



Local Government Performance Assessment

Kalungu District

(Vote Code: 598)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	70%
Educational Performance Measures	82%
Health Performance Measures	61%
Water Performance Measures	77%

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>Kalungu DLG submitted an Annual Performance Contract of the forthcoming year on Wednesday, 25 July, 2018. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The Budget estimates for Kalungu DLG were submitted on Wednesday, 25 July, 2018 and included a Procurement Plan for the forthcoming year. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</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>Kalungu DLG submitted the Annual Performance Report for the previous FY on Wednesday, 25 July, 2018. This is in line with the required date of submission – 31st July.</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>Kalungu DLG submitted the quarterly budget performance report for all the four quarters of the previous FY as follows:</p> <p>The 4th Quarter Report was submitted to Ministry of Finance, Planning and Economic Development on 11th September 2018. This is beyond the required date of submission and PFMA Act, 2015.</p> <p>3rd Quarter Report was submitted on 23rd July 2018; 2nd Quarter Report submitted on 28th February 2018 while the 1st Quarter Report was submitted on 05th January 2018.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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>Response to OAG's report for the FY 2016/17 was submitted to LGPAC on the 13th April 2018 vide ref: CR/550/2. This was within the deadline of 30th April 2018.</p> <p>The following queries were submitted for the Treasury Memorandum:-</p> <p>(1) Inadequate controls surrounding management of domestic arrears</p> <p>(2) Utilization of Medicines and health supplies</p> <p>(3) Low recovery of Youth Livelihood Program funds</p> <p>(4) Understaffing</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Kalungu DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Kalungu DLG has a functioning Physical Planning Committee as per the Minutes of the meeting held and records seen at the District Physical Planner's Office. Members of the Physical planning Committee were appointed during a TPC Meeting dated December 2013 under Minute No. 2/KDPPC/12/2013: Remarks from the Chairperson Physical Planning Committee. However, the committee lacks a Physical Planner in Private Practice as required by the Physical Planning Act, 2010.</p> <p>Plan submission Register was seen from the District Physical Planner's Office indicating all Plans submitted for approval, the amount paid and whether the plan was approved or deferred among others.</p> <p>The following PPC Meetings discussed plan approvals for new investments:</p> <ul style="list-style-type: none"> a) PPC Meeting held on 17th May 2018; b) PPC Meeting held on 26th September 2017 ; c) PPC Meeting held on 01st August 2017; and d) PPC Meeting held on 05th July 2017. 	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that Kalungu DLG in a letter dated 01st August 2018 submitted PPC Meeting Minutes for May 2018 and July 2018. The minutes were received on 22nd August 2018.</p> <p>Kalungu DLG in a letter dated 11th October 2017 Ref. No. CR/201/4 received on 20th October 2017 submitted PPC meeting Minutes for September and August 2017.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Kalungu DLG has no District Physical Development Plan in place to guide infrastructure projects due to inadequate funds allocated to the Natural Resources Department where Physical Planning is accommodated.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>Kalungu DLG has no Local Area Physical Development Plan (Detailed Plan) in place to guide infrastructure projects due to limited funds allocated to Physical Planning activities.</p>	<p>0</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that priority projects indicated in AWP for the current FY were based on the outcomes of budget conference held on 07th November 2017 at Lukiiko Hall, Kalungu. The following priority projects appear in both the Budget Conference Report dated 20th November 2017 and the AWP for Kalungu DLG:</p> <p>Education Projects included:</p> <ul style="list-style-type: none"> a) Construction of 4 No. 2 Classroom blocks with Office at Kitabyama and St. Gerald Busoga Primary Schools; b) Construction of 4 roomed Staff House at Kyato Muslim Primary School; and c) Construction of infrastructure facilities for a seed secondary school in Lukaaya Town Council. <p>Roads Projects included:</p> <ul style="list-style-type: none"> a) Routine Mechanised Maintenance of district roads with a length of 60.5 km; b) Periodic Mechanised Maintenance of urban unpaved and community access roads with a length of 40.2 km; c) Labour based Manual Maintenance District, urban unpaved and Community Access roads with a length of 436.3 km; and d) District urban roads periodically maintained with a length of 86.5 km. <p>Health sector projects included:</p> <ul style="list-style-type: none"> a) Upgrading of Kabaale HC II to HC III. <p>Water and Sanitation Projects included:</p> <ul style="list-style-type: none"> a) Drilling of four (4 No.) Deep Boreholes in Kalungu District in Lwabenge Sub county; b) Construction of four (4 No.) Rain Water Harvesting Tanks; and c) Rehabilitation of 14 No Water Sources in Kalungu, Bukulula, Lwabenge and Kyamulibwa Sub Counties and Lukaya Town Council.
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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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the following capital investments reflected in the approved AWP also appeared in the approved 5 Year Development Plan (2015/16 – 2019/20) for Kalungu DLG:</p> <p>Water and Sanitation Projects include:</p> <ol style="list-style-type: none"> a) Drilling of Deep Boreholes in Kalungu District; b) Construction of Rain Water Harvesting Tanks at selected schools; and c) Rehabilitation of Water Sources in Kalungu Sub County, Bukulula Sub County, Lukaya Town Council, Lwabenge Sub County and Kyamulibwa Sub County. <p>Education Projects include:</p> <ol style="list-style-type: none"> a) Construction of Classroom blocks with Office at selected primary Schools; b) Construction of 4 roomed Staff Houses at selected primary schools; and c) Construction of a seed secondary school in Lukaaya Town Council. <p>Roads Projects included:</p> <ol style="list-style-type: none"> a) Routine Mechanised Maintenance of district roads with a length of 60.5 km; b) Periodic Mechanised Maintenance of urban unpaved and community access roads with a length of 40.2 km; c) Labour based Manual Maintenance District, urban unpaved and Community Access roads with a length of 436.3 km; and d) District urban roads periodically maintained with a length of 86.5 km. <p>Health sector projects include:</p> <ol style="list-style-type: none"> a) Renovation of selected health facilities. 	
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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>Project profiles were seen in the Five-Year Development Plan (2015/16 – 2019/20) and were discussed by TPC meeting that sat on 09th April 2018 under Minute No. KDLG.TPC 05/09/04/2018: Presentation of Project Profiles and Departmental Briefs.</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>Kalungu DLG Annual Statistical Abstract with gender-disaggregated data was compiled and presented on 08th January 2018 in the TPC Meeting under Minute No. KLG TPC 04/08/01/2018.</p> <p>The Annual Statistical Abstract was disseminated on 02nd August 2018 in the TPC Meeting held at Lukiiiko Hall under Minute No. 08/TPC/08/2018/1 .</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that all Infrastructure projects implemented by Kalungu DLG in the previous FY were the same as the projects that appear in the AWP and approved budget for Kalungu DLG as follows:</p> <p>Water Projects included:</p> <ul style="list-style-type: none"> a) Drilling and Installation of two (2 No.) Deep Boreholes in Kalungu District; b) Construction of 30,000 Litres of Water Harvesting Tank at Comprehensive Secondary School, Kiragga in Lwabenge Sub County and St. John Towa Primary School; and c) Drilling and Installation of two (2 No.) Deep Boreholes in various sub counties in Kalungu District. <p>Education Projects include:</p> <ul style="list-style-type: none"> a) Construction of 5 No. Stance Lined Pit Latrines at Bwesa, St. Augustine Kalungu Mixed, and Kalungu COU Primary Schools; b) Construction of a 5 No. Stance Lined Pit Latrine with a urinal at Mukoko and Kigasa Baptist Primary Schools; and c) Construction of 2 Classroom blocks at C.K. Ssala Primary School. <p>Roads Projects included:</p> <ul style="list-style-type: none"> a) Routine Maintenance of urban unpaved roads with a length of 81 km; b) Periodic Maintenance of urban unpaved roads with a length of 10 km; c) District roads routinely maintained with a length of 437 km; and d) District roads periodically maintained with a length of 57 km. 	2
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance</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 	<p>There was evidence from Completion Certificates that the investment projects implemented in the previous FY were completed as per work plan. The following projects were completed in the FY under assessment:</p> <p>Water Projects:</p> <ul style="list-style-type: none"> a) Drilling and Installation of two (2 No.) Deep Boreholes in Kalungu District by M/s Care Mission Water Services. Start date was 09th April 2018 and completion date was 09th June 2018; 	4

measure.

2

o Below 80%: 0

b) Construction of 30,000 litres of Water Harvesting Tank at Comprehensive Secondary School, Kiragga in Lwabenge Sub County by M/s Bukomansimbi General Services. Start date was 19th February 2018 and completion date was 19th April 2018;

c) Drilling and Installation of two (2 No.) Deep Boreholes in various sub counties in Kalungu District by M/s Care Mission Water Services. Start date was 09th April 2018 and completion date was 09th June 2018; and

d) Construction of 30,000 Litres of Water Harvesting Tank at St. John Towa Primary School in Lwabenge sub county by M/s Baiha Investments Limited. Start date was 09th April 2018 and completion date was 09th June 2018.

Education Projects include:

a) Construction of 1 Block of a 5 No. Stance Lined Pit Latrine at Bwesa Primary School by M/s Together for Development Initiative (Lukaya) Limited. Start date was 19th February 2018 and completion date was 26th June 2018;

b) Construction of a 5 No. Stance Lined Pit Latrine with a urinal at Mukoko Primary by M/s Central Contractors Limited. School Start date was 19th February 2018 and completion date was 28th June 2018;

c) Construction of a 5 No. Stance Lined Pit Latrine with a urinal at Kigasa Baptist Primary School in Kyamulibwa sub county by M/s Ever Investments Limited. Start date was 19th February 2018 and completion date was 28th June 2018;

d) Construction of a 5 No. Stance Lined Pit Latrine at St. Augustine Kalungu Mixed Primary School in Kalungu Sub County by M/s Lurona General Services Limited. Start date was 19th February 2018 and completion date was 31st May 2018;

e) Construction of a 5 No. Stance Lined Pit Latrine at Kalungu COU Primary School by M/s Together for Development Initiative (Lukaya) Limited. Start date was 09th April 2018 and completion date was 10th June 2018; and

f) Construction of 2 Classroom blocks at C.K. Ssala Primary School by M/s Bukomansimbi General Services. Start date was 24th October 2017 and completion date was 20th February 2018.

Roads Projects:

a) Routine Maintenance of urban unpaved roads with a length of 81 km;

b) Periodic Maintenance of urban unpaved roads with a

length of 10 km;

c) District roads routinely maintained with a length of 437 km; and

d) District roads periodically maintained with a length of 57 km.

These were implemented using the Force on Account method following the Presidential Directive to all Districts.

Health Projects:

No health projects were implemented during the FY 2017/18 since they did not receive PHC Funds for development.

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

Maximum 4 points on this Performance Measure.

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

There was evidence from the Completion Certificates that not all investment projects implemented in the previous FY were completed within approved budget as follows:

Education Projects include:

a) Construction of a 5 No. Stance Lined Pit Latrine at St. Augustine Kalungu Mixed Primary School in Kalungu Sub County by M/s Lurona General Services Limited. Budget amount was UGX 19,000,000 and the actual payment was UGX 15,752,500 thus 82.90%;

b) Construction of 2 Classroom blocks at C.K. Ssala Primary School by M/s Bukomansimbi General Services. Budget amount was UGX 62,000,000 and the actual payment was UGX 51,952,317 thus 83.79%.

c) Construction of a 5 No. Stance Lined Pit Latrine at Kalungu COU Primary School by M/s Together for Development Initiative (Lukaya) Limited. Budget amount was UGX 17,840,024 and the actual payment was UGX 16,059,850, thus 90.02%;

d) Construction of 1 Block of a 5 No. Stance Lined Pit Latrine at Bwesa Primary School by M/s Together for Development Initiative (Lukaya) Limited. Budget amount was UGX 15,808,000 and the actual payment was UGX 15,808,000; thus 100%;

e) Construction of a 5 No. Stance Lined Pit Latrine with a urinal at Mukoko Primary School by M/s Central Contractors Limited. Budget amount was UGX 16,072,780 and the actual payment was UGX 16,072,780; thus 100%; and

f) Construction of a 5 No. Stance Lined Pit Latrine with a urinal at Kigasa Baptist Primary School in Kyamulibwa sub county by M/s Ever Investments Limited. Budget amount was UGX 14,907,500 and the actual payment was UGX 14,907,500, thus 100%.

Health Projects:

No health projects were implemented during the FY 2017/18 since they did not receive PHC Funds for development.

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Kalungu DLG did not have a list of infrastructure facilities and the attendant budget for O&M in the FY under assessment.</p>	<p>0</p>
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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 	<p>According to the approved staff structure for Kalungu District, the LG has not filled all HoDs positions substantively. District Engineer, DHO, DCDO and Natural resources Officer were in acting capacity at the time of this assessment.</p> <p>Source of information: Personnel files and the approved staff structure 2017 from MoPS dated 11/11/2017</p> <p>Ref: ARC/135/306/01.</p>	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All HoDs were appraised during FY 2017/2018.</p> <p>DEO signed Performance Report on 1/08/2018;</p> <p>District Production and Marketing Officer signed Performance Report on 17/08/2018;</p> <p>Natural Resources Officer signed Performance Report on 17/08/2018;</p> <p>Ag District Planner signed Performance Report on 15/08/2018</p> <p>Senior Assistant Engineering Officer signed Performance Report on 17/08/2018;</p> <p>CFO signed Performance Report on 23/08/2018;</p> <p>Ag.DCDO signed Performance Agreement and Performance Report on 23/08/2018;</p> <p>Ag DHO signed Performance Agreement and Performance Report on 28/08/2018;</p> <p>And Ag. District Engineer didn't sign Performance Agreement for 2018/2019 and Performance Report for 2017/2018 because he was newly recruited in that position.</p> <p>Source of information: Personnel files and files for Performance Agreements and Reports.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>There was evidence that all (100%) CAO's submissions to DSC for staff recruitment were considered as per DSC minute Extract of DSC sittings held on 13th, 14th, 15th, 16th, 19th, 20th and 21st April 2018 (KDLG/DSC/MIN.06/03/2018- KDLG/DSC/MIN.011/03/2018, KDLG/DSC/MIN 014/03/2018- KDLG/DSC/MIN. 030/03/2018).</p> <p>Other submissions were considered as per DSC minute extracts of 24th April 2018, 21st, 22nd, 23rd, and 24th May 2018 and 20th June 2018.</p> <p>Also CAO's submissions for recruitment dated 4th/06/2018 and 20/06/2018 were considered as per DSC MIN.NO.KDLG/DSC/MIN.014/03/2018 and MIN.NO.KDLG/DSC/MIN.030/03/2018 dated 14th/06/2018 and 21st/06/2018.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>There was evidence that all (100%) CAO's submissions to DSC for confirmation were considered as follows:</p> <p>1) CAO's submissions dated 7/06/2018 were considered as per DSC minute extract of the DSC sitting held on 8/06/2018 MIN.NO. KDLG/DSC/07/06/2018.</p> <p>2) CAO's submissions dated 11/09/2017, 16/01/2018, 29/03/2018, 17/04/2018, 5/05/2018 and 18/05/2018 to DSC for confirmation were considered as per DSC Minute extract of the DSC sitting held on 8/06/2018 and 20/06/2018.</p> <p>3) Also CAO's submission to DSC for confirmation dated 20/06/2018 was considered as per DSC MIN.NO. KDLG/DSC/07/06/2018 in minute extract dated 22/06/2018.</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was evidence that CAO's submissions to DSC for Disciplinary actions were considered as follows:</p> <p>CAO's submission dated 24th /01/2018 for disciplinary actions was considered as per minute extract of the DSC sitting held on 24th/April/2018, MIN.KDLG/DSC/08/04/2018.</p> <p>Evidences of termination letters for abandonment of duty were available in their Personnel files.</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 	<p>There was evidence that all staff recruited in FY 2017/2018 didn't access payroll within two months after appointment. Comparing the dates of appointment and their first payslips, some accessed payroll within two months, others accessed after two months and some have not yet accessed payroll.</p> <p>The explanation for the delay to access payroll was that they delayed to get their supplier numbers from MoPS which has been a hindrance for many.</p> <p>Source: individual payslips, DSC minute extracts and Appointment letters in Personnel files.</p>	<p>0</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 that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>From the list of Pensioners in the FY 2017/2018 dated 11/09/2017, 11 staff retired. Considering the dates of retirement and when they accessed the pensioners' payroll, majority accessed payroll after two months from the date of retirement. Some had not accessed payroll at the time of this assessment. For example;</p> <p>Two Assistant Education Officers who retired on 12/07/2017 and 24/07/2017 accessed payroll in June 2018.</p> <p>Two Education Assistants who retired on 21/07/2017 and 25/05/2018 accessed payroll in June 2018.</p> <p>A Head teacher who retired on 28/02/2018 and Assistant Education Officer who retired on 31/01/2018 had not accessed payroll at the time of this assessment.</p>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs.148,083,850</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs.160,496,652</p> <p>Increase of Shs. 12,412,802 representing 8.3%.</p>	<p>2</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 Shs. 375,762,300</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 160,496,652</p> <p>Performance 42.7% budget under-realization.</p> <p>Challenges to achieving planned revenue targets included the following:-</p> <p>(1) Political pronouncements in Lwabenge S/C that impacted on revenues from Traditional Healers and Building Plan fees</p> <p>(2) Under-staffing – The LG lacked a substantive Revenue Officer. This is gap was filled by an appointment w.e.f June 2018.</p> <p>(3) Lack of a vehicle for revenue mobilization. This is yet to be addressed.</p>	<p>0</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 District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Actual Local Revenue collections for FY 2016/17 - Shs.148,083,850 and total transfers to the 5 Sub-counties for FY 2017/18 vide vr. no.16963 was Shs. 20,000,000 as per the sharing statements obtained as evidence. This represented 14% of previous years' revenue compared to mandatory 65%.</p>	<p>0</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>Total Council allowances for 12 members @ Shs. 200,000 for 12 sittings held during the FY2017/18 - Shs. 28,800,000 evidenced from sampled payment vouchers.</p> <p>Total Local Revenue - FY2016/17 - Shs. 148,083,850</p> <p>As percent of OSR = 19.4% which is lower than the prescribed 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG has substantive Senior procurement and procurement officers with appointment letters. Senior Procurement Officer was appointed on 16/10/2017, Ref: CR/156/2; Minute No. KDLG/DSC/049/04/2017 (1). The procurement officer was appointed on 14/04/2011, Ref: CR/156/2; Min. No. DSC/MIN 98/2011.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence was from TEC minutes which were produced and submitted to contracts committee. The minutes were found in project files for each project. For example:</p> <ol style="list-style-type: none"> Procurement ref. Kalu598/Wrks/17-18/00003; Construction of 30,000 litres Ferro Cement Tank at Kiraga Comprehensive High School- Lwabenge S/county; signed by 7 members on 24/1/18 and Procurement ref. Kalu598/Wrks/17-18/00010; Construction of 5-stance lined pit latrine at Mukoko P/S, Bukulula S/county; signed by 3 members on 16/3/18 	<p>1</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. Examples included:</p> <ol style="list-style-type: none"> 1. On 20/3/2017; Contracts Committee FY 2017/2018; Meeting No. Kalu/07/03/2017/2018 FY was attended by 6 members. Agenda no. 5: Request for approval of evaluation reports for selective bids of 28/11/2017 and 26/2/2018, Min. Kalu/66/03/2017-2018. The contracts committee maintained the recommendations of the Evaluation committee to re-advertise all supplies and contracts committee requested fresh and clear specifications for bids be developed and 2. On 12/6/18; Meeting No. Kalu/07/6/2017/2018 FY was attended by 6 members; Agenda no. 12: Request for approval of Evaluation Committee for the bids for advert of 14/6/18, Min. Kalu/92/06/2017-18. The Contracts Committee approved technical staff to constitute the evaluation committee to carry out bids and produce a report for consideration. 	<p>1</p>
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The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

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

the previous FY: score 2

a) All infrastructure projects in PDP FY 2018/19 were captured from district AWP and budget. For example, a sample of three projects identified were:

1. Project No. 25: Construction of a four roomed staff house at Kyato Moslem P/S in Lwabenge S/county was covered in the approved AWP FY 2018/19, Page 161; Output 138305: Project formulation. The project is covered in the approved budget estimate 2018/19; Function 138372: Administrative capital; Item 312102;
2. Project No. 30: Hydrological surveying, drilling and pump installation of 4 deep boreholes was covered on Page 73-74 of the AWP; Output 098183: Borehole drilling. The project was covered in the approved budget under Function 098183: Borehole drilling, Item 312104: Other structures and
3. Project No. 74: Borehole drilling and rehabilitation was covered in output 098183: other structures. The project was covered in the approved budget under Function 098183: Borehole drilling, Item 312104: Other structures.

b) A sample of actual procurement made in 2017/2018 showed that the LG made procurements as per plan. For example:

1. Project file no. KALU 598/wrks/17-18/00008: Construction of 5-stance lined pit latrine at Bwesa P/S; DDEG, signed and stamped by district planner and CAO was covered in the consolidated PDP, Item No. 10: Awarded on 7/11/2017 and
2. Item No. 15 in the PDP: Construction of a 5 stance pit latrine in St. Augustine Kaungu Mixed P/S, estimated at UGX 19,000,000/= was covered, signed and stamped by the CAO and the district education officer on 16/8/2017.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>From the updated contracts register of FY 18/19, only 16 (64%) out of 25 investment/infrastructure projects had their bid documents prepared by August 30.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>Evidence obtained from the procurement office showed that the LG had updated contract register and that all procurements had complete procurement files for FY 2017/2018. For example, a sample of procurement requisitions (LG PP Forms) of different user departments and approved by the CAO. For example:</p> <ol style="list-style-type: none"> 1. Water: Kalu 598/sply/17-18/00001; Supply of G1 pipes and accessories for borehole rehabilitation. Award date: 10/10/17. Approved on 8/6/17; 2. Education: Kalu 598/wrks/17-18/00001; Construction of 2-classroom block at Christ the King (CK) Saala P/S. Approved on 14/6/17 and 3. Planning: Kalu 598/wrks/17-18/00011; Construction of an office block with store at Kamuwunga P/S, Approved on 13/7/2017. <p>All procurement activity files comprised of key elements including PP Forms (1, 4, 5, 6, 9, 10), record of opening, Newspaper advert, evaluation report, bid securities, tender award, acceptance of tender award, copy of agreement and a copy of bidding document</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 5 projects listed in the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included. For example:</p> <ol style="list-style-type: none"> 1. Hydraulic Survey, drilling and construction of 2 deep boreholes; UGX 17,000,000; Selective bidding; signed 7/11/2017; Completed 7/2/2018; 2. Supply of stationary for records management services; UGX 8,740,000; Framework; Signed 30/10/17; completed 30/10/2018; 3. Supply of newspapers to Audit Unit; UGX 150,000; direct procurement; dates N/A; 4. Purchase of one brand new motorcycle for fisheries office; UGX 15,000,000; Selective bidding; signed 7/11/2017; completed 7/12/2017 and 5. Constructing of Lukaya town council Abattoir; UGX 31,584,834; Selective bidding; Signed 7/11/2017; completed 7/2/2018. 	<p>2</p>
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All the works projects implemented in FY 2017/2018 were certified with the certificate of practical completion. The certificates were prepared by the district engineer and addressed to the CAO; endorsed by the district engineer; Verified by the chief internal auditor or the vote controller, DDEG, and approved by District Environmental Officer and the CAO. The reports highlighted the findings, photographs and recommendations for payment. For examples:</p> <ol style="list-style-type: none"> 1. Construction of a 5-stance pit latrine at Kigasa P/S; commenced 19/2/2018; completed 13/6/2018; signed by District Engineer and verified by Vote Controller on 28/6/2018; endorsed by CAO on 28/6/2018 and the Environment Officer on 29/6/2018; 2. Construction of a VIP 5-stance latrine at Mukoko P/S; commenced 19/2/2018; Completed 28/5/2018; signed by District Engineer and Environment Officer on 28/2/2018, verified by Vote Controller on 2/6/2018; endorsed by CAO on 28/6/2018 and District Planner on 28/6/2018 and 3. Construction of a 5-stance latrine at Bwesa P/S; commenced 19/2/2018; Completed 26/6/2018; signed by District Engineer on 27/6/2018, Environment Officer on 28/6/2018, verified by Vote Controller and approved by CAO on 27/6/2018. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards. The launching of the development projects of FY 2018/2019 was made on 5th and 6th/9/2018 after signing agreements with successful contractors. None of the project has commenced.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>15 active bank accounts were maintained. LG had performed bank reconciliations for all accounts as at 30-Jun-2018 for the FY 2017/18 as evidenced from the reconciliation statements in the Cashbooks. Reconciliations for he FY 2018/19 had been completed for the sampled accounts that included:- Finance, Planning and Audit, Natural Resources, Works, Water and Statutory bodies.</p> <p>It was observed that reconciliations had not been reviewed by a Senior Accountant due to recent transfers of the staff to Kalungu T/C. The LG was in the recruitment process to fill the position. The LG was advised to ensure that reconciliations are reviewed and signed-off by the supervisor before being checked by the Board of Survey and District Internal Auditor.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payment to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) Advertising – Supplied on 14-Jun-2018, Approved by CAO on 16-Jul-2018; Paid on 22-Aug-2018, Vr. No 18858 of Shs. 2,820,000 i.f.o New Vision Printing and Publishing.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Sseguya Patrick was appointed as District Internal Auditor (Scale U2U – Principal) as per DSC Min. No. KDLG/DSC/076/2017(1) dated 14th August 2017. Copy of appointment letter was obtained.</p>	<p>1</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</p>	<p>All 4 quarterly Internal Audit reports were produced and submitted to the CAO on the following dates:</p> <p>1st Qtr (Sep-2017) submitted on 1st Nov 2017: 5 queries and all responded to</p> <p>2nd Qtr (Dec-2017) submitted on 20th Feb 2018 : 2 queries and all responded to</p> <p>3rd Qtr (Mar-2018) submitted on 6th June 2018 : 4 queries and all responded to</p> <p>4th Qtr (Jun-2018) submitted on 15th Aug 2018 : 2 queries and all responded to</p> <p>The reports were not produced within the 30 days after the end of the quarter due to the following:-</p> <p>(1) submission of accountabilities by staff esp. in Health department</p> <p>(2) Delayed response to queries raised</p> <p>(3) Low staffing levels in Internal Audit department - 2 staff (PIA and IA)</p> <p>(4) Delayed release of Internal Audit operational funds</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Evidence from all the 4 quarterly reports submitted to the Speaker and LGPAC indicated that IA had provided status on implementation of audit queries raised in previous reports.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>Council minutes obtained from the Clerk to Council indicated that all the 4 IA reports for the FY 2017/18 submitted to LGPAC had NOT been discussed due to the backlog that had to be cleared.</p> <p>The next Council meeting to review these reports had been scheduled for the 18th September 2018.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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>A manual Assets Register was maintained as of 30th June 2018 in the format prescribed in the accounting manual for all the types of assets that included Vehicles, Equipment and Furniture (Sample registers were obtained).</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Kalungu DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Kalungu DLG Council met and discussed service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports on the following dates:</p> <p>a) Meeting dated 31st May 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/31/05/2017/18: Presentation, Discussions and Adoption of Standing Committee Reports;</p> <p>b) Meeting dated 27th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/27/03/2017/18: Laying of Draft Budget Estimates for the FY 2018/19 for Kalungu District Local Government;</p> <p>c) Meeting dated 14th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 08/14/03/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports Recommendations;</p> <p>d) Meeting dated 07th December 2017 held in Lukiiko Hall under Minute No. KDLG.C 10/07/12/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports (Recommendations); and</p> <p>e) Meeting dated 18th October 2017 held in Lukiiko Hall under Minute No. KDLG.C 12/18/10/2017/18: Discussion and Adoption of Committee Reports (Recommendations).</p>	<p>2</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a Letter dated 06th Sept 2018 Ref. No. CR/156/2 designating Ms. Nanziri Gloria – the Human Resource Officer to handle all grievances and concerns from the public. The letter was signed by Kalungu DLG CAO Mrs. Fiida Nabirye Kyendibaiza.</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>The appointment was just 7 days before the assessment and the officer had not assumed office to establish structures of work. No system of either receiving and recording or reporting to the citizens was in pace at Kalungu DLG.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that the Payroll Register and Pensioner Schedules dated July 2018 were displayed on Kalungu District Local Government Public Notice Board.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that the Procurement Plan and awarded contracts together with the award amounts dated 14th August 2018 were published and pinned on the Procurement Notice Board for Kalungu DLG.</p> <p>Detailed information was also available in Kalungu District Local Government Procurement File.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was evidence that Kalungu DLG Performance Assessment results and implications for the previous FY dated June 2018 were pinned on the Notice Board indicating the scores in each area and justification for the score.</p> <p>The implications of the assessment were discussed in the TPC Meeting that sat on 02nd August 2018 at Lukiiko Hall under Minute No. 06/TPC/08/2018/1</p> <p>They are also available on the district website: www.kalungu.go.ug</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Kalungu DLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY as follows:</p> <p>TPC and DEG held a joint meeting on 24th July 2018 in the Maternity Hall. Under Minute No. 3/07/2018 there was a Presentation of the changes in the Budget and Dissemination of Health Guidelines and the 4 Acre Plot Model Guidelines to boost production.</p> <p>Guidelines were disseminated during the Budget Conference Meetings when also the Indicative Planning Figures were disseminated to LLGs.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was no evidence that Kalungu DLG held barazas/fora or community meetings in the FY 2017/18 under assessment.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from a report ref. No. 1051/1, dated 10/5/2018 and addressed to the CAO on mentoring of district staff on relevance of gender in the water sub-sector. The report was signed by the CDO on 27/4/2018.</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 <p>and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</p>	<p>From the Local Government approved budget estimates for F/Y 18/19 – July 2018, Output 10807 on gender mainstreaming, Item 227001 which covered Travel Inland. The inland travel was aimed at skills development for women leaders at S/county level. Also output 108114 on representation on women councils, Item 282101 covered Donations. The donations were meant to provide funding for starting income generation activities for women.</p> <p>Basing on the approved budget estimates of FY 2017/2018, work plan 9 on Community Based Services, and the Annual progress report, Ref. No. 1051/1, addressed to the CAO and signed by the district CDO on 17/8/2018, a total of 488,792,000/= was approved for FY 2017/2018 and 522, 482,000/= was received. But only 5 (63%) out of 8 activities planned were implemented.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence was from 2 environmental screening reports, Ref: No. CR: 553/1, covering a total of 8 projects. The mitigation measures were identified through screening processes.</p> <ol style="list-style-type: none"> Development projects in water department for FY 2017/18 dated 6/11/17. The 4 projects were located in Bwanda, Kabuye, Nuunda and Kirimanyaga villages. The report was signed and stamped by the Environment officer on 6/11/2017. Development projects in planning department for FY 2017/18 dated 26/10/17. The 4 projects were the construction of 5-stance pit latrine at Bwesa P/S, Kigasa Baptist P/S and Mukoko P/S, and the construction of office block at Kamuwunga P/S. Signed and stamped by the Environment Officer on 26/10/17. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on a sample of contract bid files the LG integrates environmental and social management and health and safety plans in contract bid documents. Environmental and social management and health and safety plans included sensitisation of communities on environment, lightening protection, installation of water tanks, among others. Examples of bid documents are;</p> <ol style="list-style-type: none"> Kalu 598/Wrks/17-18/00011; Construction of an office block with store at Kamuwunga P/S. Kalu 598/Wrks/17-18/00010; Construction of 5-stance VIP female at Mukoko P/S; Bill of quantities, Item C. Kalu 598/Wrks/17-18/00016; Construction of a one block 5-stance latrine at Kyamulimbwa; Element F, Item C Kalu 598/Wrks/17-18/00003; Construction of rainwater harvesting tank in brick work-Masonry; Item A-AO. 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>For all projects, agreements were made as proof of land ownership. For example,</p> <ol style="list-style-type: none"> On 21/2/2018 an agreement to construct a water tank at school was made between Kyagambiddwa S/school and the CAO, thru the Water Officer. On 26/11/2015 an agreement signed by Sunday James Salongo offering land measuring 12x12 ft to construct a borehole at Bulola village, Lwabenge S/county, witnessed by 8 persons. On 26th/12/2015 an agreement signed by Kazinda Deograstious, offering a piece of land to construct a borehole. Stumped by Bulenzi LC1-A, Bwesa, Lwabenge S/county. On 9/5/2015 an agreement signed by Kasozi Edward offering a piece of land to LG for construction of a borehole at Kyannamuli LC 1. <p>Other were implemented on land which was owned by institutions. The assumption was that the institutions had land agreements or titles.</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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>ESM certification Forms for completed projects indicating the description of the mitigation measures, total amount percent of work done and amount completed and acknowledging that ESM measures were addressed were duly signed and stamped by the Environment Officer. Examples are</p> <ol style="list-style-type: none"> 1. Hydraulic survey, drilling, test pumping and pump installation at Kabuye village and St. Thereza girls Bwanda P/School in Kalungu S/county, contracted by M/s Care mission water survives, endorsed 26/6/2018. 2. Construction of 5-stance lined pit latrine with urinal at Mukoko Moslem P/School, contracted by Central Contractors Ltd, endorsed 20/6/2018. 3. Construction of 5-stance lined pit latrine with urinal at Bwesa P/School, contracted by Together for Development Initiative, endorsed 14/6/2018 4. Hydrologic Survey, drilling and construction of 2 deep boreholes at Kinoni and Kirimanyaga villages in Lwabenge S/county, contracted by Care Mission Water Services, endorsed 19/6/2018. 5. Construction of 5-stance lined pit latrine at Kigasa Baptist P/School, contracted by Ever Investments Ltd, endorsed on 14/6/2018. 	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>The contract payment certificated were signed and stamped by Environment Officer as evidence for environmental and social clearance. For example,</p> <ol style="list-style-type: none"> 1. Kalu 598/wrks/17-18/00004; Hydrologic Survey, drilling and construction of 2 deep boreholes at Kinoni and Kirimanyaga villages in Lwabenge S/county, endorsed 26/6/18 2. Kalu 598/wrks/17-18/00010; Construction of one block of 5-stancelined pit latrine at Mukoko P/S, endorsed 28/6/2018. 3. Kalu 598/wrks/17-18/00008; Construction of one block 5-stance lined pit latrine at Bwesa P/School, endorsed 28/6/2018. 4. Kalu 598/wrks/17-18/00002; Construction of 30,000 litres communal rainwater harvesting tank, endorsed 24/4/2018. 5. Kalu 598/wrks/17-18/00005; Construction of 5-stance lined pit latrine at Kisaawo Muslem P/S, endorsed 16/3/2018. 	<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>Evidence was based on 2 quarterly monitoring reports Ref. CR/156/1; the 4th quarter report dated 12/8/2018 and the 3rd Quarter report dated 28/5/2018. The objectives of the monitoring were to ensure adherence to the environmental and social safeguards by the contractor as provided under the World Bank construction guidelines, and to provide backstopping to the workers on site especially on areas where they can make positive impact throughout the construction. The reports included completed checklists, observed deviations and recommendations for improvement. The reports were signed and stamped by the District Environment Officer and the CDO.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG budgeted for a head teacher and a minimum of seven teachers per school in each of the 91 government-aided Primary Schools in the current FY.</p> <p>Evidence from:</p> <ul style="list-style-type: none"> - School lists - list of schools in the DEOs Office. 	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG Education Department deployed a head teacher and a minimum of 7 teachers per school for the current FY; as per list of schools and staff lists. This was evidenced from the sampled schools visited.</p> <ul style="list-style-type: none"> - St Kizito Naalinnya P. S. 1 Htr and 18 teachers; - St Thereza Bwanda P. S. 1 Htr & 22 teachers and - Bukulula Mixed P.S.1 Htr 12 teachers. 	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The existing wage structure caters for all the 1,084 teachers who are currently deployed in all the schools. The wage bill should cater for 1,156 teachers, the prevailing staffing situation of 1,084 specifies a shortage of 72 required teachers to match the wage bill. The present staffing structure therefore within the wage bill provision stands at 93.7%</p> <p>As stated above, there is a need for an additional 72 teachers to cater for some of the existing gaps. The most pressing gap that is often ignored and yet vitally important is the case of the School for the Deaf St Mark Bwanda. The pupil teacher ratio for the hearing-impaired should be 1:1. The prevailing school staff structure has only 16 teachers when they actually require 26 teachers for the 156 pupil population they have - all factors considered. Effort should be made to give the school appropriate number of teachers with due consideration for all the challenged children. The district ceiling is closed at the moment for fresh recruitment. One has to note though that teachers for the hearing impaired and other related challenges are specifically trained teachers with distinctive skills for Special Needs Education teaching and learning that calls for precise pupil/teacher ratios.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The LG Staff structure is all filled as per staff structure and within the wage bill. The structure has room for: A District Education Officer, A Senior Inspector of Schools, A Senior Education Officer, an Education Officer and An Inspector of Schools.</p> <p>All were recruited, appointed and deployed within the wage structure.</p> <p>Bbaale David was appointed DEO on 14/08/2017, Min No KDLG/DSC/50/04/2017</p> <p>Nsubuga Abdnoor Kizito appointed SEO on 19/03/2013 Min No KLG/DSC/Min 021/03/2014/6</p> <p>Nakanwagi Sylvia Grace was appointed as EO on 20/10/2016 Min No. KLG/DSC/Min/011/9/2016 (1)</p> <p>Kayinga Hezron Thaddeus was appointed SIS on 14/08/20 Min no KLG/ DSC/Min 22/8/2015(1)</p> <p>Evidence was from copies for all the appointment letters from the staff individual files within the department.</p>	<p>6</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>A recruitment plan was submitted by the Education Department to the CAO on 29/08/2017 and titled 'Request for Recruitment of Teachers to Cover the Staffing Gaps in Government Aided Primary Schools'. It was received in the District Central Registry on 29/08/2017 and copied to the CM/LC V and the Secretary Social Services Committee.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The staff structure for School Inspectors in Education Department is full. Evidence was from the staffing structure in the office of the DEO.</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>The LG has a substantive Senior inspector of Schools appointed on 17/08/2015, KLG/DSC/MIN 022/8/2015 (1). Appraised on 8/08/2018.</p> <p>The LG also has a substantive inspector of schools appointed on 11/05/2017, KLG/DSC/MIN 066/2/3/2017 (1) and appraised on 17/07/2018.</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>Out of the 15 primary schools sampled (random sampling), 14 Head teachers had signed their performance Agreements 2018 and Performance reports 2017 as follows:</p> <p>Head teacher of Kalungu Mixed signed on 22/03/2018 and 12/12/2017, Head teacher of Kalungu C/U signed on 8/12/2017 and 8/12/2017 , Head teacher of Lukaya Moslem signed on 11/01/2018 and 11/01/2018 , Head teacher of Kamuwunga P/S signed on 14/12/2017 and 8/12/2018, Head teacher of Kyamulibwa Baptist signed on 22/03/2018 and 30/11/2017, Head teacher of Birongo P/S signed on 10/01/2018 and 7/12/2017 , Head teacher of Kiwawo Muslem P/S signed on 14/02/2018 and 19/12/2017, Head teacher of Lwannume P/S signed on 22/03/2018 and 19/12/2017, Head teacher of Namuliro Quran P/S signed on 6/03/2018 and 4/04/2018 , Head teacher of Kabaale K.C P/S signed on 22/03/2018 and 7/12/2017, Head teacher of Kigasa Baptist P/S signed on 19/12/2017 and 19/12/2017, Head teacher of Kitulikizi P/S signed on 14/02/2018 and 19/12/2017 and Head teacher of Kayunga Parents signed on 12/12/2017 and 2/12/2017 respectively.</p> <p>The Head teacher of Kabukunge P/S signed only the performance Agreement on 22/03/2018 but no Performance Report. The Head teacher of Lugazi St. Noa signed only Performance Report on 26/03/2018. This gives a percentage of 93%.</p> <p>Source: Personnel files in the Education Department.</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence that communication of guidelines, policies and circulars from national level in the previous year were disseminated to schools in meetings held with head teachers.</p> <p>There was evidence that information about the Feeding Policy Guidelines was disseminated to schools at a meeting held on 12/08/2017 – this was the beginning of 3rd Term meeting held at Kalungu Coordinating Centre and attended by 91 head teachers.</p>	<p>1</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Meetings were held by Education Department staff for head teachers of schools where guidelines, policies and circulars were explained to them. The following evidence was seen and action acknowledged:</p> <p>Dissemination and discussion meeting for the Handbook for Education Sector Strategic Plan 2017/2018-2019/20 was held on 11th July 2018 at the Kalungu Coordinating Centre. Attendance lists indicated 45 head teachers who each got a copy of the ESSP 2017/18-2019/2020</p> <p>Dissemination and discussions meeting of head teachers by the DEO for the 'School Feeding Program in Education Institutions' was held on 1st February 2018 and attendance as per attendance lists seen was 91 Htrs and Deputies. A handbook of guidelines to school feeding was passed on to the head teachers who attended.</p> <p>DEO and Head teachers' end of Term III meeting was held on 28th November 2017 and issues of Schools Adherence to Schools Calendar were discussed. Attendance was 99 Head teachers and Deputies. Meeting with Private Schools head teachers was held on 23rd January 2018 and 53 head teachers attended. These were informed about School Charges and Licencing and Registration of Private Schools.</p> <p>All circulars were seen on file in the DEO's office.</p> <p>Some were found with head teachers in the sampled schools</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: 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 public and private primary schools in the district have been inspected at least once per term and reports produced. 183 mandatory inspections (once per term) for the public schools were done and reports produced. For the 89 private schools, only 63 were inspected; private schools are inspected once every other term.</p> <p>Realistically therefore the inspection function in schools covered 90% of the expected total inspections that should have been made</p>	<p>10</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>The reports from inspections has largely been used by the Education Office to make recommendations for corrective actions as evidenced in the communication to the CAO from the DEO of 29th August 2017 when a request for additional teaching staff was submitted. The DEO in his last statement to the CAO reported that ‘This follows information gathered from inspection and monitoring activities carried throughout the district recently’.</p> <p>The submission to the CAO through the DEO on ‘Staffing Levels of Primary Schools in Kalungu District as of 10th May 2018’ dated 11th May 2018 was a clear indication of an officer who is well-versed with the teaching staff situation in schools. Such clarity and vision of the situation in schools is only obtainable with focussed purposeful inspection and reporting from schools.</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>Reports from school inspections were sent to DES regional offices in the following order:</p> <p>Quarter 4 Inspection reports Ref CR 213/1 were compiled and put together on 27th July 2018 and forwarded to CAO on 30th July 2018. They were forwarded to DES on 28/08/2018 and received in the same office on the same date.</p> <p>Quarter 3 report Ref CR 231/1 of 20/04/2018 was compiled on 13/04/2018 and forwarded to the CAO on 20/04/2018 and forwarded to DES on the same date. It was received on that very date. Schools inspected were 91 government Primary, 55 primary private, 6 secondary , 3 Secondary private and 3 ECD centres and 1 Teacher Training Institute.</p> <p>Quarter 1 Inspection report was compiled on 29.09.2017 and forwarded to CAO on the same date.</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>The submission to the CAO from the Education Department compiled by the EO and forwarded by the DEO of 29th August 2017 indicates that recommendations from inspections are followed up. The inspectors did notice the staffing issues from their inspections and the subsequent recommendations were brought to the attention of the DEO for further action. DEO communicated to the CAO on 29/07/2017 requesting for recruitment of teaching staff in schools on realising the need.</p> <p>12/08/2017 Min 28/KAHEDA/2017 DEO's address to Head teacher's meeting items 2-8 . and minutes for meeting of 01/02/2018 were all references to inspection recommendations and required actions.</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>All the 91 government aided primary schools on the list of the Education Department submission to PBS are on MoES EMIS with accurate and consistent data.</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>Enrollment data for sampled schools was not consistent with EMIS report as follows:</p> <p>St Immaculate Villa Maria P.S. EMIS 889 School data 890</p> <p>St Thereza Mwanda P. S. EMIs 898 School Data 898</p> <p>St Kizito Naalinnya Muggale P. S. EMIS 1008 Schools data 1013</p> <p>Kyamuliibwa Parents P.S. EMIS School data 1262</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Social Services Committee which is responsible for Education and Health met on the following dates to discuss service delivery issues:</p> <p>a) Meeting dated 08th May 2018 under Minute No. KDLG.SC 04/08/05/2017/18: Presentation and Discussion of Budget Allocations and Work Plan for 2018/19;</p> <p>b) Meeting dated 13th February 2018 under Minute No. KDLG.SC 05/13/02/2017/18: Presentation, Discussion and Adoption of Social Services Committee Reports for the 2nd Quarter 2017/18;</p> <p>c) Meeting dated 05th December 2017 under Minute No. KDLG.SC 05/05/12/2017/18: Presentation, Discussion and Adoption of 1st Quarter Social Services Committee Reports for FY 2017/18;</p> <p>d) Meeting dated 13th October 2017, under Minute No. KDLG.SC 04/13/10/2017/18: Presentation and Discussion of Social Services Committee Reports for Health, Education among others; and</p> <p>e) Meeting dated 22nd August 2017, under Minute No. KDLG.SC 05/22/08/2017/18: Presentation and Discussion of 4th Quarter Reports for the FY 2016/17.</p>	
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<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Education Sector Committee presented issues that required Kalungu DLG Council’s approval during the following council meetings:</p> <p>a) Meeting dated 31st May 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/31/05/2017/18: Presentation, Discussions and Adoption of Standing Committee Reports;</p> <p>b) Meeting dated 27th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/27/03/2017/18: Laying of Draft Budget Estimates for the FY 2018/19 for Kalungu District Local Government;</p> <p>c) Meeting dated 14th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 08/14/03/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports Recommendations;</p> <p>d) Meeting dated 07th December 2017 held in Lukiiko Hall under Minute No. KDLG.C 10/07/12/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports (Recommendations); and</p> <p>e) Meeting dated 18th October 2017 held in Lukiiko Hall under Minute No. KDLG.C 12/18/10/2017/18: Discussion and Adoption of Committee Reports (Recommendations).</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that all schools in Kalungu DLG have established functional SMCs. Meetings are held regularly – at least once very term. Head teachers report to the committees, budget and resource issues were discussed and reports submitted to DEO’s office.</p> <p>Copies of minutes seen in DEO’s office and at the following sampled schools:</p> <p>a) Bukulula Mixed P. S. SMC sat on 22/02/2018 and 12/08/2018 ;</p> <p>b) St. Kizito Naalinnya P. S. SMC sat on 25/10/2017, 15/03/2018; 05/07/2018;</p> <p>c) St. Thereza Bwanda P.S. 22/08/2017; 20/10/2017; 15/02/2018; 15/06/2018;</p> <p>d) Real Shepherd P.S. SMC meetings not acknowledged though there is an SMC for the private school; and</p> <p>e) St. Mary Immaculate Villa Maria P. S. SMC meeting on 29/09/2017; 08/03/2018; 28/06/2018.</p>	<p>5</p>

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non- wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>Information on all schools receiving non-wage grants was clearly displayed/posted on the notice board at the entry to the office of the DEO.</p> <p>Same information was found on notice boards in the head teacher’s offices in the sampled schools.</p> <ul style="list-style-type: none"> - St Maria Goreth Mpugwe 05/09/2017 Ug Shs 1,574,962 - Kyalusowe P. S. 04/09/2017 Ug Shs 1,244,370/= 	<p>3</p>
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Procurement and contract management

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The Education Department procurement requests for the FY for investment items in the approved sector annual work plan were budgeted for and forwarded to the CAO for approval and forwarding to PDU 04/06/2018 which was quite late beyond the date of timely submission.</p>	<p>0</p>
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Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of One 5-Stance Lined Latrine at Kalungi C/U P/S – Works completed on 05-Jun-2018; Approved by District Engineer on 25-Jun-2018; Paid on 29-Jun-2018 vide Vr. No. 18560 Shs. 13,346,645 i.f.o Together for Development Initiative</p> <p>(2) Construction of One block of 5 Stance Lined Pit Latrines at St. Augustine Kalungu Mixed P/S – Works completed on 20-May-2018; Approved by DEO on 22-May-2018; Paid on 31-May-2018 Vr. No. 17998 Shs. 14,964,400 i.f.o Luvona General Services</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that Kalungu DLG Education Department submitted the 4th Quarter Report to the District Planner on 15th July 2018. This was within the required dates of submission – 15th July for consolidation.</p> <p>3rd Quarter Report was received by the District Planner on 15th April 2018; 2nd Quarter Report received on 14th January 2018 while the 1st Quarter Report was received on 15th October 2017.</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 o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 3rd and 4th quarterly IA reports and the DEO had provided implementation status as evidenced from the IA reports</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the LG Education department 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 at a head teachers and senior men and women teachers' meeting on 28/09/2017 at Lukiiko Hall. 99 staff were in attendance.</p> <p>Another meeting was held on 12/08/2018 at Lukiiko Hall Min 28/KAHEDA/2017 DEO's address item 3, 6 & 7.</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>A meeting was held on 28.09.2017 for head teachers, senior men and women teachers to disseminate information on how to manage sanitation for girls and PWD in schools.</p> <p>Environmental protection in schools was covered under Min 13/BOT 3/2017/EO item 4; then Min 14 /BOT 3/2017 DEO in item 3; at the meeting held at Lukiiko Hall on 28/09/2017. (99 staff members attended)</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The school management committees were compliant to the gender composition in schools. The sampled schools had the following people as members on Foundation bodies:</p> <ul style="list-style-type: none"> - St Kizito Naalinnya P. S. : Ms Nakate Christine, Ms Namazzi Francisca. - Kamutuuza Tower P. S. : Ms Agnes Nabakooza Katongole and Mrs Agatha Catherine. - Bukulula Mixed P. S. : Mrs Nyanzi Annet and Ms Nannozi Maria. 	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>Evidence was seen confirming the LG Education Department collaboration with Environment Department to issue guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc. This was through the LVEMP where programs for energy improvement stoves were done in select schools. There were wood slots for tree planting,fruit trees and eucalyptus in schools like; Kiwaawo P. S., Kabukunge P. S., Kabaale Towhid P. S.</p> <p>The environment officer visits schools and advises on getting lightening arresters and water harvesting.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was no documentation availed to support this undertaking.</p>	<p>0</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>Information in school visitor's books indicated regular checks by the environment officer in schools, but regarding follow ups on the mitigation plans there was no evidence noticed..</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved structure of 219 health workers. The current wage bill supported 171 workers making staffing level of 68%.</p> <p>Also, a copy of Kalungu District 3 years Health Recruitment plan FYs 2017/2018, 2018/19 and 2019/2020 developed by the District Health Officer, Principal Human Resource Officer, CAO to PS MOH/ Intra Health on 1st February 2017 with positions including Medical Officer, Nurses and Mid- Wives was availed at the DHOs office despite the current wage bill being fully utilised.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A copy of Kalungu District 3 years Health Recruitment plan FY 2017/2018, 2018/19, 2019/2020 developed by the DHO, PHR, CAO to PS MOH/ Intra Health on 1st February 2017 with positions including Medical Officer, Nurses and Mid- Wives was availed at DHOs office. This recruitment plan has vacancies among others senior Nursing Officers, Mid wives, Medical officer and support staff.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>Out of the 12 healthy facility In-charges, only 7 were appraised as follows;</p> <p>In-charges for Lukaya H/CIII, Kiti H/CIII and Kigaaju H/CII were appraised on 1/08/2018. In-charges for Kabaale H/CIII and Kigasa H/CII were appraised on 30/07/2018. In-charge for Kiragga H/C was appraised on 10/08/2018 and In-charge for Kyamulibwa H/CIII was appraised 8/08/2018. This was 58%.</p>	<p>0</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers updated list for deployment availed at DHOs office was consistent with the list in PBS for FY 2018/2019.</p> <p>Also updated staff lists availed at sampled health facilities (Bukulula HC IV, Kalungu HC III) were consistent with the PBS list despite a few transfers of some workers to other facilities as shown at DHOs office.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Only one out of the three prioritised MOH policies/ circulars and guidelines ie. Health Sector supplement and guidelines for Ministry of Health was disseminated. Others like Policy strategies for improving Health Services delivery 2016-2021, MoH guidelines for Local Government Planning Process for Sector grant and Budget guidelines to Local Government were NOT seen anywhere including the DHOs office. However, other policies and circulars like Use of Upgraded ARV and TB medicine web based Ordering and Reporting Systems from PS MOH to all DHOs was availed at DHOs office and was circulated to all In-charges.</p>	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were NO meeting minutes seen at DHOs office for in-charges on policies or circulars and guidelines dissemination or any meeting that talked about these circulars or policies among other items.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Copies of reports for DHT quarterly supervisions; Quarter I dated 24th October 2017, Quarter 2 no report, Quarter 3 dated 17th April 2018, and Quarter 4 no report. The only two availed reports at the DHOs office showed that the two Health Centre IVs (Bukulula HC IV, Kyamulibwa HC IV) and one Hospital Villa Maria Hospital (PNFP) were supervised. Kalungu District has no Government Hospital.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>Copies of quarterly support supervisions; Quarter 1 no report availed, Quarter 2 report dated 20th December 2017, Quarter 3 report dated 23rd April 2018, and Quarter 4 report not dated all seen at Kalungu East Health Sub District (Bukulula HC IV) showed that only 13 health facilities out of 17 Health facilities were supervised making 76% coverage. There were no reports at the DHOs office for Kalungu West Health Sub District.</p>	<p>1</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of DHT quarterly Support supervision reports availed at DHOs office; Quarter 1 dated 24th October 2017, and Quarter 3 dated 17th April 2018 for the DHT and copies of quarterly reports for Health Sub District Quarter 4 not dated and quarter 2 dated 20th December 2017 showed that all reports generated recommendations that were discussed and came out with various action points.</p>	4
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was no evidence that the discussed recommendations were followed up and specific activities were undertaken for corrective action as required in all the reports availed at the DHOs office..</p>	0
<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 copy of the list of Health facilities at the DHOs office that were consistently submitting HMIS to the DHO/MOH were the same as those on the list of health facilities in the PBS. However, additional health facilities were submitting to HMIS but not receiving PHC funds and these included some PNFPs and PFPs.</p>	10

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Social Services Committee which is responsible for Education, Health and Gender Issues met and discussed service delivery issues on the following dates:</p> <p>a) Meeting dated 08th May 2018, under Minute No. KDLG.SC 04/08/05/2017/18: Presentation and Discussion of Budget Allocations and Work Plans for 2018/19;</p> <p>b) Meeting dated 13th February 2018, under Minute No. KDLG.SC 05/13/02/2017/18: Presentation, Discussion and Adoption of Social Services Committee Reports for the 2nd Quarter 2017/18;</p> <p>c) Meeting dated 05th December 2017, under Minute No. KDLG.SC 05/05/12/2017/18: Presentation, Discussion and Adoption of 1st Quarter Social Services Committee Reports for FY 2017/18;</p> <p>d) Meeting dated 13th October 2017, under Minute No. KDLG.SC 04/13/10/2017/18: Presentation and Discussion of Social Services Committee Reports for Health and Education; and</p> <p>e) Meeting dated 22nd August 2017, under Minute No. KDLG.SC 05/22/08/2017/18: Presentation and Discussion of 4th Quarter Reports for the FY 2016/17.</p>	<p>2</p>
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<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>There was evidence that the Health Sector Standing Committee presented issues that required Kalungu DLG Council's approval on the following dates:</p> <p>a) Meeting dated 31st May 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/31/05/2017/18: Presentation, Discussions and Adoption of Standing Committee Reports;</p> <p>b) Meeting dated 27th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 06/27/03/2017/18: Laying of Draft Budget Estimates for the FY 2018/19 for Kalungu District Local Government;</p> <p>c) Meeting dated 14th March 2018 held in Lukiiko Hall under Minute No. KDLG.C 08/14/03/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports Recommendations;</p> <p>d) Meeting dated 07th December 2017 held in Lukiiko Hall under Minute No. KDLG.C 10/07/12/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports (Recommendations); and</p> <p>e) Meeting dated 18th October 2017 held in Lukiiko Hall under Minute No. KDLG.C 12/18/10/2017/18: Discussion and Adoption of Committee Reports (Recommendations).</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>Copies of HUMC meeting minutes were availed in all the selected health facilities making 75% functionality of HUMC (Kalungu HC III dated 19th September 2017, 1st February 2018, 17th April 2018, and 27th June 2018 (100%), Vira Maria Hospital dated 14th December 2017, and 15th June 2018 (50%) , Bukulula HC IV dated 18th August 2017, 14th March 2018, 4th May 2018 (75%). Meetings were NOT held regularly on quarterly basis as indicated by the dates of the meeting minutes apart from Kalungu HC III. PHC funds utilization was discussed during these meetings among others. Therefore the mandatory quarterly meetings and functionality of HUMC was standing at (100% +50% + 75%) divided by 3 making 75%.</p>	<p>2</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>A copy of PHC distribution releases for health facilities for FY 2017/18 was displayed at DHOs notice board.</p> <p>Also all the sampled health facilities had their PHC releases for FY 2017/2018 displayed at their notice boards.</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>A copy of Procurement and Disposal work plan submitted by Dr. Mutebi on April 12th 2018 to CAO and received and stamped by Kalung District Local Government Central Registry on 17th April 2018 with different projects was availed at the DHOs office</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 22nd August 2018 generated by Dr Mutebi (DHO) and received by PDU and signed by the CAO on 23rd August 2018 for the upgrading of Kabale HC II to level III was seen at the DHOs office.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 1 payment request sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Implementation of OVC activities – Approved by the DHO on 07-Jun-2018, Paid vide Vr. No. 17786 Shs. 7,440,000 i.f.o Nanziri Aidah</p> <p>There were no Projects implemented during the FY 2017/18.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was evidence that Kalungu DLG Health Department submitted their 4th Quarter Report to the District Planner on 14th July 2018. This is within the required dates of submission – 15th July for consolidation.</p> <p>3rd Quarter Report was received by the District Planner on 15th April 2018; 2nd Quarter Report was received on 13th January 2018 while the 1st Quarter Report was received on 13th October 2017.</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>There were NO PHC funds released during the FY 2017/18 therefore NO Internal Audit queries were raised.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 20% females and 80% males. Sampled Health facilities included; Kalungu HC III composition one female and five males, Bukulula HC IV two females and five males, Vira Maria Hospital two females and ten males.</p>	<p>0</p>

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had in place sanitation management Guidelines developed by Kalungu DLG. Also, they all had pit latrines well labeled for females and females</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>No evidence as there were no availed environment screening reports for infrastructure development.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence availed that the District Environment officer or District Community Development officer had visited and monitored the sites for infrastructure developments.</p>	<p>0</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: <p>score 4.</p>	<p>Medical waste segregation charts were seen in all the sampled health facilities</p> <p>Also all selected facilities had medical waste disposal systems in place like placenta pits and rubbish pits with colour coded bins for collecting medical waste.</p>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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>Kalungu has 4 rural sub counties including; Lwabenge, Bukulula, Kyamalibwa and Kalungu S/county.</p> <p>According to the 2017 Uganda water Atlas, Kalungu district has safe water access average of 91% with three sub counties of Bukulula, Kyamalibwa and Kalungu all at 95% average access while Lwabenge at 76%.</p> <p>The Kalungu District water and sanitation update for June 2018 indicated an average district water access at 72% with Bukulula at 74.9%, Kyamalibwa at 80%, Kalungu S/C at 73.5% while Lwabenge at 60.3%.</p> <p>The above information indicated that only Lwabenge at 76% or 60.3% respectively was below the district average of 91% or 72% (according to Atlas 2017 and District status report respectively).</p> <p>According to the 2018/19 approved budget estimates and AWP and quarter one budget request FY18/19 received at ministry of finance dated 25th July 2018 and approved on 1st August 2018, the district targeted Lwabenge as follows;</p> <ol style="list-style-type: none"> 1. 02 boreholes out of the total 04 (50%). 2. Two communal rain water harvesting tanks out of total 04 (50%). 3. 4 out of 14 boreholes to be rehabilitated (28.6%). <p>In terms of budget allocation, the department allocated UgX. 78,400,000 of the total development budget of UgX. 156,800,000 which was 50% to Lwabenge Sub County.</p>	0

		<p>The above clearly indicates that the District water department targeted Lwabenge sub county with access below the district average. The overall target however falls below 60%.</p> <p>According to the DWO, the allocation was affected by the presidential directive of attempting to have a water source per village and thus need to balance allocation with other sub counties with access above district average.</p>	
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to AWP for FY17/18, the DW department targeted Lwabenge S/county with safe water access below the district average as follows;</p> <ol style="list-style-type: none"> 1. 2 deep boreholes in Kirimanyaga and Kinoni 2. 02 community rainwater harvesting tanks at St. John's Ttowa P/S and Kiraga Comprehensive S.S 3. 04 borehole rehabilitation. <p>According to the Annual/4th quarter progress report for the FY17/18 received by PS MWE dated 25/07/18 Ref. CR/852/1, all planned projects above were implemented with extra 03 boreholes rehabilitated in the same sub county (making a total of 07).</p>	<p>15</p>
<p>Monitoring and Supervision</p>			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • 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>All the WSS facilities were monitored at least monthly as per the monitoring reports accessed and reviewed. Some of the monitoring reports under the heading; Monitoring of water and sanitation facilities in the district during FY17/18 were dated;</p> <p>12th Oct 2017, 20th Nov 2017, 10th Jan 2018, 04th June 2018, 28th June 2018 and 06th July 2018, among others.</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>According to the PBS information, six projects were planned by the department including;</p> <ol style="list-style-type: none"> 1. Four boreholes; Kabuye Village and St. Thereza Bwanda P/S in Kalungu Sub county, Kirimanyaga, Kinoni villages in Lwabenge Sub counties; and 2. Institutional Tanks of 30,000 Litres at; Kiragga Comprehensive SSS and St. John's Ttowa Primary School. <p>The above information was found accurate and consistent with the one submitted to the MWE for FY17/18 as verified in the submission of Quarter 4 departmental budget performance progress report dated 15th July 2018 on pages 5,6 and 7.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The lists of projects undertaken was consistent in both sector MIS reports and PBS in the formats provided by MWE. These included;</p> <ol style="list-style-type: none"> Four boreholes; Kabuye Village and St. Thereza Bwanda P/S in Kalungu Sub county, Kirimanyaga, Kinoni villages in Lwabenge Sub counties; and Institutional Tanks of 30,000 Litres at; Kiragga Comprehensive SSS and St. John's Ttowa Primary School. 	5
Procurement and contract management			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted the department procurement plan for the FY18/19 for consideration dated 07th June 2018 and stamped by the CAO on the 12th June 2018. This was way later than 30th April.</p>	0
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There was evidence of the letter appointing the contract manager (Mr. Rwabuhinga Dan) dated 13th July 2017 (Ref. CR/207/1) signed by the CAO.</p> <p>Though monthly monitoring visits were made to the different WSS projects as verified from monthly monitoring reports, there was no contract management plan prepared.</p>	0

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The projects BOQs were reviewed including for drilling, construction, casting and installation of Boreholes and construction of 30m³ rainwater harvesting tanks for projects.</p> <p>The projects designs were collaborated with field visits to the 4 sampled facilities and found consistent with the BOQ. Some of the sites visited included; Rain water harvesting tanks at St. John's Ttowa P/S and Kiragga Comprehensive S.S as well as boreholes at Kinoni, and Kirimanyaga.</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>No handover reports were available from the contractor for completed projects.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO certified all completed projects as verified from filed interim certificates signed by DWO, District Engineer and District Environment Officer.</p>	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 30,000 Litres of Water Harvesting tank at Comprehensive S.S Kiragga Lwebenge S/C – Approved by DWO on 19-Apr-2018, Paid on 25-Apr-2018 vide Vr. No. 17863 Shs. 14,825,937 i.f.o Bukomansimbi General Services</p> <p>(2) Supply of G.I pipes and accessories for boreholes rehabilitation to Kalungu district – Approved by DWO on 09-Nov-2017; Paid on 09-Nov-2017 vide Vr. No. 16964 Shs. 29,620,000 i.f.o R.B Mubiru Services</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was evidence that Kalungu DLG Water Department submitted their 4th Quarter Report to the District Planner on 15th July 2018. This is within the required dates of submission – 15th July for consolidation.</p> <p>3rd Quarter Report was received by the District Planner on 15th April 2018; 2nd Quarter Report was received on 15th January 2018 while the 1st Quarter Report was received on 14th October 2017.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year 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 	<p>The queries raised by the IA department were related to accountability of funds advanced but these were dropped and not included in any of the quarterly reports published. Therefore no query was evidenced.</p>	<p>5</p>
<p>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

Maximum 6 for this performance measure

- 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

There was evidence that the Finance, Planning and Administration Standing Committee responsible for Roads, Water, Planning and Administration sat on the following dates to transact business for the committee:

- a) Meeting dated 10th May 2018 held in Lukiiiko Hall and under Minute No. KDLG – FIN. 04/10/05/2017/18: Presentation, Discussion and Adoption of Departmental Work Plans and Budgets for FY 2018/19 of Administration, Finance, Statutory Bodies, Works, Water Sector, Planning Unit and Internal Audit.
- b) Meeting dated 13th February 2018 held in Engineer's office and under Minute No. KDLG – FIN. 05/13/02/2017/18: Discussion and Adoption of Departmental Performance Reports for 2nd Quarter FY 2017/18 of Administration, Finance, Statutory Bodies, Works, Water Sector, Planning Unit and Internal Audit.
- c) Meeting dated 23rd November 2017 held in Lukiiiko Hall and under Minute No. KDLG – FIN. 05/23/11/2017/18: Discussion and Adoption of Activity Performance Reports for 1st Quarter FY 2017/18 of Administration, Finance, Statutory Bodies, Works, Water Sector, Planning Unit and Internal Audit.

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

- Evidence that the water sector committee has presented issues that require approval to Council: score 3

There was evidence that the Finance, Planning and Administration Standing Committee responsible for Roads, Water, Planning and Administration, presented issues that required Kalungu DLG Council's approval during Kalungu DLG Council meetings held on the following dates:

- a) Meeting dated 31st May 2018 held in Lukiiiko Hall under Minute No. KDLG.C 06/31/05/2017/18: Presentation, Discussions and Adoption of Standing Committee Reports;
- b) Meeting dated 27th March 2018 held in Lukiiiko Hall under Minute No. KDLG.C 06/27/03/2017/18: Laying of Draft Budget Estimates for the FY 2018/19 for Kalungu District Local Government;
- c) Meeting dated 14th March 2018 held in Lukiiiko Hall under Minute No. KDLG.C 08/14/03/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports Recommendations;
- d) Meeting dated 07th December 2017 held in Lukiiiko Hall under Minute No. KDLG.C 10/07/12/2017/18: Presentation, Discussion and Adoption of Standing Committee Reports (Recommendations); and
- e) Meeting dated 18th October 2017 held in Lukiiiko Hall under Minute No. KDLG.C 12/18/10/2017/18: Discussion and Adoption of Committee Reports (Recommendations).

Maximum 6 for this performance measure

<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>Notice board had information displayed including among others; AWP, Water and Sanitation Sector Grant releases per quarter, Budget Performance for all quarters (releases and expenditures/utilization), Bid acceptance letters, etc.</p> <p>No evidence showing that advocacy meetings were held at all and no files of minutes were presented.</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>All four sampled projects (boreholes and rainwater harvesting tanks) had details of the project clearly labelled. The sampled projects included; Rain water harvesting tanks at St. John's Ttowa P/S and Kiragga Comprehensive S.S as well as boreholes at Kinoni, and Kirimanyaga.</p> <p>All these projects clearly had the name of project and contractor, funder and date completed engraved or written on the project facility.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>This information had been removed from the notice board following the expiry of display period and kept in the file. Bid acceptance letters were however still displayed at the notice boards. There was however evidence that these were displayed on the notice board as required.</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>Several community application forms for the FY18/19 were seen in file.</p> <p>Minutes of meetings and resolutions were attached on application forms and were reviewed.</p> <p>Aspect of financial contribution from the applicants was captured and well laid out in the application letters. Some of the applications reviewed included;</p> <ol style="list-style-type: none"> Bulungibwabazadde P/S for RWH tank dated 12th April 2018. Nnunda LCI A for borehole 	<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>The completed projects especially deep Boreholes had functioning water and sanitation committees. This was detailed in the water and sanitation annual progress report and confirmed through verification of water committees on ground (sampled projects) with sitting minutes and facilities maintained.</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>All projects were screened and screening reports filed dated 6th Nov 2017. No EIA was required for all projects undertaken.</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>Follow up on the projects was done as evidenced by the monitoring reports of water projects from the District Environment department for FY17/18 dated 27th June 2018 and 8th June 2018 for rainwater harvesting and boreholes construction.</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>BOQs reviewed and contracts entered into had a clause on environmental Protection.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Most of the completed projects especially boreholes had at least 50% of WSCs as women and taking up major positions. This was detailed in the 4th quarter progress report dated 25th July 2018. For example;</p> <ol style="list-style-type: none"> Kinoni deep borehole had 6 member committee of which three were female and took up positions including; Secretary, Treasurer and member; and Kirimanyaga deep borehole had 3 female on the six member committee and took up positions including; Secretary and Vice Chairman. 	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department. 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>There were no public sanitation facilities planned and constructed in the FY17/18.</p>	<p>0</p>
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