom Block at Bugembe Muslim P/S with lightening Constitutor and Hand washing facilities (Proc Ref No: JINJ 511/WRKS/2017-18/00046) at a cost of UGX 62,043,270. It was signed and stamped by the Engineering Assistant (MOES) and District Engineer on 5th April 2018. .

iii. Form 8 Certificate for Works/Furniture Supply and other facilities issued 4th January 2018 and stamped 30th January by CFO, for the Construction of a Construction of a staff House with lightening Conductor at Ndiwansi P/S (Proc Ref No: JINJ 511/WRKS/2017-18/00047) at a cost of UGX 77,770,000. It was signed and stamped by the Engineering Assistant (MOES) and District Engineer on 4th January 2018.

iv. Report dated 14th June 2018 submitted to CAO by the District Internal Auditor titled "Report on the emptying of 5 Latrines at Budondo P/S, MM Wanyange P/S, Mwiiri P/S, Buyengo P/S and Nakanyonyi P/S in FY 2017/18.

v. Completion report stamped on 14th June 2018 by Jinja District LG was on file for the Borehole Drilling, Casting and Installation of 10 Boreholes in Jinja District LG (Proc Ref No: JINJ 511/WRKS/2017-18/000100) at a cost of UGX 180,773,000. Interim Certificate of Completion of Works number 1 dated 28th May 2018.

vi. Report dated 14th Feb 2014, on Inspection Exercise conducted by the Project Management Committee on 13th Feb 2018 signed by the District Production & Marketing Officer and stamped by the Jinja district LG on 21st Feb 2018 for the Construction of Plant & Animal Clinic at the Production Office Phase II (Proc Ref No: JINJ 511/WRKS/2017-18/00220) at a cost of UGX 39,775,640. Interim payment certificate 1 dated 21st Feb 2018

<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>Site Boards specifications for all infrastructure projects in FY 2018/19 did not indicate contract values. For example, the BoQs for only indicated the following under unique features under Item J:</p> <p>Engraving words in marble stone 600x400m complete as described;</p> <p>i. Programme and Financial Year; SFG, 2018/2019 FY</p> <p>ii. Project Name: Construction of a 2 Stance classroom block with H/Teacher's Office with Store and fixing of a Thunder Arrester.</p> <p>iii. Location: Namasiga P/S.</p> <p>iv. Client: Jinja District Local Government.</p> <p>v. Contractors: _____</p> <p>vi. Supervisor: District Engineer.</p> <p>vii. Start Date: _____</p> <p>viii. Completion Date: _____</p> <p>Therefore the actual contract value was not specified within the BoQs as a requirement to be displayed on the site boards.</p>	<p>0</p>
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Financial management

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG maintains a total of 9 Bank Accounts. The cash books are maintained in the PBS-system. Reconciliations were also done on the system and approved by the CFO by closing that particular month in the system.</p> <p>The LG was up to date with monthly bank reconciliations up to the end of Financial year 2017/2018 But not at the time of the assessment as evidenced below from a sample of 5 Bank accounts;</p> <p>1. JINJA TREASURY SINGLE SUB A/C- Bank Of Uganda</p> <p>A/c No. 0511052000000</p> <p>1. June 2018 was reconciled on 03 July 2018</p> <p>2. May 2018 reconciliation was done on 1 June 2018</p> <p>3. March 2018 reconciliation was done on 03 April 2018</p> <p>4. September 2017 reconciliation was done on 02 October 2017.</p>	<p>0</p>
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2. JINJA DISTRICT GENERAL FUND-DFCU Bank

A/c No- 0145002148600

1. 30 June 2018 was reconciled on 30 June 2018

2. January 2018 reconciliation was done on 06 Feb 2018

3. July 2017 reconciliation was made on 03 August 2017

4. April 2018 reconciliation was done on 30 April 2018

5. December 2017 reconciliation was done on 29 December 2017.

3. JINJA DISTRICT UWEP- DFCU Bank

A/c No.- 01463554597878

1. May 2018 reconciliation was done on 08 June 2018

2. June 2018 reconciliation was done on 05 July 2018

3. July 2018 reconciliation was done on 03 September 2018

4. JINJA DISTRICT GLOBAL FUND-DFCU Bank

A/c No. 0145002960900

1. June 2018 was reconciled on 29 June 2018

2. March 2018 was reconciled on 12 April 2018

3. December 2017 was reconciled on 02 January 2018

4. September 2017 was reconciled on 10 October 2017

5. July 2017 was reconciled on 28 September 2017.

5. JINJA DISTRICT CAPITAL DEVELOPMENT- DFCU Bank

A/c No. 6410500084

1. Reconciliation for June 2018 was made on 03 July 2018

2. Reconciliation for March 2018 was done on 06 April 2018

3. Reconciliation for January 2018 was done on 19 February 2018.

4. Reconciliation for September 2017 was done on 10 October 2017

5. December 2017 reconciliation was made on 02 January 2018

Note: July 2018 reconciliation was already late by a month after grace period.

The Bank reconciliation statements were not printed for signing by the Head of Finance as required by the Local Government Financial and Accounting Regulations 2007. Part VII Sec 73.

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• 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.

The LG made timely payments to suppliers during FY 2017/2018 as evidenced by the sample below;

LHM Ground Water exploration services and Geomapping for consultancy services of siting and construction supervision of boreholes for Water grant in Budondo, Butagaya, Buwenge, Busede and Buyengo Contract No. JINJ511/SVCS/17-18/00099 (Shs 30,000,000) dated 15 December 2017.

Payment process,

Requisition- 21 May 2018
Certified by DWO- 28 May 2018
Approved by CFO- 05 June 2018
Paid -18 June 2018 (Vr No. 16347204)

MAA Technologies (U) Ltd for siting of boreholes, drilling, casting and installation of 2 boreholes under DDEG funding Buyengo and Busede Sub counties. Contract No. JINJ511/WRKS/2017-18/00101 (Shs 46,000,000) dated 20 Feb 2018.

Payment process;

Requisition- 08 June 2018
Certified by DWO- 11 June 2018
Approved by CFO-13 June 2018
Paid- 21 June 2018 (Vr No. 18354259)

Sseka Group of Companies Contract No. JINJ511/WRKS/2017-18/00126-B (shs. 17,250,000) for construction of 5 stances empty pit latrine at Buwagi Primary School.

Payment process;

Requisition- 04 April 2018
Certified by DEO – 16 April 2018
Approved by CFO- 25 April 2018
Paid- 25 April 2015 (Vr No. 17514434)

Balye Dickens Investment Limited Contract No. JINJ511/WRKS/2017-18/00045(contract amount Shs 59,476,526) for construction of 2-class room block at Matia Mulumba Primary School.

Payment process;

2

		<p>Requisition- 02 Jan 2018 Certified by DEO- 02 Jan 2018 Approved by CFO- 02 Jan 2018 Paid – 24 Jan 2018 (Vr No. 16506120)</p> <p>The sampled suppliers did not have a clause on payment terms in their contracts. Therefore, a time frame of 2 months after requisition was considered.</p>	
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG CAO appointed a District Internal Auditor (Mr. Buryelari James) on promotion from Senior Accountant under DSC Min No.209/JDSC/2012 (Scale U2) Ref: CR/156/01.</p> <p><i>(Source: Personnel file)</i></p>	<p>1</p>

The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

• LG has produced all quarterly internal audit reports for the previous FY: score 2.

Internal Audit had all the reports for the four quarters.

Quarter 1 report dated 19 October 2017 and received by Directorate of Internal Audit on 01 June 2018

Quarter 2 report dated 16 January 2018 and received by Directorate of Internal Audit on 01 June 2018

Quarter 3 report dated 17 April 2018 and received by Directorate of Internal Audit on 01 June 2018

Quarter 4 report dated 24 July 2018 and received by Internal Audit on 24 August.

References to Internal Audit meeting minutes.

1. From the meeting held on 03 July 2018 MIN 11/7/2018: COMMUNICATION FROM CHAIRPERSON: Chairperson urged that there was need to produce quarter 4 report in time for submission.

2. The meeting held on 01 January 2018 MIN 2/01/2018: COMMUNICATION FROM CHAIRPERSON: Chairperson informed members that there was a need to finish 2nd quarter reports for submission.

In all the minutes from the meetings held throughout the Financial year there was no minute about submission, completion or signing of any quarterly report.

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG did not provide information to the Council and the LG PAC on the status of implementation of internal audit findings because quarterly reports were received late by PAC rendering it difficult to review and report back to Audit and departments on time. However at the time of the assessment, PAC had just finished reviewing the 4th Quarter.</p> <p><i>Internal Audit report were submitted to LG PAC on;</i></p> <p>Quarter 1- 30 May 2018.</p> <p>Quarter 2- 30 May 2018</p> <p>Quarter 3- 30 July 2018</p> <p>Quarter 4- 30 July 2018</p> <p>As evidenced above the quarterly reports were submitted late to PAC. By the time of the assessment, the last two quarters had been reviewed by PAC but information had not been disseminated to concerned parties. Hence no status of implementation of internal audit findings.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> 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>All internal Audit reports for FY 2017/2018 were submitted to LG Accounting Officer and LG PAC as elaborated below;</p> <p><i>Submission to LGPAC & LG Accounting Officer</i></p> <p>Quarter 1 report dated 19 October 2017 received by PAC on 30 May 2018 and CAO on 16 May 2018</p> <p>Quarter 2 report dated 16 January 2018 received by PAC on 30 May 2018 and CAO on 14 June 2018</p> <p>Quarter 3 report dated 17 April 2018 received by PAC on 30 July 2018 and CAO on 14 June 2018</p> <p>Quarter 4 report dated 24 July 2018 received by PAC on 30 July 2018 and CAO on 23 August 2018.</p> <p><i>In reference to LG PAC minutes;</i></p> <p>PAC meeting held on 09 November 2017 (6 members attended); MIN/PAC/2018- COMMUNICATION FROM THE CHAIRPERSON</p> <p>He reported that the audit department had failed to submit quarterly reports on time. He requested the members to make a deepen on the same.</p> <p>MIN/PAC/2018-OUTSTANDING INTERNAL AUDIT REPORTS FOR JINJA LG</p> <p>The PAC committee observed that the Internal Audit</p>	<p>0</p>

Department had not prepared reports. PAC agreed that the chairperson PAC should write to the Auditor.

PAC meeting held on 5 June 2018 in the committee room with 8 members in attendance

MIN/PAC/37/2018: COMMUNICATION FROM THE CHAIRPERSON

He reported that the committee had convened to review the 1st and 2nd quarterly reports for FY 2017/18

MIN/PAC/39/2018 :REVIEW OF JINJA DISTRICT INTERNAL AUDIT REPORT FOR 2ND QUARTER

MIN/PAC/40/2018: REVIEW OF JINJA DISTRICT INTERNAL AUDIT REPORT FOR 2ND QUARTER

Meeting held on 7 June 2018 Agenda Item 4: Review of the Jinja District Internal Audit for the 3rd Quarter 2017/18.

All minutes were signed by the PAC Secretary and Chairperson.

PAC had Reviewed reports for all the 4 quarters. However by the time of the assessment quarter 3 & 4 reports had just been reviewed. Therefore, there was no follow-up for all the audit findings. PAC secretary attributed this to late submission of Internal reports to PAC by Internal Audit.

The LG maintains an Assets register but it is missing vital information like cost of some assets, land register does not show the valuer and the date of valuation.

Apart from the above comments; the format used is not the one required by the Accounting manual (Form AC 33 (a), (b), etc)

0

The LG maintains a detailed and updated assets register
Maximum 4 points on this performance measure.

• 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 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 LG had an unqualified audit opinion as per AG's Report.</p> <p><i>(Source: Report of the Auditor General to Parliament for FY ended 30 June 2018; Annexure IV; 4.2)</i></p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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>Council sitting of Jan 5th, 2018: under DC/58/2018 Presentation and discussion of committee reports;</p> <p>Production and Natural Resources Committee;</p> <ul style="list-style-type: none"> • Approval of supplementary budget of shs. 279,852,272 for agricultural extension services. • Supplementary budget of shs. 23.511.100 for vegetable oil development phase II <p>Works and Technical Services Committee</p> <ul style="list-style-type: none"> • Council approved request to dissolve non-functional water user committees, opted to form new ones and train them • Council approved a request to develop a monitoring tool for roads, water facilities to track the performance <p>Council sitting on June 28th, 2018, under Min/DC/70/2018</p> <p>Education ,health and community Based Service committee</p> <p>Education</p> <p>Council adopted recommendations;</p> <ol style="list-style-type: none"> 1. Head teachers to monitor the performance of teachers to ensure that lesson plans are prepared 2. Errant teachers be submitted to the rewards and sanctions committee of the district for action 3. Instructed the CAO to write to the MoES and MoFPED to increase on the size of the grants for classroom construction <p>Health</p>	<p>2</p>

		<p>4. DHO to provide tools to provide work schedules to all health facility managers</p> <p>5. HC in-charges/managers should develop supervision book for internal management of staff performance</p> <p>6. Council considered a request to approve Health Management committees for Budondo HCIV, Buwenge General Hospital, Buwenge HC IV.</p> <p>Council Sitting on May 3rd, 2018: Approval of Annual work plan, Budget and other documents.</p> <p>Min/DC/71/2018 approval of Annual work Plan FY 2018/19</p> <p>Min /DC/72/2018 Approval of a Procurement Plan FY 2018/19</p> <p>Min /DC/73/2018 Approval of a Recruitment Plan FY 2018/19</p> <p>Min /DC/74/2018 Approval of Capacity Building plan and Revenue Enhancement Plan FY 2018/19</p> <p>Min/DC/75/2018 approval of Jinja District LG Budget Estimates for FY 2018/19</p>	
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>Jinja District CAO has appointed a staff Ms Nalubanga Hajira, the communications Officer- Jinja DLC as a Complaint Desk Officer; Duties include; coordination of response to feedback (grievance/complaints) from citizens and responding to feedback and complaints.</p> <p>A letter dated Feb 5th, 2018; Signed by the Mr. Kitakule Nathan for CAO was available.</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>Jinja LG has specified a system for recording, investigating and responding to grievances. Complaints register book exists and it capture grievances like: fraud, land disputes, compensations, environment, social management, service delivery facilities, management and procurement. There are issue that are made public and available through community engagement meetings and radio talk shows every week by the Officer.</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>Jinja District LG has published information on noticeboard ie, LG staff payroll (Aug. and Sept. 2018), pensioner payment schedule (August and September 2018)</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>The PDU has displayed well procurement plan, awarded contracts and amounts, best evaluated bidders, pre-qualification list and framework contract 2018/2019.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>DLG performance assessment results and implications for FY 2016/17 are published to the citizens; on the DLG budget website). The district DTPC sat on 12th/07/2018 and CAO presented the LGPA 2016/17 results under council minute DTPC 07/072018. Jinja DLG got 53% overall score and ranked 82 out of 138 LG assessed. DTPC resolved that the LG should do internal/ mock assessment by July 18th, 2018 to avoid late preparation in the next LGPA 2017/2018.</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>DLG performance assessment results and implications for FY 2016/17 are published to the citizens; on the DLG budget website). The district DTPC sat on 12th/07/2018 and CAO presented the LGPA 2016/17 results under council minute DTPC 07/072018. Jinja DLG got 53% overall score and ranked 82 out of 138 LG assessed. DTPC resolved that the LG should do internal/ mock assessment by July 18th, 2018 to avoid late preparation in the next LGPA 2017/2018.</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 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>The LG in the previous FY conducted discussions with citizens on May 7th, 2018 at Buyengo Sub County Hqs. Issues included: challenges and gap in education, healt, water and food security. A schedule of radio talk show was available with the Communications Officer (the LG had 5 hours contact in the month of May 2018 to provide feedback to citizens on Radio Stations; Busoga 1 FM, Smart FM, Baba TV/Radio and NBS FM all based in Jinja.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Gender focal person (GFP) & DCDO provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities. For example,</p> <p>The DTPC meeting held on 9th March 2018 at Budondo HC IV. Under Minute 05/32018, the Presentation on Gender Sensitive Planning & analysis by the Senior Gender Officer (SGO). Issues presented included laws and regulations about Gender Sensitive Planning & analysis. National Gender Based Assessment by OPM. Develop a format for the sectoral Gender Sensitive Planning & gender analysis and integration population and development factors in planning process. Develop a tool for integration of Gender Sensitive Planning & analysis i.e tailored from the WHO Gender Assessment Tool (GAT).</p> <p>Activity report dated 5th June 2018. Develop gender sensitive data collection tools for the development. This was intended to guide generation of gender sensitive data for better planning /allocation of resources.</p>	2
<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. 	<p>In the CBS department workplan FY 2018/19 which was submitted to CAO in a letter dated 26th June 2018 indicated that the gender focal point and CDO planned 2 activities for current FY 2018/19 to strengthen women's roles and address vulnerability and social inclusion. Activities included</p> <p>Monitoring and technical supervision for compliance to social development policies, laws, regulations and guidelines estimated at UGX 1,221,918 on page 1 of the Jinja District AQW for FY 2018/19 signed and stamped by CAO.</p> <p>Awareness creation and involvement of communities in livelihood programmes estimated at UGX 4,967,000 on page 1 of the Jinja District AQW for FY 2018/19 signed and stamped by CAO.</p> <p>CBS workplan under the Community Development component of Gender and Culture, the CBS planned for GBV and dangers of early marriage and teenage mothers and sensitization and awareness creation. Purpose is to reduce prevalence of GBV and early marriages & teenage pregnancies. Estimated at UGX 22,000,000. Community dialogues in Mafubira S/C, Busedde S/C, Butagaya S/C, and Bugembe Town Council.</p> <p>Under the Support to PWDs and Elderly, CBS planned for Provision of assistive devices to PWDs and elderly (11,594,948). Support to IGAs for PWDs groups (UGX</p>	0

13,594,948).

Page 7 of the AQW 2018/18, CBS planned to hold meetings of council of PWDs estimated at UGX 1,400,000.

Page 7 of the AQW 2018/18, CBS planned for GBV sensitization and Awareness creation estimated at UGX 21,000,000.

Page 3 of the AQW 2018/18, CBS planned for Monitoring and Technical supervision of Government programmes estimated at UGX 451,000.

Under the Support to Women Councils, CBS planned for training of 2 women groups in bids and necklace making in Buwenge Town Council and Buwenge S/C. (UGX 1,600,000) with funding from Centre (SDG). And also Hold Women Executive Committee Meetings (UGX 800,000).

In addition, out of the total expenditure of UGX 260,795,866 less the wage bill of UGX 48,840,000 in FY 2017/18 for CBS, only UGX 211,955,866, was spent on gender activities/vulnerability /social inclusion (81.3%).

The actual expenditures were extracted from the final Annual Accounts for FY 2017/18 at 30th June 2018 for Jinja DLG that was submitted to the OAG in a letter dated 11th Aug 2018 signed by CAO and was received and stamped by OAG on 29th August 2018.

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 environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1

Records on files from a sample of 5 projects below showed that the all projects were screened by the Senior Environment Officer (SEO) using ESSF forms all signed and stamped on 29th May 2017 by the Senior Environment Officer (SEO). The SEO submitted an ESSF report dated 8th June 2018 to the CAO.

The sampled five (5) infrastructure project screened and have ESMP are;

Under Works department:

i. Routine maintenance of 35.1km of Roads (i.e 11.2km of Matuumu-Buwenge, 2km Lumuli to river Nile, 4km Wakitaka–Kabembe, 6km Isebantu-Kabango, 1.7km Wwanyange–Musima, 8.8km Bufula-Nawankoma, 6.8km Lubani-Buwenge. (See page 1 of ESMP)

ii. Periodic Maintenance of 17.3km or Road (8.9km Mutai-Buyala, 1.5km Wanyange –Kainogoga, Buyala-Bubugo, 6.9km Namagera. (page 2 of ESMP)

iii. Periodic Maintenance of Roads in Buwenge S/C i.e Magamaga HCIII-Kasunsu, Kagoma Trading Centre-Namalere Trading Centre, Lubanyi Highway via Isiah, Mawoito Buther to Late Basengani (Page 3 of ESMP).

1

iv. Construction of Public Flash Toilet in Rural Growth Centres. (page 4 of ESMP).

Under Education Sector:

v. Construction of 5-stance pit latrines at Kagoma Hill & Buwagi and Emptying of 14 latrines at Wanyange, Nafugaki, Buyengo, Buwenge Town Council, Butagaya, Budondo, Kivubuka, Nakanyonyi, Kagoma, Mwiri P/S, Namaganga,, St Theresa, Kalebera, Nabirama, Nsozibiri P/S. (See page 5).

vi. Construction of a Classroom Block with lightening Conductor and Hand washing facilities at St. Matia Mulumba P/S and Bugembe Muslim P/S (Page 7 of ESMP).

Under Health Sector:

vii. Construction of 5-stance pit latrine at Buwenge General Hospital (page 6 of ESMP)

viii. Construction of a placenta pit at Nabisoigi HCIII and Bulange HCIII (Page 8 of ESMP).

Production Department:

ix. Raising of Seedlings in the Nakabango Nursery Bed (Page 10 of ESMP).

x. Maintenance of a Banana Demonstration Garden in Nakabango (Page 11 of ESMP).

Under Water Sector:

xi. Construction of a Motorised Shallow Well at (Page 9 of ESMP)

xii. Rehabilitation, Drilling, Casting & Installation of Boreholes in the district (Page 12 of ESMP).

Jinja District LG integrated environmental and social management and health and safety plans in the contract bid documents. For example, the 5 sampled bid documents/BoQs for all infrastructure projects listed below had environmental, social, health and safety issues and mitigation measures incorporated and budgeted for.

Unique features under Item N & O in the Bid document/BoQ for Staff House at Ndiwansi P/S:

Site restoration, landscaping, importing of vegetation

LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition

• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1

Maximum 6 points on this performance measure

soil, planting of approved grass and maintaining planted grass to full maturity to Engineer's approval at UGX 300,000.

Planting and maintenance to full growth of approved trees at UGX 120,000.

Unique features under Item N & O in the Bid document/BoQ for construction of a 2 Classroom at St Matia P/S:

Site restoration, landscaping, importing of vegetation soil, planting of approved grass and maintaining planted grass to full maturity to Engineer's approval at UGX 300,000.

Planting and maintenance to full growth of approved trees at UGX 120,000.

Unique features under Item N & O in the Bid document/BoQ for construction of a 2 Classroom at Bugembe P/S:

Site restoration, landscaping, importing of vegetation soil, planting of approved grass and maintaining planted grass to full maturity to Engineer's approval at UGX 300,000.

Planting and maintenance to full growth of approved trees at UGX 120,000.

Unique features under Item N & O in the Bid document/BoQ for construction of a 5- Stance Lined VIP Latrine with a Urinal and a Mobile Handwashing Facility at Kagoma Hill P/S:

Site restoration, landscaping, importing of vegetation soil, planting of approved grass and maintaining planted grass to full maturity to Engineer's approval.

Planting and maintenance to full growth of approved trees.

Unique features under Item N & O in the Bid document/BoQ for construction of a 5- Stance Lined VIP Latrine with a Urinal and a Mobile Handwashing Facility at Buwagi P/S:

Site restoration, landscaping, importing of vegetation soil, planting of approved grass and maintaining planted grass to full maturity to Engineer's approval.

Planting and maintenance to full growth of approved trees.

In Contract Number 2017/BH/JJA/01 for Rehabilitation, Drilling, Casting & Installation of 10 Boreholes in the district, environment guidelines and code of conduct mentioned, for example, no tree should be cut,

		<p>suitable latrines & sanitary arrangements at the camps and sites where work in progress should be availed. Wastes, rubbish, should be removed and taken to designate municipal dump sites or recycling plants. Human relations i.e all conflicts be logged and dated. People, water, land and livestock must be respected.</p> <p>Conclusion: All the above mitigation measures were in line with the ESM Plan dated 8th June 2018 in which the SEO recommended that the contractor should ensure vegetation on the construction area is planted and the school prioritizes their survival.</p>	
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Not all projects were implemented on land where the LG has proof of ownership (e.g. a land title, agreement, MoU etc.). For example, there was no evidence on file showing proof for the following projects;</p> <p>Construction of a Classroom Block with lightening Constitutor and Hand washing facilities at St. Matia Mulumba P/S and Bugembe Muslim P/S. The schools belong to religious institutions but aided by Government.</p> <p>However, all district and sub county land where other infrastructure projects were implemented in FY 2017/18 belonged to GoU and was titled. Water sector had MoUs on file for water projects implemented.</p>	<p>0</p>

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 completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1

All the 20 completed infrastructure projects had Environmental and Social Mitigation Certification Form completed and signed and stamped on 17th August 2018 by Environmental Officer and CDO in the previous FY 2017/18 as indicated in the Certification Report signed and stamped by SEO on dated 16th August 2018 submitted to CAO.

The Certification of Completion of Environment Restoration dated 17th August 2018 for the following projects were on file;

- Construction of Staff House at Ndiwansi P/S in Butagaya S/C.
- Drilling of 10 Boreholes in the district.
- Construction of a Classroom Block at St. Matia Mulumba P/S and Bugembe Muslim P/S with lightening Constitutor and Hand washing facilities.
- Construction of a placenta pit at Busedde HCIII in Busedde S/C.
- Construction of a placenta pit at Kibibi HCIII in Budondo S/C.
- Construction of a Classroom Block at Bugembe Muslim P/S in Bugembe Town Council.
- Rehabilitation of 3 Boreholes in Budondo S/C
- Construction of Plant & Animal Clinic at the Production Office
- Construction of a Placenta Pit at Buwenge General Hospital.
- Stone Pitching on Kiswa Road in Buwenge Town Council.
- Renovation of a Pit latrine at Buwenge Town Council
- Supply and Installation of solar Street lights in Bugembe Town Council
- Periodic Maintenance of Bubugo-Namagera Road (6.9km)
- Rehabilitation of Kaloli Isabirye Borehole in Budondo S/C
- Renovation of Kabaganda HCII in Buwenge S/C
- Rehabilitation of Water sources in Butagaya S/C and Buwenge S/C.

<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>Records on file indicated that the contract payment certificate included prior environmental and social clearance signed by the SEO and CDO. Certificates of completion of environmental restoration signed and stamped by the SEO and CDO dated 17th August 2018 was on file.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • 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 Progress reports on the implementation of mitigation measures on Capital Development Projects for 1st Quarter (3 months) FY 2017/18 dated and stamped by the Senoir Environment Officer (SEO) only on 14th March 2018. However, the CDO did not sign the 1st Quarter (3 months) FY 2017/18/ completed checklists.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>LG 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. According to PBS system, Jinja local government had a wage provision of UGX 9587569 approved teachers budget and actual wage expenditure was UGX 9,056,506,200 for the current FY 2017/2018.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<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>LG 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. As the 5 sampled schools which included: Mwiiri PS, Budondo PS, Kyomya PS, Wakitaka PS and Bugembe PS.</p> <p>It was observed that same teachers as indicated in the staff lists at the district were actually deployed in the schools. For example Kyomya PS had 19 teachers, Budondo PS had 13 teachers, Wakitaka PS had 26 teachers, Bugembe Muslim PS had 19 teachers and Mwiiri PS had a total of 16 teachers.</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>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</p> <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>As observed on file LG filled the structure for primary teachers as indicated. Filled head teachers were 77 and gap 10, Deputy head teachers filled were 80 and gap 7, Senior education assistants filled were 132 and gap 6 and Education assistants filled were 1048 and gap 54. In total filled 1337 and 77 vacant. Out of 1414 LG filled 1337 representing 95%.</p>	3

<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>LG substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision of UGX 10,742,374,452 as presented in the PBS system.</p> <p>As indicated on file Jinja local government had all 4 positions school inspectors filled that included:</p> <ul style="list-style-type: none"> • Namuwaya Lydia was appointed school inspector on 28th / 12/2005 under District Service Commission minute number 206(i) c of 2005. • Baliraine Paul Magaju was appointed as school inspector on 15th /04/2014 under District Service Commission minute number 121/JDSC/2014. • Nabeta Alice was appointed as school inspector on 28th /12/2005 under District Service Commission minute number 206(ii) c of 2005. • Kisambira Eria was appointed on 9th/ 02/2015 under District Service Commission minute number 211/JDSC/2012. • Kiyimba Willy was appointed on 1st/06/2018 under District Service Commission minute number 271/JDSC/2018. 	
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<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>LG Education department submitted a recruitment plan to HRM for the current FY to fill positions of primary teachers on 28th / 10/2017.</p> <p>As indicated on a submitted recruitment plan for current FY 2018/2019, Education Department Head teachers that were approved were 87, 84 filled and vacant 3</p> <p>Deputy Head teacher approved were 87, filled 86 and vacant 1</p> <p>Senior Education Assistant approved were 138 filled 135, and 3 vacant.</p> <p>Education Assistant approved 1102 vacant 1062 vacant 40.</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>Local Government Education submitted a recruitment plan to HRM for the current FY to fill vacant position of Senior Education Officer. As indicated on file education recruitment plan was submitted to MOEF on 3rd/ 10/2017 and received 4th / 10/2017 Ministry of Public Service</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There are 4 Inspectors of Schools. All of them have been appraised according to appraisal reports</p> <p>Mr. Baliraine Paul Mugaju was appraised by DEO on 22nd June 2018</p> <p>Ms. Nabeeta Igeme Alice was appraised by Mr. Baliraine Paul DIS on 3rd July 2018</p> <p>Ms. Namuwaya Lydia was appraised by Mr. Baliraine DIS on 12th July 2018</p> <p>Mr. Kisambira Eric was appraised by DEO on 20th June 2018</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>There are 87 Primary School Head Teachers and 11 Secondary School Head Teachers and evidence from personal files show that 66 Primary School Head Teachers have their performance agreements and reports on file and 21 files either had no agreements or reports and others had unsigned reports or agreements.</p> <p>Examples of those who had complete files are;</p> <p>Mr. Muhairwa T. David Nakanyonyi P/S Bugembe Town Council</p> <p>Performance agreement and report signed by Mr. Gulaale on 20th Feb 2017 and 27th Feb 2017 respectively.</p> <p>Mr. Kiyimba Willy Wansimba P/S Buragaya Sub County</p> <p>Performance agreement and report signed Mr. Waigulo L. On 6th Feb 2017 and 28th Dec 2017 respectively</p> <p>Mr. Naitema George Busegula P/S Buyengo Sub County</p>	<p>2</p>

Performance agreement and report signed Mr. Balinaine Christopher on 21st Feb 2017 and 18th Dec 2017 respectively.

Examples of those whose files were not up to date are;

Ms. Kerenda Milly

Nkondo P/S

Buwenge Sub County

No performance agreement and report on file.

Mr. Isabiryte Asuman Waliyanda

Buwenge Town Council

Performance agreement signed on 22nd Feb 2017 But no performance report seen on file hence no evidence for appraisal done.

Therefore since 66 out of 87 Heads Teachers appraised gives 76 percent 2 marks are awarded.

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• 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

LG Education department effectively communicated and explained guidelines, policies, circulars issued by the national level in the FY 2017/18.

For example in the 5 sampled schools it was observed, these documents were on file or displayed/ received by the Head teachers.

They included:

- At Kyomya PS circular about Uganda National PS Performing at festival syllubas for 2018 was received on 17th/04/2018, on 15th/ 08/2017 also recieved circular No 2 OF 2015 form Uganda National Teachers Union(UNTU)

- Budondo PS had on file circulars that included: National registration of all leaners in all schools and institutions aged 5 years and above during holidays and was received on 4th / 12/ 2017, Press release circular on unlicensed and registerd schools dated 22nd / 9/2017.

- Wakitaka PS received guidelines for registration of candidates from Uganda National Examination Board (UNEB) dated 20th /03/2018.

However communication means there was no evidence on file in the DEOs office, only means of communication used was through sub county chairmen, or through meetings with head teachers during departmental meetings, and social media platform.

<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>There was no evidence presented to show that LG Education department held meetings with primary school head teachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national level:</p> <p>However meetings that were held on 15th/04/2018 at the council hall for PLE registration, minutes didn't have any agenda about sensitizing head teachers on the guidelines, policies issued by the National Level.</p> <p>Sample schools and verify with inspection reports.</p> <p>Not all licenced or registered schools have been inspected at least once per term and reports produced.</p> <p>1st term only 55 school inspection reports out of 87 were submitted to DEO 9th /05/2018 and forwarded to Chief Administrative Officer (CAO) on 9th/ 05/ 2018</p> <p>Schools inspected in 2nd term Out of 87 schools only 31 were inspected and submitted to DEO on 9th / 04 /2018.</p> <p>Out of 87 schools only 36 schools were inspected in 3rd term. However dates of submission were not indicated on inspection reports file.</p>	<p>0</p>
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<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Not all licenced or registered schools have been inspected at least once per term and reports produced.</p> <p>1st term only 55 school inspection reports out of 87 were submitted to DEO 9th /05/2018 and forwarded to Chief Administrative Officer (CAO) on 9th/ 05/ 2018</p> <p>Schools inspected in 2nd term Out of 87 schools only 31were inspected and submitted to DEO on 9th / 04 /2018.</p> <p>Out of 87 schools only 36 schools were inspected in 3rd term. However dates of submission were not indicated on inspection reports file.</p>	<p>0</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed 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>Education department discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY. For example:</p> <p>19th /10/2017Education department held meeting at the District Education Office. Under minute number 4/Oct/2017, poor performing head teachers were advised that lessons preparation emphasized in the next inspection.</p> <p>Meeting held on 16th /03/2017 in the DEOs Office under minute number 4/3/2017, head teachers that were to retire soon needed to think of possible replacement. Also head teachers found lacking administration skills resolved a workshop for all head teachers on administration.</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>LG Education department submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES) in the previous FY 2017/2018 on 24th /05/2018 and the report was received by Kirenda Winnie secretary. Also there was evidence on file submission of annual inspection workplan for previous FY 2017/2018 on the same dates.</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>LG Education department provided inspection recommendations and followed them up. It was observed on file that on 3rd /10/2017 inspector returned inspection recommendations and cited out that teachers should ensure that time table is followed. At Budondo P/S the head teachers held a meeting at the DEOs office. Also in the sampled schools it was observed that inspectors shared with the head teacher's inspection reports and were followed up</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>There was evidence on file that the education department submitted accurate /consistent data (i.e. list of schools which were consistent with both EMIS reports and PBS) in current FY 2018/19. Both PBS and EMIS reports submitted on 2nd / 08/2018 were all consistent with a total number of 87 schools as presented on PBS system.</p>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>There was evidence on file that the education department submitted accurate /consistent data (i.e. enrollment data which were consistent with both EMIS reports and PBS) in current FY 2018/19. Both PBS and EMIS reports submitted on 2nd / 08/2018 were all consistent with a total enrollment of 656556 as presented on PBS system.</p>	<p>5</p>
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Governance, oversight, transparency and accountability

<p>The LG committee responsible 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>Council committee sitting on June 11th, 2018</p> <p>Min/EHC/27/2018 discussion of service delivery issues, supervision, monitoring and performance report, and PAC report</p> <p>Council committee meeting held on April 11th,2018</p> <p>Min/EHC/21/2018 Presentation and discussion of PLE performance analysis results of 2017</p> <p>Min/EHC/22/2018 Presentation and discussion of SMCs 2018</p> <p>Min/EHC/23/2018 Presentation and discussion of education sector work plan FY 2018/19</p>	<p>2</p>
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<p>The LG committee responsible 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 was evidence that sectoral committee on education presented to council issues for approval.</p> <p>Council committee meeting held on April 11th,2018</p> <p>Min/EHC/22/2018 recommended to Council approval of SMCs 2018</p> <ul style="list-style-type: none"> • Min/EHC/23/2018 recommended to council approval of education sector work plan FY 2018/19 <p>Council committee sitting on June 11th, 2018 recommended to council the following for approval; Min/EHC/27/2018</p> <ul style="list-style-type: none"> • Enforcing mid-day meals for learners • Head teachers to monitor performance of class teachers to ensure that lesson plans are prepared • Undisciplined teachers to face rewards and sanctions committee • District to write to MoES and MoFPED to increase on the size of grant 	<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 no evidence on file to show that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO and MEO)</p> <p>However out of 87 schools only 20 schools submitted their SMC reports to the DEOs office</p>	<p>0</p>

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>LG Education department publicized all schools receiving non-wage recurrent grants through posting on public notice board. For example:</p> <p>Mwiri PS Quarter 1(UGX 1,454,893) and Kyomya PS Term 1(UGX 1. 2,540,000), Term 2. (2,857, 000).</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>All investment items in the approved Sector annual work plan and budget were submitted on 13th/06/2017. That included:</p> <ul style="list-style-type: none"> • St. Matia Mulumba UGX 65,000,000 was submitted on 13th/06 2017. • Construction of 5 stance emptable VIP latrine and emptying 5 pit latrines at Buwagi P/S UGX 43,850,000 was submitted on 9th/11/2017. • Construction of a staff house at Ndiwansi PS UGX 77,000,770,000 was submitted on 13th/06/2017. • Construction of 2classroom block at Bugembe Muslim PS UGX 65,000,000 was submitted 13th/06/2017. <p>However procurement inputs were submitted to the procurement unit on 20th / July2017 which was past dead line as required by the manual</p>	<p>0</p>
<p>Financial management and reporting</p>			

The LG Education department has certified and initiated payment for supplies on time

Maximum 3 for this performance measure

• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.

The Education department certified and recommended suppliers for payment on time as evidenced below;

Muwumbya Investments Limited Contract No. JINJ511/WRKS/2017-18/00046 (Contract Amount-Shs 62,043,270) for construction of 2-classroom block Bugembe Primary School. A requisition for an amount of Shs 55,404,641 was made on 23 February 2018 and it was certified/recommended by DEO on 23 Feb 2018.

Masaka Agricultural Dealers Enterprisers Limited Contract No. JINJ511/WRKS/2017-18/00047 (77,770,000) for construction of staff house at Ndiwansi Primary School-Butagaya Sub-county. A requisition for payment of Shs 31,403,624 (WHT Inc.) was made on 04 Jan 2018 and certified/recommended by the DEO on 15 Jan 2018.

Sseka Group of Companies Contract No. JINJ511/WRKS/2017-18/00126-B (shs. 17,250,000) for construction of 5 stances emptable pit latrine at Buwagi Primary School. A requisition for payment of shs 14,735,593 was made on 10 February 2018 and recommended/certified (01) by DEO on 21 February 2018.

Balye Dickens Investment Limited Contract No. JINJ511/WRKS/2017-18/00045(contract amount Shs 59,476,526) for construction of 2-class room block at Matia Mulumba Primary School. A requisition for payment of Shs 40,566,893 was made on 02 January 2018 and it was certified (No. 01) by DEO on 02 January 2018.

Balye Dickens Investment Limited Contract No. JINJ511/WRKS/2017-18/00045 (Shs 59,476,526) for construction of 2-class room block at Matia Mulumba Primary School. A requisition for payment of Shs 15,823,120 was made on 12 March 2018 and it was certified by the DEO on 16 March 2018.

NOTE: All sampled suppliers had contracts that did not have a clause about payment terms/periods therefore, the certification ceiling/deadline used in this case was 2 months after completion/ requisition.

<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 department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q1 report submitted on 11/10/2017</p> <p>Q2 report submitted on 10/01/2018</p> <p>Q3 report submitted on 12th /04/2018</p> <p>Q4 report submitted on 12th /07/2018</p>	<p>4</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query <p>score 4</p> 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>The sector did not provide a status of implementation of all internal audit findings for year 2017/18</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>LG Education department in consultation with the gender focal person disseminated guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills.</p> <p>These guidelines were disseminated during the meeting that was held on 16th/06/2017 as indicated in a brief report on sexual reproductive health SRH that was conducted at risk hotel.</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>There was no evidence on file showing that LG Education department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>Not all the 5 sampled schools met the guidelines on gender composition i.e. a third of SMC members must be female minimum.</p> <p>For example:</p> <p>Kyomya PS SMC were 6 in total, 2 females and 4 males.</p> <p>Budondo PS SMC were 6 in total male 4 and 2 females.</p> <p>Wakitaka 6 in total as males were 5 and 1 female.</p> <p>Bugembe PS 6 in total 4 were males and 2 females.</p> <p>Mwiri PS were 6 in total, female 3 and 3 males.</p>	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>LG Education department in collaboration with Environment department didn't issue guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Not all school infrastructure projects were screened before approval for construction using the checklist for screening of projects (ESSF) by the Senior Environmental Officer in FY 2017/2018.</p> <p>The following infrastructure projects in the education sector were screened by the environmental officer using ESSF (Environment and Social Screening Forms) dated 29th /05/2017 by the senior environment officer (SEO). The SEO submitted an ESS report dated 8th /06/2018 to the CAO.</p> <p>The following infrastructure projects were screened:</p> <p>Construction of a classroom block with lightening conductor and hand washing facilities at St. Matia Mulumba PS and Bugembe Muslim PS and Ndiwansi PS construction of staff house.</p> <p>Construction of a 5 stance latrine at Mwiri PS and emptying of the pit latrines at Nzizibiri PS, Wanyange PS, Nanfugaki PS, Buyengo PS, Buwenge PS, Butagaya PS, Budondo PS, Kivubuka PS, Nakanyonyi PS, Kagoma PS, Mwiri PS, Namaganga PS, and St Thereza PS.</p>	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>The Environmental Officer and CDO did not visit the sites for all school infrastructure projects to check whether the mitigation plans were complied with.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The wage IPFs for FY 2018/19 for Jinja DLG (511) was available and the PHC non-wage recurrent was UGX 340, 583,222.</p> <p>Approved staff structure as at May 2018 was seen. The Wage bill provision for health department 2018/19 was available and it was 7,567,958. Over all the percentage of the position filled is 87.3%.</p> <p>The public service performance agreement for FY 2017/18 for the DHO was availed. It was dated 1st July 2017 to 30th June 2018.</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>The health sector recruitment plan proposals 2018/19 dated 23rd /02/2018 was communicated to the CAO's office by the DHO. Appended was the recruitment plan with total wage bill prepared of UGX 80035920. The 6 vacant positions were included were included 2018/19 FY.</p>	6

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

Maximum 8 points for this performance measure

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

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

- Evidence from the Health facilities list show that there are 27 Health Center IIs, 5 Health center IIIs, 3 Health Center IVs and 1 general Hospital.
- Evidence from the personel files and appraisal reports of the Health Facility In-charges show that 6 out of 36 were not appraised.

The following examples have been appraised;

Dr. Meregurwa Grace

Buwenge HC IV

Appraised by Dr. Dyogo Peter on 20th July 2018

Dr. Nakyeyune Marion

Buwenge General Hospital

Appraised by Dr. Dyogo Peter on 20th July 2018

Mr. Muligamu Wilson

Clinical officer

Muwumba HC III

Appraised by Dr. Bameka Aggrey SMO on 26th June 2018

These had their appraisal forms on file but not stamped and signed

Nkuwe Emmanuel

Enrolled Nurse

Kitanaba HC II

Turiraba Anthony

Senior clinical officer

Mpambwe HC III

Therefore appraisal was 83 percent.

<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers' list on deployment was available for 2017/18 and by the time of the assessment no transfers had happened. The DHT resolved that changes were to be submitted to CAO by Friday, 14/2018.</p> <p>Budget for FY2018/19 was seen both at the DHO's office and the sampled health facilities.</p> <p>A list of 27 staff members at Lukolo Health HCIII was available at the notice board.</p> <p>From the communications file at Lukolo HCIV the guidelines and policies communicated from the DHO's office that were available included:</p> <ul style="list-style-type: none"> Circular No. 01/18NMCP 2018 received on 5/9/2018 Issuance of guidelines on management of sanitation in health facilities received on 14/05/2018 Accountability for vaccines on 31/07/2018 Guidance on implementing the new HIV testing services policy and implementation guidelines, 2016 received on 2/05/2018 At Budondo HCIV an updated list of staff in accordance to the budget and listing at the district was available. At Wakitaka HCIII, a list of the deployed staff was seen and it comprised of 21 health workers. At Bugembe a list of 70 Health workers was seen after transfer of one of the officers. At. St. benedicts there are 44 health workers and a total of UGX 892,900 	<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</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Evidence of communication of circulars, guidelines and policies from the Ministry of Health by the DHOs office to different in-charges were seen and they include:</p> <ul style="list-style-type: none"> Circular no. 01/18 National Malaria CP 2018 dated 23rd /4/2018. Circular ADM105/261/01 Guidelines on implementing the new HIV testing services, 2016 dated 02/05/2018 	<p>3</p>

performance measure

- MED/D/164/1 Issuance of guidelines on management of sanitation in health facilities dated 14/5/2018
- Memo from Ministry of Health quality improvement methods dated 5th /06/2018.
- Memo on New HIV testing service guidelines dated 13th /05/2018
- Memo on the Uganda malaria reduction strategic plan dated 13/01/2018
- A list on distribution of guidelines regarding National infection control and prevention
- Memo on Booklets for care givers of cancer patients dated 14th /11/2017
- Ref ADM/105/309/15 circular no. 01/18/NMCP 2018 dated 24th/02/2018

At Budondo HCIV , communication from the DHO on the following guidelines and circulars were available:

- Implementation of integrated child health days dated 3/09/2018
- Guidelines on implementing the new HIV testing services- policy and implementation guidelines, 2016 dated 2/05/2018
- Memo , circular No. 01/18 National Malaria CP 2018 dated 23/04/2018
- Guidelines on management of sanitation in health facilities dated 14/05 /2018

In Wakitaka HCIII different guidelines and circulars obtained included:

- Circular 01/18NMCP 2018 dated 24th/02/2018
- Reminder to implement integrated child health days dated 3/09/2018
- Guidance on implementing the new HIV services (HTS policy and implementation guidelines 2016) sent on 2nd /05/2018.

In Bugembe the following communication items were seen in BUGEMBE HCIV AND they include:

- Dissemination workshop for national health accounts dated 18th/07/2018
- Invitation to National Mental Health day, 2017,8th/11/2017
- National digital stock management system dated

3/10/2017

- Redistribution of drugs and medical supplies to Buwenge general hospital dated 12th / 04/2018.
- Reminder for implementation of integrated child health days dated 25th /09/2017.
- Invitation to AVMMC planning meeting for Jinja district dated 8th/01/2018.
- Mentorship and supervision of increased uptake of viral load testing services dated 16/2017.

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>Evidence of minutes of meetings held with facility in-charges in FY2017/18 seen included:</p> <ul style="list-style-type: none"> Minutes of EID/EPI support supervision and mentorship meeting held on 23/7/18. Minutes of DHT on the road map for VMMC activities held on 20th/12/2017. Minutes of DHMT meeting held at council hall on 4th /06/2018- HIV policy was communicated Minutes of the quarterly review meeting held on 5th /03/2018 at DHO boardroom and discussed was surveillance on vaccine preventable diseases. Report on Hepatitis implementation held on 12- 18 February 2018 at the DHO conference room Minutes of DHT held on 24th/07/2017 and issues discussed were national breastfeeding week. <p>From Lukolo HCIII calls for meetings with DHO were available and were dated July 18/2018, invitation to the dissemination of the lung health in children study, invitation for a planning retreat in Jinja district.</p> <p>From Budondo HCIV, invitation to a meeting for all in- charges was available dated 25th/08/2017, invitation of health workers for orientation in HIV family planning index client testing and child status campaign dated 05th/07/2017.</p> <p>In Benedicts HC evidence of explanation of circulars and guidelines included: communication dated 29/05/2018 on strengthening private provider capacity to assess and treat come common childhood illnesses; 14th May 2018 communication on Issuance of guidelines on management of sanitation in health facilities; 14th/11/2017 quarterly performance review meeting; 13th/03/2018 implementation of integrated child health days; 5th/04/2018 quarterly TB data harmonization; and 18th /07/2018 on dissemination workshop of National Health accounts.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Health facility qualities of care assessment program (HFQAP) reports with scores for 2017/18 per health facility were seen.</p> <p>Support Supervision and integrated mentorship reports were seen and they included:</p> <ul style="list-style-type: none"> Facility performance review, mentorship and 	<p>3</p>

Maximum 6 points for this performance measure

integrated quality improvement coaching report dated 6th-7th June 2018.

- Integrated child days supervision report dated for October 2017
- TX- new facility performance review and QI coaching report dated 23rd- 25th /04/2018
- Quarterly integrated support supervision dated 18th- 22nd December 2017
- Report of EPI/IDSR for January- March 2018

At Lukolo HCII from the supervision log book evidence of supervision from DHOs supervision was dated 13th/3/2018 for surveillance mentorship, 22nd /03/2018 for EPI support supervision and mentorship, 23rd /04/2018 for surveillance, 14th/09/2017 for SIMS support supervision and mentorship, 4/11/2017 for facility performance review.

In Budondo HCIV there was evidence of supervision of the DHT dated 22nd /02/2018 and area of focus was TB performance assessment; 29th/05/ 2018 and area of focus was TX-New facility activities; 11th/07/2018 and area of focus was follow up on lost follow up clients in ART clinic; 31st/08/2017 and area of focus was HMIS data on maternal and child cares; 19th/12/2017 that focused on integrated support supervision and lab equipment functionality.

Support supervision from DHO for Wakitaka HCIII included 27/09/2017 issues were TB supervision; 19th/12/2017 integrated support supervision by DHT; 19th/03/2018 for EPI mentorship; 27th/03/2018 for ART baseline.

For Bugembe HCIV evidence for DHT supervision included:

14th/08/2018 integrated support supervision which recommended use of the immunization monitoring charts; 17th/07/2018 for TB contact tracing which recommended linking all contacts and registry updating; 18th/07/2018 for Rota virus vaccine supervision and recommended document revision improvement; 9th/ 11/2017 for DIT mentorship; 20th/12/2017 for support supervision which recommended improvement in schedules of work.

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>HSD supervision reports to lower level health units for all the four quarters were seen and they included:</p> <ul style="list-style-type: none"> • Health facility TB performance Assessment, mentorship and TB EQA report dated 25/05/2018 from Kagoma HSD • Technical support supervision of Lower level units dated 22nd/ 10/2017 from Bugembe HSD • Activity report on support supervision of lower health facilities dated 22nd – 26th June 2018 from Kiira HSD • Support supervision report dated 31/01/2018 and 8th /02/2018 and 23rd Jan 2018 from Kiira HSD • Other HSD supervision reports found at Budondo HCIV were dated 31/01/2018; 22nd /06/2018; • At Wakitaka HCIII support monitoring from HSD included visit from Bugembe HCIV on 14th /08/2017; • In Bugembe there was evidence of support supervision for lower health facilities. For example a visit to Mpambwa HCIII and recommended was securing the drug store. On 14th/ 08/2018 there was evidence for integrated support supervision for Kakira TC and recommended regular staff members .Report on Wakitaka HCIII visit dated 14th/08/2017 has been seen. • In St. Benedicts HC, evidence of support supervision visits included : <p>02/06/2017 PNFP support visit planning for the financial year 2018/19; 07/09/2017 Intra health assessment and recommended general cleanliness; 20th/09/2017 conduct performance review meeting and recommended monitoring charts collection from the district; 6th/11/2017 on immunization data quality and recommended EPI focal person to improve on use of tally sheets; 14th/ 03/2018 active search by the HSD to identify measles and other notifiable diseases;20th /04 /2018 for the voucher project; 2nd /05 /2018 data improvement visit; 29th/06/2018 improvement strategy for immunization data.</p>
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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

Maximum 10 points for this performance measure

- 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

The support supervision reports and DHT meetings as well as performance review meetings that are duly conducted were seen and read.

The evidence of the outcomes of the reports for corrective action included:

- DHT meeting minutes for 21st/08/2017 and issues recommended were transfer of long serving staff for wakitaka HCIII
- DHT meeting minutes for 24th /07/2017 and issues recommended were human resource planning and management and issues of breast feeding week commemoration
- DHT meeting minutes for 20th/12/2017 and issues recommended were planning VMMS camps
- DHT meeting minutes for 11st/01/2018 and issues recommended were supervision of VMMS camps by the DHT
- DHT meeting minutes for 12th /02/2018 and issues recommended were introduction of Hepatitis B vaccination and monitoring implementation
- DHT meeting minutes for 4th /06/2018 and issues recommended were HIV policy development for Jinja DLG
- DHT meeting minutes for 13th /06/2018 and issues recommended were TX –New implementation(HIV surge)

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

Maximum 10 points for this performance measure

- Evidence that the recommendations are followed
- up and specific activities undertaken for correction: score 6

Evidence of recommendations followed up activities for corrective action included:

- Transfer of the in charge of Wakitaka who was sent to Budondo HCIV in a letter dated 23rd / 08/ 2017. Other transfers that were affected include; no.2 Nekesa Jeniffer , no.06 Malingumu Wilson, no. 15 Abenoyo Harriet, no. 17 Dr. Muwanguzi Daniel and Semugabi Aida.
- On Human resource performance recommendations, the human plan was developed.
- On work place HIV policy for Jinja DLG, it was developed and a copy was available dated May. 2018.
- Monitoring of performance appraisal and planning facilities were supported to complete appraisals and plans.
- Monitoring for TX-new was done and reports were available for the following sites; Bugembe HCIV, Mpumudde HCIV, Family Hope and TASO.
- Where it resolved that VMMC plans are made, VMMC plans by health center were available and included; Buwenge HCIV, Bugembe HCIV, Mpumudde HCIV, TASO.
- Where Monitoring for VMMC was recommended the monitoring reports are available for 8th/08/2018 for AOET Health center, 20th July 2018 Buwenge health center IV camp conducted at Muguluka.
- Minutes of the district VMMC January–March 2018 planning meeting were available.
- For monitoring implementation of Hepatitis B vaccination, a monitoring report dated 3rd /08/2018 was available.
- Monitoring of appraisal and performance planning, a report on this activity/recommendation was available.

<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 	<p>A list of 53 Health facilities benefiting for PHC was available from the PBS report.</p> <p>A list of HMIS reports were seen together with a list of health facilities that receive PHC grants. The performance contract for the DHO was availed as well the appraisal reports for the staff under the DHO's office.</p> <p>What is handled by the district is consisted with HIM lists. In PBS some facilities like the referral hospital is centrally handled and for Municipal council the PBS is handled differently.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>Council committee sitting on June 11th, 2018</p> <p>Min/EHC/28/2018 discussion of service delivery issues, supervision, monitoring and performance assessment report and PAC report</p> <ul style="list-style-type: none"> Presentation and discussion of tools for developing work schedules to all health facility managers, supervision book for management to improve performance <p>Council committee sitting on January 30th, 2018; Min/EHC/15/2018: presentation and discussion of Health sector quarterly support integrated supervision report.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>Council committee sitting on June 11th, 2018</p> <p>Min/EHC/28/2018 discussion of service delivery issues, supervision, monitoring and performance assessment report and PAC report</p> <ul style="list-style-type: none"> Recommendation for approval of members of the HUMCs; others were malaria control interventions, HIV care and treatment, performance assessment findings, and PAC recommendations. <p>Council committee sitting on January 30th, 2018; Min/EHC/15/2018: presentation of sector work plan and report for FY 2018/19: Recommended to council face-lifting Busedde HCII and a cost of 54 million.</p>	<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 	<p>Facilities submit copied of HUMC minutes to the DHO. A data base of HUMCs was available at the DHOs office.</p> <p>Copies of the HUMC minutes for the 5 sampled health facilities that were seen at the DHOs office included:</p> <ul style="list-style-type: none"> • All HUMC meeting minutes for the 4 quarters for Lukolo HCII that had budget and resources issues were available for 7th/07/2017, 24th/10/2017, 20th /04/2018 and 21st/06/2018. • At Budondo HCIV there were HUMC guidelines but the health center did not have HUMC in place. A letter appointing a HUMC chairman was available signed 16th/07/2018. • At Bugembe HCIV, there were no HUMC minutes for the last one year as HUMC does not exist. • In St. Benedicts HC the HUMC duly signed for the 4 quarters were availed and dates of meetings were: 30/08/2018; 19th/06/2018; 14th /02/2018; 24th/ 10/2017 for the first and second quarter. <p>A summary of issues discussed included income and expenditure of the health center, capital expenditure on the parking area, appointment of staff as well as appraisals for staff, community nutrition.</p>	<p>4</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 	<p>The noticeboard of health department have publicized all facilities receiving PHC grants.</p> <p>At the district website has a list of facilities receiving PHC no wage recurrent grants. This was seen on www.pbs.finance.go.ug.</p>	<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 	<p>The submission letter to the CAO submitted on 30th /April/2018. It includes attached the capital development projects to be implemented and the recurrent procurements to support implementation of health service delivery.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A procurement requisition ref. 1518 PP Form 1, R104 (1) was originated by ADHO on 16/8/2018 and approved by the PA on 27th/8/2018 and funding confirmation was done by CAO. The total amount was UGX. 1,138,000</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>Based on sample of 4, payment requisitions were certified by DHO on time as evidenced below;</p> <p>GI-TI Consult Limited Contract No. JINJ511/WRKS/2015-16/00401 (contract amount Shs 10,660,474) for construction of generator house at Buwenge General Hospital. A requisition for payment of Shs 1,999,803 was made on 08 November 2018 and it was certified (No. 01) by DHO on 16 Jan 2018.</p> <p>Kagga Investment Limited Contract No. JINJ511/WRKS/2017-18/00474 for construction of placenta pit at Buwenge General Hospital. A requisition for payment of Shs 6,591,622 was made on 14 June 2018 and it was certified by the DHO and paid on 21 June 2018.</p> <p>A requisition for payment (Fuel from Total Uganda Ltd) of Shs 2,400,000 was made on 21 Feb 2018 and it was certified by the DHO on 21 Feb 2018.</p> <p>A requisition for payment for Stationery from Crescent General Company Ltd) of Shs 2,400,000 was made on 11 June 2018 and it was certified by the DHO on 11 June 2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>The department submitted the annual performance report for the previous FY of all quarter.</p> <p>Q1 report submitted on 23rd/10/2017</p> <p>Q2 report submitted on 29th /01/2018</p> <p>Q3 report submitted on 23rd/04/2018</p> <p>Q4 report submitted on 13th /07/2018</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The Health sector only provided responses to Internal Audit queries from 3 quarters;</p> <p>Quarter one dated 13 November 2017 addressed to the CAO & stamped on 13 Nov 2017.</p> <p>Quarter 2 responses dated 13 February 2018 addressed to CAO and stamped on 13 Feb 2018.</p> <p>Quarter 3 responses dated 20 April 2018 addressed to CAO and stamped on 20 April 2018.</p> <p>Quarter 4 was not addressed because the Internal Audit department had not availed the reports to the DHO.</p> <p>All letters were signed by the DHO.</p> <p>Note: the queries in quarter 1, 2 & 3 reports were all addressed.</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 % women: score 2 	<p>Guidelines for HUMC guidelines were available at the DHO's office as well as the HUMC lists for all the Health facilities.</p> <p>Examples of the HUMC gender composition was as follows:</p> <p>Wakitaka HCIII- 1/8 (13%)</p> <p>St. Benedict HCIII- 4/8(50%)</p> <p>Butagaya HCIII- 3/8 (37%)</p> <p>Kabembe HCIII- 3/7 (43%)</p> <p>Magamaga HCIII- 4/7 (57%)</p> <p>Budima HCIII- 5/9(56%)</p> <p>Busede HCIII- 4/7(57%)</p> <p>Lukolo HCIII- 2/9(22%)</p> <p>From the Lukolo HCIII,</p> <p>HUMC guidelines as well as a list of HUMC members were available and 22% of members were women.</p> <p>In Budondo HCIV HUMC was not in place</p> <p>In Wakitaka HCIII, out of 8 members of HUMC there is only 1 female member (12%). HUMC composition guidelines were available.</p> <p>The HUMC minutes available were dated: 14th/11/2017; 22nd /02/2018 and 29th/ 05/2018.</p> <p>In Bugembe HCIV HUMC does not exist.</p> <p>In St. Benedicts HC, HUMC guidelines were available dated September 2012. The composition of HUMC was 50% (4 males and 4 females).</p>
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Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.

Maximum 4 points

- Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.

Issuance of guidelines on management of sanitation in health facilities to all in-charges dated 14th /05/2018 was seen. Appended on the communication were hygiene practices, hand washing latrine labeling, health care waste management sizes waste pits.

In Lukolo HCIII there was evidence of a communication on issuance of guidelines on management of sanitation in health facilities. Allocation of separate latrine facilities for male and female clients and clearly labeled is included in the guidelines. This was dated 14th/05/2018.

Also in Budongo HCIV, communication on issuance of guidelines on management of sanitation in health facilities. Allocation of separate latrine facilities for male and female clients and clearly labeled is included in the guidelines. This was dated 14th/05/2018.

At Wakitaka guidelines on sanitation and segregation of medical wastes, hygiene practice, waste management and management of sanitation in health management.

In Bugembe HCIV, there were sanitation health guidelines received on 14th may 2018 and attached was the national sanitation and hygiene guidelines 2017.

In Benedicts HC issuance guidelines on management of sanitation in health facilities on 14th/05/2018. They included hand washing , hygiene practices, waste collection and male female separation of latrines among others

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>A communication to CAO by the Sen. Environment Officer on Submission of screening forms and environmental management plan for district projects for FY 2017/18 was available and dated 8th/06/2017.</p> <p>Environmental and social Screening certificate on Completion of generator house at Buwenge general hospital dated 29th/05/2017</p> <p>Environmental and Screening forms were submitted on construction of 5 stance pit latrine at Kibibi Health Center II, dated 29th/05/2017.</p> <p>Risks identified and forms of mitigation included:</p> <ul style="list-style-type: none"> Limitation of vegetation clearances to specific areas of the latrine sites Replanting vegetation on construction areas upon completion of the project. Fencing off the pits during construction. 	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>A Progress report on implementation of mitigation on capital development projects dated 14th/03/2018 was seen. For example construction of the pit latrine actions taken was construction incorporated septic tank due weak soils around the area, replanting grass at the construction site, construction debris cleared from the site, good operation and maiantance of the completed projects exhibited.</p> <p>Certificates of completion for health projects included:</p> <ul style="list-style-type: none"> Certificates of completion of environment restoration dated 18th /08/2018. For Kibibi Health II in Budondo sub-county was seen. Certificates of completion of environment restoration dated 19th /08/2018 for construction of a placenta pit at Buwenge general hospital in Buwenge Sub County. Certificates of completion for renovation of Kabaganda HCII, in Buwenge sub-county dated 19th /08/2018. 	<p>2</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>A document on Making medical injections safer; Approaches to health care waste management, 2009 edition was available at the DHO's office.</p> <p>From Lukolo HCIII there was evidence of guidelines on medical waste management and it included the approaches to health care waste management dated 2009 publication edition.</p> <p>From Budondo HCIV , national sanitation and hygiene guidelines, 2017 were available</p> <p>From Wakitaka HCIII, guidelines on management of sanitation in health facilities were available and pinned on noticeboards but not in files.</p> <p>In Bugembe HCIV, no evidence of earlier communication on medical waste management was available.</p> <p>In St. Benedict H.C a medical waste disposal was available on making medical injections safer (MMIS) project, approaches to health care waste management, Health workers guide, 2009 edition.</p>	
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	<p>According to Ministry of Water and Environment (MoWE) as of 30th August Jinja had a safe water coverage of 77%. It should also be noted that most areas of the district had been taken over by National Water and Sewerage Cooperation (NWSC) Most sub-counties have relatively high safe water coverage with exception of Mafubira sub-county which has 26% safe water coverage. In the Financial Year 2017/2018 there was evidence that the LG Water department targeted this area with coverage below district average. From the 312,000,000/= for construction of Deep Boreholes in the district, Mafubira sub-county was allocated two (2) out of the planned twelve (12) boreholes to be drilled in the entire district. Under rehabilitation of old boreholes, the department planned to rehabilitate two (2) Deep bore holes in Mafubira out of the total 13 facilities planned in the district at a cost of 52,904,233/=. From the LG water department budget out of 416,116,233/= only 142,139,113/= was channeled to low coverage sub-counties representing 34% of the total budget allocation.</p>	0

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • 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%: <p>Score 10</p> o If 60-79: <p>Score 5</p> o If below 60 %: <p>Score 0</p> 	<p>In FY 2017/18 Jinja LG Water department had a project of Rehabilitation of four (4) Deep Boreholes at a cost of 21,507,00/= Among the sub-counties where old boreholes were rehabilitated included Mafubira where a borehole in Nakabago village was rehabilitated. The Water department again constructed a flash toilet facility in Namulesa Rural Growth Centre in Mafubira sub-county at a cost of 37,212,000/=. However, well as there was effort to target this sub-county with safe water below district average, the failure by the department to construct a single borehole out of the implemented ten (10) in the entire district at a cost of 240,000,000/= exposed failure to follow guidelines. The argument advanced was that there were plans for NWSC to expand operations in the entire Mafubira sub-county.</p>	
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>In Financial Year 2017/18, the LG Water department implemented three (3) WSS projects thus; construction of 10 boreholes, Rehabilitation, of 4 old Deep bore holes and construction of a 4-stance sanitation facility in Namulesa RGC. From the project monitoring plans reviewed all the projects were monitored. For example, there were monitoring reports including;</p> <p>An inspection and supervision report of WATSAN facilities constructed in FY2017/18 in the district dated 14th/06/2018. It clearly elaborated the status of the facilities. The report was compiled by the Assistant Engineering Officer (AEO) and approved by the DWO.</p> <p>Dated 20th/03/2018 report on the technical inspection of old hand-pumps rehabilitated. It detailed source name, location and status at the time and dates on which the facilities were inspected. For instance, the report elaborated that on 28th/02/2018 water sources of Buwagi, Lukolo west, Bwase A, Bufula A in Budondo were inspected and found functional and well protected.</p> <p>An inspection report dated 20th/03/2018 for the construction of Namulese Water Borne sanitary facility at Namulese RGC. The report was compiled by the AEO and approved by the DWO.</p> <p>Dated 7th/12/2017, an inspection report of WATSAN facilities in the district. The report clearly indicated the status of facilities and dates of inspection. For example all WSS projects in Buwagi sub-county were inspected on 13th/12/2017.</p>	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Review of National level literature including MIS reports revealed that Jinja District water department had submitted 10 deep boreholes (representing 100%) and these statistics perfectly matched with the data reviewed in the District Program Budgeting System. The same data was corresponding with the data reviewed in the Performance Agreement for FY 2018/19 signed on 4th/07/2018 between Head of Department and Accounting Officer under key outputs and targets.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>List of water facilities which are consistent in both sector MIS reports and PBS included; 12 boreholes constructed including 3boreholes in Budondo, 3 in Butagaya, 2 in Buwenge, 3 in Buyengo and 1 in Busede.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The District Water department submitted procurement inputs that covers all investment items in the sector annual work plan to the Procurement and Disposal Unit for incorporation into the district procurement plan on 10th/April/2018 under Ref: WAT/205/1. This was timely as it was before the stipulated 30th/April</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> 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>The chief Administrative officer appointed a contract manager for all water projects in the District. Reviewed was an appointment letter of Mr. David Ereemye for all water projects to be implemented in FY 2017/18. The letter was dated 7th/11/2017. This was in accordance with the Act and LGPPDA. Regulations. There was also evidence of preparation of contract management plan using PP Form 60 R 258 (3) for drilling of 10 boreholes in the district. The plan was prepared by the DWO on 1st/03/2018. It outlined deliverables and timelines for completion. However, there was no evidence of site meetings between the contractor and contract manager. It was argued that there were no pertinent issues to warranty meetings since the contractor followed the Terms of References.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>From the sampled sanitation facilities, there was adherence to the design in the BOQs. For instance, with construction of deep boreholes the borehole platform had a diameter of 1850mm, with a length of drainage channel totalling to 10m with thickness of 100mm. The standing slub measuring 600mm x 600mm. The pump head was made of steal. This was in conformity to the specifications of the BOQs</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>There was evidence that contractor handed over completed WSS facilities. Review of projects file there was completion reports for drilling, pump testing, water quality analysis and pump installation of 10 boreholes in FY 2017/18 submitted by KLR-Uganda Ltd on 18th/05/2018. The report included a filled standard borehole form.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO appropriately certified all WSS Projects, from projects file reviewed there was an interim certificate of completion under contract No.2017/BH/JJA/01, Procurement Committee sanction ref: JINJ511/WRKS/17-18/001000. Drilling of 10boreholes by KLR-Uganda Ltd. The requisition was made on 21st/05/2018 and DWO recommended payment on 28th/05/2018. The contract value was 180,773,000/=</p> <p>Dated 19th /03/2018 interim certificate of completion of works contract No.2017/BHR/JJA/01, Rehabilitation of 4 boreholes by Jinja Hand Pump Mechanics Team. The project had a contact value of 19,500,000/=. Requisition by JHPMT and recommendation for payment by DWO was made on 19th/03/2018. However, there were no completion reports prepared by the District Water Officer since some projects had no Final completion certificates issued.</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>The LG Water department certified and initiated payments for works on time as evidenced below;</p> <p>All the 5 samples picked were certified for payment in less than 2 months of requisition.</p> <p>LHM Ground Water exploration services and Geomapping for consultancy services of siting and construction supervision of boreholes for Water grant in Budondo, Butagaya, Buwenge, Busede and Buyengo Contract No. JINJ511/SVCS/17-18/00099 (Shs 30,000,000) dated 15 December 2017. Payment request was made on 21 May 2018 and certified by DWO on 28 May 2018</p> <p>MAA Technologies (U) Ltd for siting of boreholes, drilling, casting and installation of 2 boreholes under DDEG funding Buyengo and Busede Sub counties. Contract No. JINJ511/WRKS/2017-18/00101 (Shs 46,000,000) dated 20 Feb 2018. Payment request was made on 08 June 2018 and it was certified on 11 June 2018.</p> <p>Murosh constructors and supplies Ltd, protection of 1 spring in Jinja district Nanfugaki Village Busede Sub county. Contract No. JINJ511/WRKS/17-18/00261 dated 20 Feb 2018. Payment request was made on 17 April 2017 and it was certified by DWO on 25 April 2018.</p> <p>Jinja Hand Pump Mechanic Team for Borehole rehabilitation, Contract No. JINJ511/WRKS/17-18/00097. Payment request of was made on 19 march 2018 and it was certified by DWO on 19 March 2018.</p> <p>KLR (U) Ltd for drilling, pump testing, casting and installation of 10 boreholes in Budondo , Buwenge, Butagaya and Buyengo Contract No. JINJ511/WRKS/17-18/000100. Payment request was made on 21 May 2018 and it was certified by DWO on 28 May 2018.</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The district water department submitted Annual Report (Including all four quarterly reports) on time.</p> <p>Quarter Four was submitted on 5th/07/2018</p> <p>Quarter Three was submitted on 5th/04/2018</p> <p>Quarter Two was submitted on 5th/01/2018</p> <p>Quarter one was submitted on 5th/09/2017</p> <p>Submission of Annual report was done within the stipulated time frame of before mid-July.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</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 	<p>The Water department responded to Audit queries from the 1st Quarter of 2017/2018 only. The rest of the 3 quarters were not responded to. This was attributed to late submission of audit quarterly reports by Audit department to PAC for review.</p>	<p>0</p>
<p>Maximum 5 for this performance measure</p>	<p>findings for the previous financial year</p> <ul style="list-style-type: none"> o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 		

Governance, oversight, transparency and accountability

<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>Standing Committee on Works and Technical Service sitting on 12th /06/2018;</p> <p>Min. /WC25/2018. Service delivery, supervision reports, performance assessment and submissions from the DWSCC. Committee agreed with the reports and that monitoring was done well</p> <p>Min/DWC/20/2018 discussion of the PAC Report for FY 2018/19, committee upheld the decision of PAC on unaccounted for funds totalling to 5,000,000.</p> <p>Min/WC/15/2018- Presentation and discussion of sectoral work plan/budget for FY 2017/18</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Council committee sitting on April 11th, 2018;</p> <p>Presentation and discussion of departmental work plans:</p> <ul style="list-style-type: none"> Recommended to council sector work plan and budget for FY 18/19 for water department under Min /DWC/20/2018 Recommended to Council sector work plan and budget for FY 18/19 for Roads department under Min /DWC/21/2018 Recommended to Council monitoring report for FY 18/19 for WATSAN facilities under Min /DWC/22/2018 	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> 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>The LG Water department managed to display the Annual Work Plan, budget and water Development grant releases and expenditures were displayed on both departmental and central notice boards. Information included amount received under DWSCG and the distribution/allocation of projects. However, there was no evidence in form of minutes for advocacy meetings conducted. Key informants acknowledged failure to conduct advocacy meetings sighting financial constraints to conduct the activity.</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>Well as all projects implemented were clearly labelled with site numbers, date of construction, financial year of implementation all the five sampled WSS projects fell short of indicating the exact source of funding. Instead of District Water and Sanitation Conditional Grant (DWSCG) all had Jinja DLG!</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>Information on tenders and contract awards was clearly displayed on notice boards (both at the department and central area) For example information of best evaluated bidder under procurement reference number: JINJ511/WRKS/2017-18/00100, drilling, casting and installation of 10 boreholes. Method of bidding was open bidding. The best evaluated bidder was KLR Uganda Ltd with contract sum of 180,773,000/=. Unsuccessful bidders were listed with reasons for not winning the bid.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>From the community application file, there was proof that communities apply for water/public sanitation facilities as per the sector critical requirements. For example, there was an application letter of residents of Kagera Valley village, Buwagi parish, Budondo sub-county dated 11th/01/2012 with proof of payment of community contribution of Two hundred thousand shillings (200,000/=) paid and a district general receipt serial No.00006776 attached on the application form.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Water and Sanitation Committees were found to be functional. All the sampled water facilities were well protected with fence around the facilities and evidence of collection of user fees of 2000/= per household per month for minor repairs of sources.</p>	<p>2</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>There was evidence that environmental screening (as per templates) for all the projects was conducted by the Environment and Natural Resources Officer. (ENR) for FY 2017/18. All the WSS projects had Environmental and Social Screening Forms (ESSF) filled following section 19 of the Natural Resources Act, Cap.153. For example, filled environmental and social screening forms for the construction and of public flush toilet in Namulese RGC, Mafubira sub-county dated 29th/05/2017 signed by Senior Environment Officer.</p>	<p>2</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence that follow up support was provided in case of unacceptable environmental concerns. There was a report dated 14th/03/2018 addressed to CAO stipulating progress on implementation of mitigation measures for water projects for quarter 1 FY 2017/18. Under drilling, casting and installation of boreholes the actions taken included source protection from animals using strong poles and replanting of grass around the source.</p>	<p>1</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>In the construction and supervision contracts for implemented projects there were no clear stipulated clauses on environmental protection. Instead environmental issues were generic with little bidding impact.</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>For the sampled water sources, there was evidence of inclusion of women in WSS issues. It was again observed that women occupy key positions as per the sector critical requirements. For example, Buwaya (DWD 57402) water user committee had 7 members of which 4 were women (57%) and the position of treasurer was occupied by one of them.</p> <p>Kagera Valley (DWD 57411) had 57% membership of women where the position of secretary was occupied by a woman</p> <p>Nawangoma (DWD 57411) had 71% women membership and the positions of chairperson and treasurer were occupied by women.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>All the sampled public sanitation facilities i.e. at the district headquarters, flush toilet at Namulesa RGC and a lined VIP latrine at Mafubira Trading centre lacked earmarked stances for men and women and the facility at Namulesa lacked stances for People with Disabilities. (PWDs)</p>	<p>3</p>
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