



Local Government Performance Assessment

Kiruhura District

(Vote Code: 562)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	58%
Educational Performance Measures	70%
Health Performance Measures	67%
Water Performance Measures	63%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>The LG generated on line the Annual Performance Contract on 15th /07/2018 at 09:39 according to the data supplied on PBS at the LG planning unit. Although the submission was on time the LG was faced with the challenge of late upgrade of the PBS and insufficient training on the use of PBS thus affecting timely submission.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>There was evidence that the LG generated a Budget for the FY 2018/19 using the PBS dated 15th /07/2018 at 09:39. The budget did not include a procurement plan according to the information on the PBS at the LG planning unit. The procurement plan was generated on the 1st /8/2018. The LG attributed this to capacity gaps in the LG to generate documents using the PBS and the late activation of the procurement window by MoFPED.</p>	No

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>The LG generated the Annual Performance Report for the previous FY 2017/2018 on 31st /07/2018 according to the PBS record at the LG planning unit signed by the CAO. Although this submission was early the LG faced challenges of delayed training on the use of PBS.</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>The LG made Submissions of all quarterly budget performance reports during FY 2017/2018 using PBS from information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to the capacity gaps at the LG.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Quarter</th> <th style="text-align: left;">Date of submission</th> <th style="text-align: left;">Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>1st /2/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 02</td> <td>20th /2/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 03</td> <td>30th /4/2018</td> <td>Letter of CAO, 15th/5/2018 CR/154/1 Record at planning unit.</td> </tr> <tr> <td>Quarter 04</td> <td>31st /7/2018</td> <td>PBS LG planning unit.</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 01	1st /2/2018	PBS LG planning unit.	Quarter 02	20th /2/2018	PBS LG planning unit.	Quarter 03	30th /4/2018	Letter of CAO, 15th/5/2018 CR/154/1 Record at planning unit.	Quarter 04	31st /7/2018	PBS LG planning unit.	<p>Yes</p>
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Quarter 04	31st /7/2018	PBS LG planning unit.																

<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>The LG wrote to the PS/ST on the implementation status of Internal Auditor General and Auditor General recommendations for FY 2016/17.</p> <p>The submission dated 28/03/18 written by the CAO to the PS/ST contained actions taken on 10 internal audit and 5 Auditor General recommendations of FY 2016/17. The communication was received at MoFPED on 13/04/18.</p> <p>The communication was submitted beyond the February deadline.</p>	No
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The district had an unqualified audit opinion on its FY 2017/18 financial report.</p>	Yes

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence of a functional physical planning committee which met 3 times on 16th /3/2018, 11th /4/2018 and 11th/6/2018. From the minutes, the committee had 14 members appointed on the 7th /02/2018 in a letter signed by the CAO ref CR/2/18/1 with the physical planner as secretary and the CAO as chairperson. 2 members in private practice had not been appointed at the time of assessment.</p> <p>The physical planning committee had a plan register opened on the 3rd/3/2018. In the FY 2017/18, 55 plans had been processed. From the register all plans (new investments) had been approved beyond 30 days.</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence the LG submitted copies of minutes of the Physical Planning Committee to MoLHUD. the Ag physical planner attributed this to budgetary challenges at the LG.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The LG did not have a physical development plan therefore no consistency could be assessed.</p> <p>This was attributed to inadequate budget to develop a structural plan for the LG</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>There was no evidence that the LG had detailed plans/ area action plans. This was attributed to staffing and budgetary challenges at the LG.</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that priorities in the AWP for FY 2018/19 were based on outcomes of the budget conference. The budget conference report dated 19th/11/2017 signed by the population officer;</p> <ul style="list-style-type: none"> - Construction of Classrooms, BCR pg 11 attachment of education report. - Construction of teachers houses, BCR pg 8 & 11 attachment of education report. - Construction of a seed school at Nyakasharara sub county, not in BCR however project was approved by council meeting of 30th/8/2018 under Min KFC/6/8/2018(b) - Rehabilitation of Bulunga primary school, not in BCR however project was approved by council meeting of 30th/8/2018 under Min KFC/6/8/2018(b) - Upgrading of Kitula and Rwenshande HC 11 to HC111, BCR pg 57 attachment of health report. - Rehabilitation of Bulunga HC111, BCR pg 57 attachment of health report. - Purchase of equipment for (2) HC 1Vs, BCR pg 57 attachment of health report. - Rehabilitation of 12 boreholes, BCR pg 10 attachment of water report. - Rehabilitation of 5 institutional water tanks, BCR pg 10 attachment of water report - Construction of 12 institutional tanks, BCR pg 10 attachment of water report - Drilling of 10 boreholes, BCR pg 10 attachment of water report.
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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 investments in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan.</p> <ul style="list-style-type: none"> - Construction of teachers house, DDP pg 81 - Construction of classroom, DDP pg 82 - Purchase of equipment for (2) HC 1Vs, DDP pg 85 - Drilling of 10 boreholes, DDP pg 90 - Construction of 12 institutional tanks, DDP pg 90 	<p>1</p>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was no evidence that project profiles for the FY 2018/19 had been developed and submitted to the TPC. The Ag planner indicated that the process of extracting and development of the project profiles for 2018/19 was on going.</p> <p>However all investment profiles in the DDP were as per LG Planning guidelines.</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>A copy of the statistical abstract 2017/18 was seen dated February 2018, signed by the CAO, with gender disaggregated data on pg 12 on population for Kiruhura district by sex and sub county.</p> <p>There was evidence of submission to the TPC meeting of 6th/4/2018 under Min 62/DTPC 04/18 by the planner.</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 Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan,</p> <ul style="list-style-type: none"> - Construction of teachers house in (5) primary schools, AWP pg 47 - Constructions of classrooms, AWP pg 47 - Provision of 137 twin desks, AWP pg 47 - Rehabilitation of 12 bore holes, AWP pg 58 - Construction of institutional tanks, AWP pg 58 - Construction of VIP latrines at RGCs, AWP pg 58 - Drilling of 19 bore holes, AWP pg 58 - Rehabilitation of Kazo laboratory, AWP pg 38 	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that investment projects were completed as per work plan by the end of the FY; From the records in the annual performance report the underlying projects were completed as per work plan;</p> <ul style="list-style-type: none"> - Construction of teachers house in (5) primary schools, pg 63 Q4 - Constructions of classrooms, pg 62 Q4 - Provision of 137 twin desks, pg 63 Q4 - Rehabilitation of 12 bore holes, pg 72 Q4 - Construction of institutional tanks, pg 73 Q4 report - Construction of VIP latrines at RGCs, pg 73 Q4 report - Drilling of 19 bore holes, 1 borehole was found not to have been done. pg 73 Q4 report - Rehabilitation of Kazo laboratory, pg 53 Q4 report 	<p>2</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<ul style="list-style-type: none"> - From the annual performance report there was evidence that the investments in the FY 2017/18 had been completed within (- /+) 15% of the budget. - Construction of teachers house in (5) primary schools, actual expenditure was UGX 162,205,000 thus 100% pg 63 Q4 report - Constructions of classrooms, actual expenditure was UGX 85,000,000 thus 135% .This percentage included retention carried forward from the FY 2016/17 pg 62 Q4 report - Provision of 137 twin desks, actual expenditure was 4,000,000 thus 100% pg 63 Q4 report - Rehabilitation of 12 bore holes, actual expenditure was UGX 63,397,000 thus 100% pg 72 Q4 report - Construction of institutional tanks, was completed at 100% pg 73 Q4 report - Construction of VIP latrines at RGCs, actual expenditure was UGX 21,750,000 thus 100% pg 73 Q4 report - Drilling of 19 bore holes, actual expenditure was UGX 308,463,000 thus 90%. From the review 1 bore hole was found not to have been drilled, pg 73 Q4 report - Rehabilitation of Kazo laboratory, actual expenditure was UGX 59,761,000 thus 100% pg 53 Q4 report 	2
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was no evidence of a specific Budget for O&M for infrastructure in FY 2017/2018, UGX 228,009,319 was budgeted and UGX 228,009,319 was spent giving 100%.</p> <p>The chief finance officer had compiled a schedule of fixed assets/ register as seen by a letter signed by the CAO dated 14th/2/2018 to the PS MoLG. From the assets register not all LG infrastructures had been captured and costed.</p> <p>The LG had not prepared a maintenance plan for infrastructure that required maintenance.</p> <p>From the record on the annual performance report there was no evidence of expenditure of O & M on infrastructural assets drawn from the assets register.</p>	0
Human Resource Management			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<ul style="list-style-type: none"> • There are only three substantive heads of department that is 33.3%. These are • DHO DR IVAN KAMYA DSC MIN NO 44/2010 • CFO MUHOOZI PATRICK DSC MIN NO 94/9/2005 • DCAO KASAGARA EDWARD PSC INSTRUMENT NO 3 OF 2017 	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • All heads of department were appraised. These are • DCAO KASAGARA EDWARD ON 27/08/18 • CFO MUHOOZI PATRICK ON 31/7/18 • DHO KAMYA IVAN DAVID ON 2/8/18 • CDO KAGYENYI NORAH TUKAHIRWA ON 20/7/2018 • DPMO ASIIMWE KARIMU GRACE ON 5/7/18 • DEO. MWIINE LAMECH MIREMBE ON 4/7/18 • DNRO, NAMARA DEBORAH ON 6/8/18 • DE, MANYIRAHU JAMES ON 10/7/18 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<ul style="list-style-type: none"> • All positions submitted for recruitment were 100% considered. • CAOs submissions REF CR/D/156/1 DATED 1/2/2018 • CAOs submissions REF CR/156/1 DATED 25TH/01/2018 • CAOs submissions REF CR/156/1 DATED 24/10/2017 • CAOs submissions REF CR/D/561/1 DATED 31/10/2017 • Minutes of the 24th meeting of the DSC held between 17th and 18th may 2018. Min 184/05/2018 • Minutes of the 22nd meeting of the DSC held between 1st and 13th march 2018. • Minutes of the 24th meeting of the DSC held between 17th and 18th Jan 2018. 	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<ul style="list-style-type: none"> • All the staff submitted for confirmation were considered 100% • CAOs submission REF CR/155/1 dated 5th April 2018 • Minutes of the 25th meeting of Kiruhura DSC held between 28th and 30th may 2018. Min 194/05/2018 k to kvii. And min no 193/05/2018 • CAOs submission REF CR/155/1 dated 14 November 2017. • Minutes of the 20th meeting of Kiruhura DSC held on 16th January 2018. Min no 154/01/2018 i) to xiii) 	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<ul style="list-style-type: none"> • All the staff submitted for disciplinary action were considered. • CAOs submission dated 27th April 2018 • CAOs submission dated 29th march 2018 • Minutes of the 25th meeting of Kiruhura DSC between 28th and 30th may 2018. Min 195/05/218, min 195/05/2018a(ii) 	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> • The staff that were recruited accessed the payroll 100% within two months. <p>Some of these are, MUGISHA CALEB, NUWAGIRA FRED OWEYESIGA FRED, TUMUHIKYE MARTIN, TUMUSIIME GEORGE, TWINAMASIKO SHEILA, TWINOMUJUNI MOSES, ATWIINE GODWIN.</p>	<p>3</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>The staff that retired were not able to access the pay roll in two months. These include AHABWE EMMANUEL, KAROKORA MARY, TUMUSIIME IBABAZA ZABRON, BYARUHANGA JACKSON, BARIGYE JACKSON</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>Kiruhura DLG local revenue performance for FY 2016/17 was Shs 753,655,463. Performance for FY 2017/18 was Shs 362,563,970.</p> <p>The reduction in revenue performance was Shs 391,091,493, which was 51.8%. This was well below 5%.</p> <p>The reduction in local revenue was said to have been due to the closure of two important cattle markets as a result of foot and mouth disease, yet they are key revenue sources for the DLG.</p> <p>(It should be noted that Shs 67,400,000 obtained from sale of district assets in FY 2016/17 was disallowed, reducing the income from Shs 821,055,463 to Shs 753,655,463).</p>	<p>0</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Kiruhura DLG local revenue original budget for FY 2017/18 was Shs 710,294,000. Local revenue realised for the same year 2017/18 was Shs 362,563,970.</p> <p>The difference was Shs 347,730,030, which was 48.9% below the budgeted amount.</p> <p>This was well outside the +/-10% range.</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>Kiruhura DLG Financial Statements for FY 2017/18 show that Shs 362,563,970 local revenue was collected, of which Shs 78,858,464 was Local Service Tax.</p> <p>During the year FY 2017/18, Shs 51,273,000 was remitted to LLGs (15 Sub counties and 3 Town Councils), which was 65% of the LST collected. The transfer was done once using an instruction to the bank dated 09/05/18, Ref. Fin/106.</p>	2
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the 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>From Kiruhura DLG Financial Statements for FY 2017/18, a total of Shs 153,357,001 was spent on Council out of local revenue, itemised as follows:</p> <p style="padding-left: 40px;">Travel Inland Shs 62,339,501</p> <p style="padding-left: 40px;">Councillor allowances Shs 91,017,500.</p> <p style="padding-left: 40px;">TOTAL SHS 153,357,001.</p> <p>Local revenue for FY 2016/17 was Shs 753,655,463.</p> <p>The proportion was 20%, which was right at the limit.</p>	2
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<ul style="list-style-type: none"> - There was NO Evidence that Kiruhura DLG had the position of a Senior Procurement Officer substantively filled. - There WAS Evidence that Kiruhura DLG had the position of Procurement Officer substantively filled under DSC Min. No. 128/06/2017, Correspondence CR/160/1 Dated 26 June 2017. Ms Kukkiriza Milly was the name of the Procurement Officer. 	0
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4</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>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of 6No. 2 Stance VIP Latrines at Kashongi (2No.), Kikatsi, Buremba, Nkungu and Kitura Sub counties under DDEG (KIRU/562/WRKS/2017-2018/00027). The Assessor saw Evaluation Report for Works (Technical 	1

<p>points on this performance measure.</p>		<p>Compliance Selection) Designed by PPDA (LGPP Form 12) that was Endorsed by Members of Technical Evaluation Committee on 03/October/2017. The TEC Members who signed on the Evaluation Report were: Sub county Chief – Kitura, Sub-county Chief – Kikatsi, Assistant Engineering Officer; Procurement Officer.</p> <p>- Construction of Teachers Houses (Lot 2) at Birunduma P/S in Nyakashashara Sub county and Kikatsi P/S in Kikatsi Sub county under SFG (KIRU/562/WRKS/2017-2018/00008). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) that was Endorsed by Members of Technical Evaluation Committee on 26/October/2017. The TEC Members who signed on the Evaluation Report were: Engineering Assistant; Assistant Statistical Officer, Inspector of Schools, Procurement Officer.</p> <p>- Construction of Staff Houses (Lot 4) at Kanyaryeru P/S in Kanyaryeru Sub-county under Presidential Pledge (KIRU/562/WRKS/2017-2018/00030). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) that was Endorsed by Members of Technical Evaluation Committee on 01/November/2017. The TEC Members who signed on the Evaluation Report were: Inspector of Schools, Head Teacher – Kanyaryeru P/S, Acting District Engineer; Procurement Officer.</p> <p>- Construction of a Staff House at Katete P/S in Kenshunga Sub-county under SFG (KIRU/562/WRKS/2017-2018/00014). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) that was Endorsed by Members of Technical Evaluation Committee on 30/November/2017. The TEC Members who signed on the Evaluation Report were: Inspector of Schools, Labor Officer, Acting District Engineer; Procurement Officer.</p> <p>- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2017-2018/00001). The Assessor saw Evaluation Report for Works (Technical Compliance Selection) Designed by PPDA (LGPP Form 12) that was Endorsed by Members of Technical Evaluation Committee on 11/August/2017. The TEC Members who signed on the Evaluation Report were: Water Officer, Environmental Officer, Senior Accounts Assistant; Procurement Officer.</p>	
<p>The LG has in place the capacity to manage the procurement function</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and 	<p>There WAS Evidence that Kiruhura District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <p>- Construction of 6No. 2 Stance VIP Latrines at Kashongi (2No.), Kikatsi, Buremba, Nkungu and Kitura Sub counties</p>	<p>1</p>

Maximum 4 points on this performance measure.

provide justifications for any deviations from those recommendations: score 1

under DDEG (KIRU/562/WRKS/2017-2018/00027). DCC considered and endorsed recommendations of TEC during a Meeting held on 07/December/2017, 6th DCC Meeting for 2017/2018 FY, attended by District Community Development Officer, District Planner, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 06/07/12/2017-2018 (5) (b).

- Construction of Teachers Houses (Lot 2) at Birunduma P/S in Nyakashashara Sub county and Kikatsi P/S in Kikatsi Sub county under SFG (KIRU/562/WRKS/2017-2018/00008). DCC considered and endorsed recommendations of TEC during a Meeting held on 07/December/2017, 6th DCC Meeting for 2017/2018 FY, attended by District Community Development Officer, District Planner, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 06/07/12/2017-2018 (5) (a).

- Construction of Staff Houses (Lot 4) at Kanyaryeru P/S in Kanyaryeru Sub-county under Presidential Pledge (KIRU/562/WRKS/2017-2018/00030). DCC considered and endorsed recommendations of TEC during a Meeting held on 16/November/2017, 5th DCC Meeting for 2017/2018 FY, attended by District Community Development Officer, District Planner, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 05/16/11/2017-2018 (5) (vi).

- Construction of a Staff House at Katete P/S in Kenshunga Sub-county under SFG (KIRU/562/WRKS/2017-2018/00014). DCC considered and endorsed recommendations of TEC during a Meeting held on 07/December/2017, 6th DCC Meeting for 2017/2018 FY, attended by District Community Development Officer, District Planner, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 06/07/12/2017-2018 (5) (h).

- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2017-2018/00001). DCC considered and endorsed recommendations of TEC during a Meeting held on 15/August/2017, 2nd DCC Meeting for 2017/2018 FY, attended by District Community Development Officer, District Planner, Information Officer, District Education Officer, Physical Planner; Procurement Officer. DCC Minute: 02/15/08/2017-2018 (5) (iii).

- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2018-2019/00001). DCC considered and endorsed recommendations of TEC during a Meeting held on 24/September/2018, 2nd DCC Meeting for 2018/2019 FY, attended by District Community Development Officer, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 02/24/09/2018-2019 (5) (g).

- Construction of 12No. Institutional Ferro Cement Rainwater Harvesting Tanks under DWSCG (KIRU/562/WRKS/2018-2019/00002). DCC considered and endorsed recommendations of TEC during a Meeting held on

		<p>24/September/2018, 2nd DCC Meeting for 2018/2019 FY, attended by District Community Development Officer, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 02/24/09/2018-2019 (5) (f).</p> <p>- Excavation of a Dam in Kitura Sub-county under Capital Development Fund (KIRU/562/WRKS/2018-2019/00017). DCC considered and endorsed recommendations of TEC during a Meeting held on 24/September/2018, 2nd DCC Meeting for 2018/2019 FY, attended by District Community Development Officer, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 02/24/09/2018-2019 (5) (h).</p> <p>- Construction of Staff House (Lot 1) at Kaitanturegye P/S in Kinoni Sub-county under SFG (KIRU/562/WRKS/2018-2019/00010). DCC considered and endorsed recommendations of TEC during a Meeting held on 24/September/2018, 2nd DCC Meeting for 2018/2019 FY, attended by District Community Development Officer, Information Officer, District Education Officer; Procurement Officer. DCC Minute: 02/24/09/2018-2019 (5) (b).</p>	
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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 	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <p>- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2018-2019/00001). (Page 49 – Kiruhura DLG Budget, Annual Work Plan and Procurement Plan for 2018/2019 FY, Approved Estimates, Vote 562, Output 098183 Borehole Drilling and Rehabilitation, 314201 Materials and Supplies AND was also indicated as No.22 in Kiruhura DLG Consolidated District Procurement Plan for 2018/2019 FY, Submission Letter Dated 01/August/2018 and Referenced CR/102/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO).</p> <p>- Construction of 12No. Institutional Ferro Cement Rainwater Harvesting Tanks under DWSCG (KIRU/562/WRKS/2018-2019/00002). (Page 151 - LG Work Plan - Kiruhura DLG Budget, Annual Work Plan and Procurement Plan for 2018/2019 FY, Approved Estimates, Vote 562, Output 098185 Construction of Dams; Non Standard Outputs AND was also indicated as No.69 in Kiruhura DLG Consolidated District Procurement Plan for 2018/2019 FY, Submission Letter Dated 01/August/2018 and Referenced CR/102/1, Signed by CAO, Received by PPDA Regional Office in</p>	<p>2</p>

Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO).

- Excavation of a Dam in Kitura Sub-county under Capital Development Fund (KIRU/562/WRKS/2018-2019/00017). (Page 22 - Kiruhura DLG Budget, Annual Work Plan and Procurement Plan for 2018/2019 FY, Approved Estimates, Vote 562, Output 018280 Valley Dam Construction; 312104 Other Structures AND was also indicated as No.33 in Kiruhura DLG Consolidated District Procurement Plan for 2018/2019 FY, Submission Letter Dated 01/August/2018 and Referenced CR/102/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO).

- Construction of Staff House (Lot 1) at Kaitanturegye P/S in Kinoni Sub-county under SFG (KIRU/562/WRKS/2018-2019/00010). (Page 37 - Kiruhura DLG Budget, Annual Work Plan and Procurement Plan for 2018/2019 FY, Approved Estimates, Vote 562, Output 078182 Teacher House Construction and Rehabilitation, 312102 Residential Buildings AND was also indicated as No.29 in Kiruhura DLG Consolidated District Procurement Plan for 2018/2019 FY, Submission Letter Dated 01/August/2018 and Referenced CR/102/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO).

- Construction of Classrooms (Lot 1) at Kyeibuza P/S in Kikatsi Sub-county under SFG (KIRU/562/WRKS/2018-2019/00006). (Pages 36 - 37 - Kiruhura DLG Budget, Annual Work Plan and Procurement Plan for 2018/2019 FY, Approved Estimates, Vote 562, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings AND was also indicated as No.30 in Kiruhura DLG Consolidated District Procurement Plan for 2018/2019 FY, Submission Letter Dated 01/August/2018 and Referenced CR/102/1, Signed by CAO, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO).

(b) There WAS Evidence that the LG made procurements in previous FY (2017/2018 FY) as per plan (adherence to the procurement plan) for the previous FY (2017/2018 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2017/2018 FY):

- Construction of Teachers Houses (Lot 2) at Birunduma P/S in Nyakashashara Sub county and Kikatsi P/S in Kikatsi Sub county under SFG (KIRU/562/WRKS/2017-2018/00008). (Page 25 - Kiruhura DLG Approved Budget Estimates and

Annual Work Plans for 2017/2018 FY, Vote 562, Signed by District Chairperson on 19/July/2017, Output 078182 Teacher House Construction and Rehabilitation, 312102 Residential Buildings AND was also indicated as No.2 in Kiruhura DLG Revised Procurement Plan for 2017/2018 FY, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO: Revised Consolidated Procurement Plan for 2017/2018 FY).

- Construction of Staff Houses (Lot 4) at Kanyaryeru P/S in Kanyaryeru Sub-county under Presidential Pledge (KIRU/562/WRKS/2017-2018/00030). (Page 25 - Kiruhura DLG Approved Budget Estimates and Annual Work Plans for 2017/2018 FY, Vote 562, Signed by District Chairperson on 19/July/2017, Output 078182 Teacher House Construction and Rehabilitation, 312102 Residential Buildings AND was also indicated as No.55 in Kiruhura DLG Revised Procurement Plan for 2017/2018 FY, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO: Revised Consolidated Procurement Plan for 2017/2018 FY).

- Construction of a Staff House at Katete P/S in Kenshunga Sub-county under SFG (KIRU/562/WRKS/2017-2018/00014). (Page 25 - Kiruhura DLG Approved Budget Estimates and Annual Work Plans for 2017/2018 FY, Vote 562, Signed by District Chairperson on 19/July/2017, Output 078182 Teacher House Construction and Rehabilitation, 312102 Residential Buildings AND was also indicated as No.2 in Kiruhura DLG Revised Procurement Plan for 2017/2018 FY, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO: Revised Consolidated Procurement Plan for 2017/2018 FY).

- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2017-2018/00001). (Page 31 - Kiruhura DLG Approved Budget Estimates and Annual Work Plans for 2017/2018 FY, Vote 562, Signed by District Chairperson on 19/July/2017, Output 098183 Borehole Drilling and Rehabilitation, 312104 Other Structures AND was also indicated as No.15 in Kiruhura DLG Revised Procurement Plan for 2017/2018 FY, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO: Revised Consolidated Procurement Plan for 2017/2018 FY).

- Construction of 2No. Classrooms (Lot 2) at Rwandakikatsi P/S in Kikatsi Sub county and Orwigi P/S in Burunga Sub county under SFG (KIRU/562/WRKS/2017-2018/00011). (Pages 24 - 25 - Kiruhura DLG Approved Budget Estimates and Annual Work Plans for 2017/2018 FY, Vote 562, Signed by District Chairperson on 19/July/2017, Output 078180 Classroom Construction and Rehabilitation, 312101 Non

		<p>Residential Buildings AND was also indicated as No.1 in Kiruhura DLG Revised Procurement Plan for 2017/2018 FY, Received by PPDA Regional Office in Mbarara on 02/August/2018, Foreword by Secretary for Finance, Planning and Administration, Acknowledgement by CAO: Revised Consolidated Procurement Plan for 2017/2018 FY).</p>	
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2

For current FY (2018/2019), there WAS Evidence that the LG prepared 80% of the bid documents for all investment/infrastructure by August 30. ACTUAL Bid Preparation Dates were NOT available. The Assessor made a calculation based on the respective Dates of Approval of Individual Bid Documents and found that 100% of Bid Documents for 2018/2019 FY were Approved BEFORE August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bid Documents were approved by Kiruhura DLG Contracts Committee:

- Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2018-2019/00001). Date of Approval of Bid Document by Kiruhura DLG Contracts Committee: 25/July/2018, 1st Meeting for 2018/2019 FY, Min 01/25/07/2018-2019 (6); Date of Bid Notice: 26/July/2018, New Vision Newspaper, Page 29.

- Construction of 12No. Institutional Ferro Cement Rainwater Harvesting Tanks under DWSCG (KIRU/562/WRKS/2018-2019/00002). Date of Approval of Bid Document by Kiruhura DLG Contracts Committee: 25/July/2018, 1st Meeting for 2018/2019 FY, Min 01/25/07/2018-2019 (6); Date of Bid Notice: 26/July/2018, New Vision Newspaper, Page 29.

- Excavation of a Dam in Kitura Sub-county under Capital Development Fund (KIRU/562/WRKS/2018-2019/00017). Date of Approval of Bid Document by Kiruhura DLG Contracts Committee: 25/July/2018, 1st Meeting for 2018/2019 FY, Min 01/25/07/2018-2019 (6); Date of Bid Notice: 26/July/2018, New Vision Newspaper, Page 29.

- Construction of Staff House (Lot 1) at Kaitanturegye P/S in Kinoni Sub-county under SFG (KIRU/562/WRKS/2018-2019/00010). Date of Approval of Bid Document by Kiruhura DLG Contracts Committee: 25/July/2018, 1st Meeting for 2018/2019 FY, Min 01/25/07/2018-2019 (6); Date of Bid Notice: 26/July/2018, New Vision Newspaper, Page 29.

- Construction of Classrooms (Lot 1) at Kyeibuza P/S in Kikatsi Sub-county under SFG (KIRU/562/WRKS/2018-2019/00006). Date of Approval of Bid Document by Kiruhura DLG Contracts Committee: 25/July/2018, 1st Meeting for 2018/2019 FY, Min 01/25/07/2018-2019 (6); Date of Bid Notice: 26/July/2018, New Vision Newspaper, Page 29.

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

Maximum 6 points on this performance measure.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements:
score 2

For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was seen by the Assessor at Kiruhura DLG PDU with a Starting/Opening Procurement Entry Titled 'Construction of 12No. Institutional Ferro Cement Tanks' Referenced 'KIRU/562/WRKS/2017-2018/00002', User Department: Water, Method of Procurement: Open Domestic Bidding, Date of Award: 15/August/2017, Contract Amount: 72,936,044 UGX, Contractor: Geses Uganda Limited AND an Ending/Closing Procurement Entry Titled 'Renovation of Kinoni Sub county Hall' Referenced 'KIRU/562/WRKS/2017-2018/00015', User Department: Kinoni Sub county, Method of Procurement: Selective Bidding, Date of Award: 11/April/2018, Contract Amount: 15,229,000 UGX, Contractor: SAMTU Enterprises Limited.

- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> - Construction of 6No. 2 Stance VIP Latrines at Kashongi (2No.), Kikatsi, Buremba, Nkungu and Kitura Sub counties under DDEG (KIRU/562/WRKS/2017-2018/00027). Contract Amount: 35, 940, 912 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 19/September/2017, Daily Monitor Newspaper, Page 35. - Construction of Teachers Houses (Lot 2) at Birunduma P/S in Nyakashashara Sub county and Kikatsi P/S in Kikatsi Sub county under SFG (KIRU/562/WRKS/2017-2018/00008). Contract Amount: 84, 260, 002 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 19/September/2017, Daily Monitor Newspaper, Page 35. - Construction of Staff Houses (Lot 4) at Kanyaryeru P/S in Kanyaryeru Sub-county under Presidential Pledge (KIRU/562/WRKS/2017-2018/00030). Contract Amount: 192, 359, 684 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 19/September/2017, Daily Monitor Newspaper, Page 35. - Construction of a Staff House at Katete P/S in Kenshunga Sub-county under SFG (KIRU/562/WRKS/2017-2018/00014). Contract Amount: 44, 259, 782 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 19/September/2017, Daily Monitor Newspaper, Page 35. - Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2017-2018/00001). Contract Amount: 230, 920, 690 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 06/July/2017, New Vision Newspaper, Page 48. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Construction of Staff Houses (Lot 4) at Kanyaryeru P/S in Kanyaryeru Sub-county under Presidential Pledge (KIRU/562/WRKS/2017-2018/00030). Interim Payment Certificate No. 1 Dated 28/February/2018, Prepared by Assistant Engineering Officer – Buildings, Approved by District Engineer on 05/March/2018, Approved by District Education Officer, Approved by CAO on 05/March/2018. - Siting and Drilling of 10 Boreholes under DWSCG (KIRU/562/WRKS/2017-2018/00001). Interim Payment Certificate No. 1 Dated 25/May/2018, Prepared by Project Supervisor/District Water Officer, Endorsed by Project 	<p>2</p>

Manager on 28/May/2018, Approved by CAO on 28/May/2018.

- Construction of 12No. Ferro Cement Tanks at Institutions (KIRU/562/WRKS/2017-2018/00002). Interim Payment Certificate No.2 Dated 21/February/2018, Prepared by District Water Officer on 21/February/2018, Endorsed by Project Manager/District Engineer on 21/February/2018, Approved by CAO on 26/February/2018.

- Rehabilitation of 5No. Ferro Cement Tanks at Institutions (KIRU/562/WRKS/2017-2018/00031). Interim Payment Certificate No.1 Dated 04/June/2018, Prepared by District Water Officer, Endorsed by Project Manager/District Engineer on 04/June/2018, Approved by CAO.

- Rehabilitation of 2No. Ferro Cement Tanks at Institutions. Contract No: Min 10/9/5/2017-2018 (7) (d). Interim Payment Certificate No. 1 Dated 04/June/2018, Prepared by District Water Officer, Endorsed by Project Manager/District Engineer on 04/June/2018, Approved by CAO.

- Construction of 1 Extra Institutional Tank at District Headquarters. Contract No: Min 10/9/5/2017-2018 (7) (d). Interim Payment Certificate No. 1 Dated 19/June/2018, Prepared by District Water Officer, Endorsed by District Engineer on 19/June/2018, Approved by CAO on 19/June/2018.

- Fencing of Kanoni, Kenshunga and Kerengo Markets in Kiruhura District. Payment Certificate No.1 Dated 21/February/2018, Certified by Project Manager on 21/February/2018, Verified by District Engineer on 21/February/2018, Approved by Production Officer on 21/February/2018, Endorsed by CAO on 21/February/2018.

- Fencing of Kanoni, Kenshunga and Kerengo Markets in Kiruhura District. Payment Certificate No.2 Dated 04/May/2018, Certified by Project Manager on 07/May/2018, Verified by District Engineer/Project Supervisor on 07/May/2018, Approved by Production Officer on 08/May/2018, Endorsed by CAO on 09/May/2018.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.</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>Kiruhura DLG is on IFMIS and currently operates 7 bank accounts including the TSA.</p> <p>As on the days of the assessment on 15th and 16th October 2018, all the bank accounts were reconciled to the end of the year ended 30/06/2018.</p> <p>The reconciliations were however not up to date to 30/09/2018 (for the months of July – September).</p> <p>The main reason given was that the District was in the process of migrating to IFMIS Tier 1 and had a number of unresolved items they were currently working on with MoFPED.</p>	<p>0</p>

The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• If the LG makes timely payment of suppliers during the previous FY

– no overdue bills (e.g. procurement bills) of over 2 months: score 2.

Kiruhura DLG payments reviewed show that the district endeavoured to pay its suppliers within the 2 months limit. Terms and conditions of the LG's contracts with the different suppliers of goods and services duly considered. Examples of the payments reviewed are:

Payment of Shs 1,500,000 to Mogas (U) Ltd for supply of fuel. Invoicing 25/06/18 and payment 25/06/18 (0 days).

Payment of Shs 13,189,000 to Cenat (U) Ltd for supply of printed stationery. Invoicing 19/06/18 and payment 23/06/18 (4 days).

Payment of Shs 640,000 to Mogas Rushere Service Station for supply of fuel. Invoicing 13/04/18 and payment 19/04/18 (6 days).

Payment of Shs 1,035,834 to Cooper Motor Corporation (U) Ltd for maintenance and service of LG vehicles. Invoicing 05/12/17 and payment 16/01/18 (1 month 11 days).

Payment of Shs 3,200,000 to Radio 5 FM for airtime on radio for district programs. Invoicing 11/06/18 and payment 13/06/18 (2 days).

Payment of Shs 469,607 water utility bills to National Water and Sewerage Corporation. Invoicing 04/06/18 and payment 13/06/18 (9 days).

Payment of Shs 1,499,875 to Total (U) Ltd for supply of fuel. Invoicing 30/05/18 and payment 06/06/18 (6 days).

Payment of Shs 1,949,153 to Monitor Publications Ltd for advertising space for district tenders. Invoicing 22/02/18 and payment 29/03/18 (1 month 7 days).

Payment of Shs 4,510,000 to Mogas (U) Ltd for supply of fuel to Statutory Bodies. Invoicing 14/03/18 and payment 29/03/18 (15 days).

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> • Kiruhura DLG Internal Audit department is headed by Mwesigye Emmanuel in acting capacity as Principal Internal Auditor and in substantive capacity as Internal Auditor. Per his appointment letter for Internal Auditor dated 11/11/05 (Ref. CR/D/156/7), DSC Minute No. 186/11/2005 and his appointment for Acting Head of Internal Audit dated 02/10/18 (Ref. CR/111/1). 	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> • The LG produced all the internal audit reports for the 4 quarters: Quarter 1 dated 25/10/17, quarter 2 dated 31/01/18, quarter 3 dated 30/04/18 and quarter 4 dated 31/07/18. 	<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>Kiruhura DLG internal audit reports did not contain a tracker of action on previous unresolved audit recommendations. However, a separate report tracking the implementation status of internal audit findings for Quarters 1 and 2 of FY 2017/18 was seen, written to the PS/ST and copied to CAO, District Chairman and Auditor General. It had status reports on 12 recommendations of Quarter 1 and 11 recommendations of Quarter 2.</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>FY 2017/18 Quarters 1-4 reports have receipt stamps confirming their delivery to CAO, LGPAC and Council. They were delivered on the following dates: Q1 on 25/10/17, Q2 on 31/01/18, Q3 on 30/04/18 and Q4 on 31/07/18.</p> <p>PAC Minutes and Reports show that in a PAC meeting of 27th and 28th March 2018 Quarter 1 Internal Audit report was discussed. Minutes also show that in a PAC meeting of 19th and 20th June 2018, Quarter 2 Internal Audit report was discussed and actions documented.</p>	<p>1</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The district has a manual assets register which is formatted as required by the accounting manual.</p> <p>The manual contains information on land, buildings, furniture and motor vehicles, but it's too brief, most of it lacks associated monetary values, depreciation information, ownership information etc. and its not updated as required by the accounting manual.</p> <p>The LG needs to have the assets valued and the register updated, even if this means using the going market rates for values. Some of the information can also be obtained from the mother district of Mbarara.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</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 the LG Council met 4 times in meetings chaired by the speaker on 13th/9/2017, 13th/12/2017, 21st/3/2018 and 24th/5/2018</p> <p>Service delivery issues were discussed as follows;</p> <p>A council meeting dated 13th/9/2017 min KFC 6/8/9 /17 discussed production sectoral report, issues reported on was management of animal drugs and spraying animals with new vaccines. Monitoring of tractors under OWC and allocation of tractors to farmers to boost production. And, a report of social services committee recommending construction of staff houses for schools.</p> <p>Min KFC 10/8/9/17 on creation of 2 new administrative units intended to promote service delivery</p> <p>Meeting dated 13th/12/2017 min KFC 6/9/12/17 on social services report recommending upgrade of HC11s to HC111s, council monitoring report on UWEP and YLP. Construction of roads in rural areas.</p> <p>Meeting of DEC dated 23rd/11/2017 min KDEC 3/11/17 DEC discussed matter arising from TPC on approved BOQs, board of survey report, CAIP roads</p> <p>Meeting dated 31st/1/2018 min KDEC 3/1/18 presentation of financial reports to members, implementation of roads work Plan.</p> <p>LGPA results and implications was discussed on 30th/8/2018 min KFC 7/8/12/2018 motion seeking council to disseminate and discuss assessment result 2017/18 was discussed.</p> <p>However the LG council did not discussed LGPAC recommendations as required despite receiving the LG PAC reports dated 25th/6/2018 for Q3, LG PAC report dated 4th/4/2018 for Q2 and LG PAC report dated 12th/10/2018 for Q4.</p>	
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence that the CAO in a letter dated 2nd/7/2018 CR/156/1 had designated Mr. Muganzi Benon the senior communications officer to manage complaints and grievances.</p> <p>On the face book page of the LG Kiruhura District Local Government, Mr. Muganzi on the 19th/5/2018 provided feedback to citizens on the outbreak of anthrax in the district. 78 comments were received in regard to this update and on the floods in Kinoni –Orubare 46 comments from citizens had been received. Although the LG had received some written complaints from area land committees the BRM from the records office indicated feedback was yet to be made to those complaints.</p>	<p>1</p>
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<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 LG had specified a system where written complaints were addressed to the CAO and received by the central registry. A BRM would then be initiated for the attention of the CAO. A complaint from the sub county area land committee of Kakatsi dated 7th/11/2017 to CAO, on errors committed in verifying land was seen on the complaints file.</p> <p>A complaints box for JLOs had been placed at the entrance of the council hall and another suggestions box at the CFO/accounts office with instructions to complaints.</p> <p>A baraza report to the CAO dated 9th/4/2018 signed by the senior communications officer addressing complaints was seen.</p> <p>Commissioning events were being used to provide feedback to the citizens, a report dated 26th/7/2018 on commissioning of water projects FY 2017/18 to CAO by the DWO was seen</p> <p>Radio talks were being conducted to address complaints and grievances. Although reports had not been presented there was evidence of payment receipts no. 2251 of 18th/6/2018 for talk shows hosted on the 15th/11/2017, 7th/2/2018 and 23rd/5/2018 discussing service delivery by HoDs and district chairperson on radio 5 FM</p> <p>The LG used notice boards at the entrance of the administration block to display general information & grants releases as a means to create citizens awareness on government services.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence on the general notice board at the entrance to the administration block display of Salaries and pensions payroll for September 2018 with 1,759 active staff and 127 pensioners signed by the HRO.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was no evidence of Displays of procurement plan. The PO indicated that the display had been removed.</p> <p>However notices of contract awards signed by the CAO had been displayed on the PDU notice board at the PDU office.</p> <ul style="list-style-type: none"> - Construction of a staff house at Kaitanturegye primary school. Display date 21st/9/2018 and removal date 2nd/10/2018 - Excavation of a dam. Display date 24th/9/2018 and removal date 5th/10/2018 	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was evidence that performance assessment results and implications were displayed on the notice board at the council board room.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence of dissemination of circulars and guidelines by the CAO to LLGs.</p> <p>The letter of CAO dated 10th/4/2018 CR/156/1 communicated and explained DDEG guidelines to LLGs was seen.</p> <p>Circular instruction on none tendering of trade license in the LGs was communicated on 29th/11/2017 by the CAO to LLGs was seen.</p> <p>A letter dated 25th/7/2018 by the CAO communicated execution circular arising from the quarterly expenditure limits for Q1 2018/19 addressed to LLGs was seen.</p> <p>A letter by CAO dated 5th/5/2018 to LLGs communicating the budget call circular on finalisation of detailed budget estimates for FY 2018/19 was seen.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence of a baraza held on 3rd/4/2018 at Rushere and a report addressed to CAO dated 9th/4/2018 signed by the senior Communications officer.</p> <p>Radio talk shows were conducted by the LG on radio 5 FM as evidence by a payment receipt dated 18th/6/2018 no.2251</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Minutes of Kiruhura DLG Community Based Services Departmental Meeting held on 04/May/2018 that indicated that there was a Presentation on Gender Mainstreaming Strategies presented during Training for Lower Local Governments on 04/May/2018, Prepared by Principal Community Development Officer/Gender Focal Person. The Training targeted Community Development Officers from Lower Local Governments. - The Assessor saw Kiruhura DLG Community Based Services Department Report on Domestic/Gender Based Violence Awareness and Sensitization Meeting in Sub counties that took place on 13/July/2018, Compiled by Senior Probation and Welfare Officer. - The Assessor saw Kiruhura DLG Community Based Services Department Report on Gender Awareness Meeting in Sub counties Dated 24/January/2018, Referenced CR/205/11, Compiled by Principal Community Development Officer/Gender Focal Person; Addressed to CAO. - The Assessor saw Kiruhura DLG Work Plan for 2017/2018 FY that had Work Plan 9 – Community Based Services Section on Pages 63 – 66 with the following details: Output 108107: Gender Mainstreaming, Gender Awareness Meetings, Skills Enhancement, Dissemination of Gender Information (3,000,000 UGX – Non Wage Grant, Page 64); Output 108109: Support to Youth Councils, Youth Projects Supported, Celebrating the Youth Day (133,794,000 UGX – Non Wage Grant, Pages 64 - 65); Output 108110: Support to Disabled and the Elderly, Supporting Groups of PWDs and the Elderly, Celebrating PWDs Day (12,000,000 UGX – Non Wage Grant, Page 65); Output 108114: Representation on Women Councils, Support to Women Groups, Celebration of Women Day (197,000,000 UGX – Non Wage Grant, Page 65); Output 108108: Children and Youth Services; Support to Youth Groups (304,000,000 UGX – Non Wage Grant and Donor Development Fund, Page 64).
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<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>- There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Kiruhura DLG Work Plan for 2018/2019 FY that had Work Plan 9 – Community Based Services Section on Pages 88 – 96 with the following planned activities: Output 108107: Gender Mainstreaming, Non Standard Outputs, Gender Awareness Meetings, Skills Enhancement for Leaders, Dissemination of Gender Information (10,000,000 UGX – Non Wage Grant, Page 92); Output 108108: Children and Youth Services, Non Standard Output; Support to Youth Groups (16,000,000 UGX – Non Wage Grant, Pages 92 - 93); Output 108109: Support to Youth Councils, Youth Groups Supported (9,000,000 UGX – Non Wage Grant, Page 93); Output 108110: Support to Disabled and the Elderly, Mapping for PWDs, Celebrating PWDs Day (7,000,000 UGX – Non Wage Grant, Page 93); Output 108114: Representation on Women Councils, Support to Women Groups, Celebrating Women Day (8,000,000 UGX – Non Wage Grant, Page 94).</p> <p>- There was NO Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 83% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person.</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 environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Classroom Block at Rwandakikatsi P/S Dated 09/November/2017, Signed by Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Teacher’s House at Rwakahaya P/S Dated 09/November/2017, Signed by Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Teacher’s House at Kigarama P/S Dated 13/November/2017, Signed by Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Teacher’s House at Kitongore P/S Dated 08/November/2017, Signed by Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Teacher’s House at Burunduma P/S Dated 13/November/2017, Signed by Environment Officer. - The Assessor saw Environmental and Social Screening Form (ESSF) for Construction of Teacher’s House at Akayanja P/S Dated 13/November/2017, Signed by Environment Officer. - The Assessor saw Environmental Screening Report for the District Development Projects for 2017/2018 FY Dated 22/November/2017, Referenced ENV/554/1, Addressed to CAO, Signed by Environmental Officer; Received by CAO on 01/December/2017. - The Assessor saw Monitoring Report for Implementation of Mitigation Measures for Development Projects – Global Partnership for Education (GPE) Dated 21/June/2018, Signed by District Planner. 	<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 LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.</p>	<p>0</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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Land Agreement for Ruyubu Cell, Kakoni Parish, Buremba Sub county Dated 25/September/2017 between the Land Owner and Community for Construction of Ruyubu Borehole; Signed by Land Owner; Signed by Witnesses; Signed by Chairperson of Ruyubu LC I, Kakoni Parish on 25/September/2017. - The Assessor saw Land Agreement for Rwenjuru Central, Kabushwere Parish, Kashongi Sub county Dated 18/September/2017 offering land for Construction of Valley Tank; Signed by Land Owner; Signed by Witnesses; Signed by LC I Chairperson of Rwenjuru Central. - The Assessor saw Land Title for Construction of Water Borne Toilet at Kiruhura District Headquarters with the following details: LWM/22230, Certificate of Title, Volume 607, Folio 6, 29.956 Ha, Nyabushozi County, Kiruhura District, Plots 23 and 24, Nyabushozi, Block 66 at Kiruhura Ward, Dated 21.11.08. - The Assessor saw Land Title for Fencing of Kinoni Market with the following details: LWKir/1076, Certificate of Title, Freehold Register, Volume MBR 200, Folio 15, 5.6200 Ha, Nyabushozi County, Kiruhura District, Block (Road) 6, Plot 70 and 71 at Ruyonza – Kasaana, Registered on 04/09/2015, Instrument: MBR – 00009200. - The Assessor saw Land Title for Construction of 2 Classroom Block at Akayanja P/S with the following details: LWKIR/379, Certificate of Title, Volume 4460, Folio 10, Plot No. 33, Nyabushozi, Block 110 at Kiruhura, 32.2 Ha, from 1st Jan 2012 for 49 Years, Registered on 2.9.2013, Instrument: 484625. 	
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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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>There was NO Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</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 officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 7,025,621,780/= for the 1,069 teachers in the 137 public schools as per Performance contract CR/158/1 dated 29/8/2018.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists. In visited schools, at Kashwa P.S there was 1 Head teacher and 9 teachers for the 512 pupils. In Mitoma II P.S, there was a Head teacher and 7 teachers for the 312 pupils. Nyamambo P.S had a Head teacher and 8 teachers for the 354 pupils while Kyabahura I P.S had a Head teacher and 13 teachers for the 641 pupils.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG has filled the structure for primary teachers with a wage provision by 1,069 teachers out of the 1,299 teachers representing 82% of the structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The LG has substantively filled the positions of school inspectors as per staff structure of 3. There are 3 Inspectors; Tumwesigye John Bosco, Mwiine Lamech, and Agume Robert</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>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 81 Head teachers, 96 Deputy Head teacher and 47 Education Assistants as per letter dated 26/10/2017.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The LG has not submitted a recruitment plan to HRM for the current FY to fill positions of Inspectors since they were already filled.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<ul style="list-style-type: none"> • The school inspectors were appraised. That is • TUMWESIGYE JOHN BOSCO CR/D/10703 • AGUME ROBERT CR/D/10684 	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<ul style="list-style-type: none"> • The primary school head teachers were appraised. Some of these are, • MATSKO RICHARD MIRAMA PS • BYAMUGISHA JOHN FRANSIS NYABURUNGA PS • RWABURIMBARE NAYBUBAARE PS • KYOKUTAMBA ANNET MBUGA PS • NIWAMANYA RONALD RUSHERE PS • MBAREEBA EMMANUEL KITONGOLE PS • KADDUNGU NATHAN RWEMIKYENKYE PS • NUWABINE NABOTH KIJUMA PS • KABAZARWE AIDAH RWOBUSIISI PS 	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. In visited schools, Kashwa and Kyabahura I had received the stop malaria guideline. The school calendar and the circular on performing arts were not available at all the 4 schools.</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The LG had disseminated the circular on performing arts and poetry in Head teachers workshops held on 3/7/2017 and 5/7/2017 in different zones. 155 Head teachers including those from private schools attended the meeting. The stop malaria guideline was disseminated in a Head teachers meeting held on 21/9/2017 under Min 4/9/2017 and 152 Head teachers were in attendance.</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Not all private and public schools have been visited at least once per term and reports produced. In Term 3 of 2017, 134 public schools and a total of 16 private schools had been visited. In Term 1 of 2018, 129 public schools and 18 private schools were visited, while in Term 2 of 2018, all 136 public and 19 private schools were visited. Total number of inspections were 452 out of the expected 579 school inspections for the three terms representing 78% of the inspections. In visited schools inspections had been carried out as follows;</p> <p>Kashwa was inspected on 15/8/2018, 13/8/2018, 30/6/2018, 2/3/2018, 5/12/2017 according to the visitors book but no inspection reports produced. Only the inspection conducted on 10/7/2018 had an inspection report.</p> <p>Mitoma II was inspected on 11/6/2018, 23/6/2018 and inspection reports were made. No inspection reports were made for other inspections conducted on 18/7/2017, 31/7/2017, 3/10/2017, 18/8/2017, 17/1/2017, and 7/3/2018.</p> <p>Nyamambo was inspected on 31/5/2018, 31/8/2018 and inspections reports made. The school was also inspected on 13/7/2017, 19/7/2017, 9/8/2017, 31/8/2017, 2/10/2017, 2/11/2017, 17/11/2017 and no inspection reports made. Kyabahura I had been inspected on 29/5/2018, 13/7/2017, 29/9/2017, 2/1/2017, 30/1/2017, 6/2/2018, 8/2/2018, 3/10/2018, 25/9/2018, 19/9/2018, 15/8/2018, and 19/6/2018 although no inspection reports were available on file except for the inspection of 29/5/2018.</p>	<p>6</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meetings held on 6/9/2017 under Min 21/2017 where the following teachers were discussed, summoned and disciplinary action taken;</p> <p>Birungi Ronald from Kantanganys P.S, Bwena Cleopas from Kitengeto P.S, Beinomugisha John from Rwemengo PS, Bagwera Abel and Nuwagaba Abel, both from Kigarama I P.S.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 29/6/2018 for Q1 and Q3 of 2017/2018.</p>	<p>2</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Kashwa – time management for teachers and pupils, classroom displays, teachers daily attendance</p> <p>Mitooma II– timetabling including teachers’ initials, office displays, sensitisation of parents on school feeding</p> <p>Nyamambo – UPE releases displays, curbing late coming of teachers and pupils, Head teachers office accommodation</p> <p>Kyabahura I – office block renovation, power connection, school gardens, academic improvement by the school</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 193 schools (137 public and 56 private) while EMIS data indicates a total of 218 schools.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG had not submitted accurate/consistent enrolment data. The LG has a total of 50,826 pupils while EMIS data indicates a total of 68,255</p>	<p>0</p>

Governance, oversight, transparency and accountability

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>The DEO presented to the Education sector committee his report on 6/12/2017 under Min 5/12/2017 and issues of community mobilisation meetings for infrastructure developments were discussed.</p>	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There is evidence that the Education sector committee presented to Council on 30/8/2018 under Min KFC/6/8/2018 construction of school projects for approval. Construction of 3 staff houses and 3 classroom blocks was approved.</p> <p>The Departments Work Plan and budget were approved on 30/8/2018 under Min KFC/6/8/2018.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence of functional SMCs of school files at the DEOs office where 102 out of 137 public schools (74%) had held SMC meetings and submitted their SMC minutes to the DEO's office. However, in visited schools, all of them (100%) had held the three SMC meetings with Head teachers reports being presented at these meetings as follows;</p> <p>Kashwa – 24/9/2019 under Min 5/9/2018, 81/8/2018 under Min 1/8/2018, and on 2/4/2018 under Min 5/2/2018</p> <p>Mitoma – 26/8/2018 under Min 12/8/2018, 17/6/2018 under Min 4/6/2018, and on 23/2/2018 under Min 6/2/2018</p> <p>Nyamambo – 26/9/2018 under Min 3/9/2018, 7/4/2018 under Min 2iii/4/2018, and on 18/1/2017 under Min 2/1/2018</p> <p>Kyabahura had held meetings on 3/10/2018, 17/7/2018, 27/2/2018 and Head teachers report presented in Min 4/10/2018, 5/7/2018, and 4/2/2018 respectively.</p>	<p>3</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	<p>The LG has publicised all schools receiving non-wage recurrent grants through posting on Department's notice board. In visited schools, Kashwa P.S had the non-wage recurrent grants for Term 3 2018 of 1,817,235/= displayed in Head teachers office. In Mitooma P.S the non-wage recurrent grants were displayed in the Head teachers office. 1,320,528/= had been received for Term 3. In Nyamambo P.S the non-wage recurrent grants were displayed in the Head teachers office and 1,189,68/= had been received for Term 2, while in Kyabahura, the non-wage recurrent grant was displayed in the general office. 2,473,378/= had been received for Term 3.</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The sector had not submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget by April 30th. The Plan was submitted on 1/8/2018 as per letter ref. CR/102/1.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>Kiruhura DLG Education department payments reviewed show that the department endeavoured to timely certify and recommend contractors for payment. Below is the only certified payment the LG health department made:</p> <p>Payment of shs 39,508,243 to Dyaahi Technical Services Ltd for construction of staff houses at Katete P/s. Invoicing 30-apr-18, certification 3-may-18 and payment 28-may-18 (28 days).</p> <p>Payment of Shs 60,532,330 to Central Contractors Ltd for construction of staff houses at Kanyaryeru P/S. Invoicing 05/03/18, certification 05/03/18 and payment 26/03/18 (21 days).</p> <p>Payment of Shs 4,654,587 retention to Tamsac Development Link (U) Ltd for construction of a library at Kanyaryeru S.S.S. Invoicing 20/10/17, certification 12/04/17 and payment 13/11/17 (23 days).</p> <p>Payment of Shs 188,638,967 to Keen Constructors Ltd for construction of facility at Ryanamira Modern and Mbogo Turibamwe P/s. Invoicing 9-Apr-18, certification 29-Mar-18 and payment 29-May-18 (1 month 20 days).</p> <p>Payment of Shs 20,025,948 to Hisrah investments Ltd for construction of staff house at Kigarama and Ngoma p/s. invoicing 15-May-18, certification 29-May-18 and payment 6-Jun-18 (21 days).</p> <p>Payment of Shs 35,754,788 to Crystal Establishment</p>	<p>3</p>

		<p>Ltd for construction of two class room block at Rwamuranda P/s. Invoicing 11-May-18, certification 29-May-18 and payment 6-Jun-16 (1 month 5 days).</p> <p>Payment of Shs 35,216,306 to jb kabuyanda Ltd for construction of staff house at dirunduma and kikatsi p/s. invoicing 22-Feb-18, certification 20-Mar-18 and payment 27-Mar-18 (1 month 5 days).</p> <p>Payment of Shs 111,169,296 to Central Contractors Ltd for construction of two staff houses at kanyaryeru P/s. invoicing 12-Jun-18, certification 12-Jun-18 and payment 21-Jun-18 (9 days).</p> <p>Payment of Shs 48,541,968 to Tamsak Dev't Link (U) Ltd for construction of two class room block and office at Rwanda Kikasi and Orwigi. Invoicing 2-Jan-18, certification 15-Jan-18 and payment 15-Feb-18 (1 month 13 days).</p> <p>Payment of Shs 46,313,769 to Denka Building Co. Ltd for construction of staff houses at Kitongole and Rwakahaya P/s. Invoicing 21-Feb-18, certification 26-Feb-18 and payment 20-Mar-18 (29 days).</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>The annual performance report for the previous FY was submitted to the Planner for consolidation on 13/7/2018 as per acknowledgement by Planning Unit.</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>Kiruhura DLG Education department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 reported on proportionately many head teachers working in caretaking capacity (50 out a total of 137 in the LG). As of the time of this assessment, effort had been made to recruit but the gap still remains.</p> <p>Quarter 2 contained some book keeping and financial management challenges in UPE primary schools, particularly with the use of UPE funds.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The LG Education department had disseminated guidelines on gender in circular dated 15/7/2017 titled “Gender related issues in district” as well as in Head teachers meeting held on 13/3/2018 under Min 21/2018. 138 Head teachers were in attendance.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The LG Education department had disseminated guidelines on sanitation in circular captioned “Inclusive Education dated 25/9/2017 and in Head teachers meeting held on 9/2/2018 under Min 3/2/2018. 142 Head teachers attended the meeting.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Kashwa – Ruth Tinka, and Jovanice Mujuni.</p> <p>Mitoma II – Deborah Kiretwa and Lovence Tumusime</p> <p>Nyamambo – Jane Kamukama, and Marg Rutebwaho</p> <p>Kyabahura I – Stela Nabasa, and Mary Orishaba</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>The LG Education department in collaboration with Environment department had issued guidelines on environment management in letter dated 20/9/2017 and titled “Environment Protection” and Head teachers meeting held 23/4/2018 under Min 4/4/2018. 147 Head teachers attended the meeting.</p> <p>In visited schools, at Kashwa, there are 2 compost pits, tree planting, and an environment club. At Mitooma II, there is tree planting and a banana plantation. At Nyamambo, there is tree planting, a banana plantation, a compost pit. In Kyabahura there are 2 compost pits, and tree planting.</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>School infrastructure projects have been screened before approval for classroom blocks at Rwandakikasi, Rwomugina, and Nshwere primary schools as per Environment Officer’s report dated 2/1/2017 titled “Environment screening for District projects 2017/18.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>The Environment Officer had visited the sites to check whether mitigation plans are complied with as per site visit report of 21/6/2018 with regard to 6 primary schools. The District Community Development Officer was part of the visiting team.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<ul style="list-style-type: none"> • The LG has filled all the 286 out of the 365 positions (78.3%) provided for in the Wage Bill of 2018/2019. • Examined are the following Sources of information; Health department staff establishment list report as at the 31st August 2018, the approved structure from Ministry of Public Service (MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 2 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.3, 683,072,736 provided for all the 365 staff positions. 	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>	<ul style="list-style-type: none"> • The department submitted a Recruitment Plan to the CAO authored by Dr. IVAN DAVID KAMYA (DHO) dated the 27th July 2018 for seventy nine (79) cadres in the health department (1 Assistant District Health Officer-Environment, Assistant Inventory Management Officer, 5 Health Assistants, 2 Stenographers, 35 Askaris & 35 Porters). 	6

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

Maximum 8 points for this performance measure

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

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

- 72% of the health facility in charges were appraised.
- Those appraised include,
- ATURINDA NKIZIBWEKI KASHONGI HCIII
- NDYAHABWE DENES KANONI HCIII
- MUSINGUZI EDWARD KITURA HCIII
- NAMULIMA SARAH LAKE MBURO HCIII
- KANGE KENETH KANONI HCIII
- NAKAWUSI FAUSTA RWEMIKOMA HCIII
- NUWAMANYA MOSES BURUNGA HCIII
- TUHIRWA PATRICK NYAKASHARARA HCIII
- KYOHAIRWE HEDWIG SANGA HCIII
- MUGUNI INNOCENT RWETAMU HCII
- NANDONGO DOROTHY NYAKAHITA HCII
- KYARIKUNDA GETRUDAH MOYA HCII
- MUSINGUZI EZRA KIFUMA HC II
- THOSE NOT APPRAISED INCLUDE
- DR FELIX T KAZO HCIV
- DR SAMUEL KIROHO KIRUHURA HCIV
- NUWAMANYA MOSES BURUNGA HCIII
- OKUSAI MARTIN KIKATSI HC
- ARINAITWE DAN NKUNGU HCII

<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<ul style="list-style-type: none"> The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited. Evidenced from the staff posting list as of 30th September 2018 and verification of the staffing at the health facilities of: <ul style="list-style-type: none"> KAZO HCIV, KAYANGA HCII, KASHONGI HCIII & KIRUHURA HCIV visited on the 15th October 2018. The posting were as follows: <p>KAZO HCIV 33</p> <p>KAYANGA HCII 2</p> <p>KASHONGI HCIII 12</p> <p>KIRUHURA HCIV 44</p> The posting list at the DHO's office corresponded to the staff at the Health Centres visited as per the daily monthly wage/attendance registers and duty Rosters and head counts for those present on duty. 	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<ul style="list-style-type: none"> The DHO has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities Of the three Guidelines, DHO only received two of them (Sector Grant & Budget Guidelines for LGs 2018/2019 & Strategies for improving Health Service delivery 2016-2021). But there was no evidence that the DHO communicated them. The other Guideline from the MOH (Guidelines for Local Government Planning process-Health Sector Supplement-2017 & Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) had not been received from the Ministry of Health as was alleged by other LGs earlier assessed. 	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<ul style="list-style-type: none"> The DHO held meetings with In-Charges (termed as District Health Management Team (DHMT) meetings) on the 27/10/2017, 7/3/2018 & 4/1/2018 and discussed various issues (Logistics-drugs & test kits, late ordering, making a report on every delivery of drugs, accountability of ICCM/VHTs recommended and reporting should be handled by parish Coordinators and Health Unit In-Charges through the programme, performance reviews & development of action points etc). . However, there was no evidence that these particular guidelines, policies & circulars were explained to the Health Unit In-Charges especially these particular three circulars & policies. (The Ministry of Health Guidelines for Local Government Planning process-health Sector supplement-2017; Ministry of Health, Sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021) 	<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>The DHT did supervise all the KIRUHURA & KAZO HCIVs in all the four quarters as required.</p> <p>The supervision was done by DR. IVAN.D. KAMYA-DHO, ESTHER BULLY KENDI-ADHO-MCH & FAUSTA, ANKUNDA PRUDENCE-ADHO-MCH, MWETEISE PROTASE & NIMUSIIMA.</p> <ul style="list-style-type: none"> Evidence was the support supervision log book of the KIRUHURA HCIV, KAZO HCIV & DHT support supervision reports examined on the 15th October 2018 at the Health Units & the District Health Office. The DHT support supervision report was dated the 4/7/2018, 26/3/2018, 7/2/2018 & 18/10/2017 authored by ESTHER BULLY KENDI-ADHO-MCH. 	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<ul style="list-style-type: none"> • There was no evidence that DHT has ensured that the HSD has supervised lower level health facilities within 2017/2018. 	<p>0</p>
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The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

Maximum 10 points for this performance measure

- Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4

- There was evidence that 4 Quarterly reports have been discussed and used to make recommendation in each quarter for corrections during the FY 2017/2018

- These were discussed in both DHT & DHMT supervision meetings during the Financial Year.

- The DHT meeting of the 28/12/2017 discussed the 2nd Quarter Support Supervision report under minute 2 covering the immunization, Quality Improvement (QI) teams collapsing, lacking performance targets in Health Units & lack of data graphs to inform decision making among others.

- The DHT meeting of the 29/11/2017 discussed and made recommendations under minute 2 on identification of common problems made by VHTs, strengthening monthly & quarterly drugs & reports systems and making sure ICC/VHTs sign for drugs on picking them from the units etc

- The DHMT meeting of the 27/10/2017 discussed the first quarter Support Supervision report and had a way forward and actions points on timers & MUAC tapes that function to be registered for all ICCM/VHTs by Health In-Charges and Parish Coordinators by November 2017.

- The DHMT meeting of the 6th & 7th March 2018 had action plan on the HIV/AIDS targets at Health Units and recommended for targets to be availed to Health Units & making reports on every deliver by NMS and the responsible persons to handle this was MADUDU DEUS & TUMUSIIME VIOLET and this was to be effected by the 5th cycle and to be on going among other issues identified, discussed, recommendation and acted upon.

<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 recommendations are followed-up and specific activities undertaken for correction.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<ul style="list-style-type: none"> • The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DHIS2. • A list of 37 Health Facilities (1 hospital2 HCIVs, 12HCIIIs & nine 22HCIIIs receiving PHC funding as per the list availed by the DHO's office. • The hospital being RUSHERE COMMUNITY Hospital 	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<ul style="list-style-type: none"> The Committee on Social Services met during the financial year on the 6/12/2017, 28/2/2018, 10/5/2018 & For the meeting of the 10/5/2018, under MIN 10/2018(i) sector budget of UGX.5,416,304,000 was the major item discussed . For the meeting of the 28/2/2018, under MIN 4/02/2018(a) department report on the following was discussed; upgrade of NKUNGU, KITUZA, RWABARATA, KYAMPANGARA HCIIIs to HCIIIs, new HCIII to be constructed at ENGURI Sub County Headquarters & upgrading of KASHONGI HCII to HCIV. For the meeting of the 6/12/2017 under MIN 5/12/ 2017(ii) discussed the lobbying for upgrade of HCIIIs and the start of operation theatres at KAZO & KIRUHURA HCIVs. For the meeting of the 29/5/2018, under MIN13/2017(c) discussed the health department's report on release of UGX. 144, 382, 116 so far, planned activities of integrated support supervision, national quality improvement meeting due, delivery of vaccines to lower health units & repair and maintenance of the fridges. 	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<ul style="list-style-type: none"> The Committee on Social Services after meetings presented reports to Council for approval. This was evidenced with submissions by the Chairperson of the committee (Hon Councillor MOLLY MUGIMBA to Speaker under the following full council minutes; MIN/KFC/6/8/79/17/b, MIN/KFC/6/9/12/17/a, MIN/KFC/7/3/10/b & MIN/KFC/6/5/11/18/b. 	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<ul style="list-style-type: none"> • All the health facilities visited (KASHONGI HCIII, KAYANGA HCII, KAZO HCIV & KIRUHURA HCIV have HUMCs in place. • KASHONGI HCIII HUMC met on the 23/6/2018 (under MIN 4/6/2018 discussed VHT coordinator's remarks), 12/7/2017 (Minute 7 review & approval of PHC Work Plan for 2017/2018), 30/3/2018(adjustment of Work Plan for 4th Quarter under MIN07/03/2018 & PHC budget/Work Plan under MIN6/3/2018) & 13/12/2017(need for extra UGX.336,000 to cover the shortfall of the budget for Child Health Days). • KAYANGA HCII HUMC met on the 19/12/2017 & 28/6/2018 where they discussed utilisation of PHC funds for the two quarters etc. • KAZO HCIV HUMC met on the 5/12/2017(PHC budget cut from 47M to 27M, Pick up vehicle to be parked because of the dangerous mechanical condition), 6/9/2017(PHC grant, standby generator needed & the resignation of the Anaesthetic Officer), & 18/4/2018 (lobbying for a standby generator, repair of leaking ceiling at the OPD & the In-Charge required to submit the list of equipment needed to the DHO's Office) • KIRUHURA HCIV HUMC met on the 22/3/2018 (construction of a walkway shelter & staff duty reporting times), 19/12/2017 (presentation of the financial statements of first quarter and financial year 2016/2017) & 28/9/2017 (MIN 6/6/2017 discussed presentation, discussion & approval of the Annual Work Plan). 	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<ul style="list-style-type: none"> • The department did publicise the PHC funding to the 37 health units by display on the notice boards at the district headquarters. 	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<ul style="list-style-type: none"> The department submitted procurement requests for the financial year 2018/2019 to the PDU way beyond the required deadline of the 30th April 2018. The 2018/2019 procurement requests were submitted on the 4/9/2018 as per details below: fuel for office coordination of UGX.2,000,000 submitted by Dr. Ivan Kanya; Fuel for epidermic monitoring amounting to UGX.1,000,000 submitted by Dr. Ivan Kanya; Fuel for Hygiene and sanitation support supervision submitted by MUNYANEZA GODFREY on the 19/9/2018, procurement of gas cylinders at UGX.8,150,000 submitted by Dr. Ivan Kanya on the 19/8/2018 among others. 	0
<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. 	<ul style="list-style-type: none"> For 2017/2018, the department submitted procurements (using PP1 Forms) within the required deadline of 30th September 2017. The evidence was the PP1 forms for the Fuel for office coordination amounting to UGX.2,000,000 submitted by Dr. Kanya Ivan submitted on the 4th September 2017. 	2
<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>Kiruhura DLG Health department did not have any certifiable payments in FY 2017/18.</p>	4
Financial management and reporting			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was no evidence in the LG Planning unit and PBS data that the department had submitted the annual performance report for the previous FY 2017/2018 to the planner by mid July,</p> <p>Submission of quarterly reports to Planning unit for consolidation was concurrently done during the FY 2017/2018:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>1st/2/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>30th /1/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>27th /4/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>27th//7/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	1st/2/2018	PBS LG planning data	Quarter 2	30th /1/2018	PBS LG planning data	Quarter 3	27th /4/2018	PBS LG Planning data	Quarter 4	27th//7/2018	PBS LG Planning data	<p>0</p>
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<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Kiruhura DLG Health Department had some internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 3, basing on the 18 LG health centres sampled, reported on some weaknesses in in health centres such as poor sanitation, inadequate staffing, inadequate physical structures, lack of fencing, inadequate drugs etc.</p>	<p>0</p>															
<p>Social and environmental safeguards</p>																		

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<ul style="list-style-type: none"> The Health Unit Management Committees (HUMCs) of the Health facilities visited met the gender composition as per guidelines (i.e. minimum 30% women) The compositions of the HUMCs of all the four health units visited (KASHONGI HCIII (2 women & 3 Men), KAYANGA HCII (2 females & 3 males), KAZO HCIV (2Females & 4 Males) & KIRUHURA HCIV (2 females & 3 males). 	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<ul style="list-style-type: none"> The LG issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women. There was a circular on management of sanitation in health facilities including separating facilities for men & women authored by Dr. Kanya Ivan dated the 24th March 2018. 	<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 	<ul style="list-style-type: none"> In the financial year 2017/2018, there were no capital projects for health department. Therefore the environment officer did not have to carry out project environmental and social safeguards screening using Environment & Social Safeguards Screening Forms (ESSSFs) and neither developed Environmental & Social Safeguards Mitigation Plans (ESSMPs) for actions to address the potential environment & social adverse effects. 	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was no need for the Environment and Community Development officers to visit the project sites to check whether the mitigation plans were complied with.</p> <p>For other sectors, they were able to effect these visits.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<ul style="list-style-type: none"> There was evidence that the LG had issued guidelines on medical waste management including guidelines for construction of facilities for medical waste disposal. A circular on guidelines on health waste management was issued to Health Unit In-Charges by the Dr. Ivan Kanya (DHO) on the 24th April 2017. The Health units visited displayed the Waste Segregation Charts at the Health Units critical areas (mainly Laboratories, maternity wards). 	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>- From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district 44%) and each of the sub counties was presented and also was compared with computed safe water coverage from MWE. 7 sub counties were found to be below the district average of safe water coverage and these included Burunga 31%, Kazo22%, kikatsi 33%,Nkungu 13%,Nyakashashara 39% and Rwemikoma 19% From the AWP 2018/2019 submitted to MWE on 13/7/2018, it was established that a budget of 458,080,000 m was allocated to projects and out 458,080,000 m, 413,845,000 m was allocated to the sub county below the district safe water coverage which constitutes 90% of the allocation.</p>	7

<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. o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<ul style="list-style-type: none"> - From the DWO progress reports submitted to MWE on 13/7/2018, It was established that a total of 53 water Projects were implemented and out of 53 projects 27 projects were implemented in the subcounties below the average district Average safe water coverage and this constitutes 50% 	<p>0</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>From the Annual work plan of 2017/2018 and progress reports for FY 2017-2018 it was established that all projects that were planned for were also implemented and supervised and monitored in the same financial year.</p> <p>From the DWO In the supervision and monitoring report file, it was established that supervision and monthly reports on implemented projects were available and these included;</p> <ul style="list-style-type: none"> - A Project activity report on supervision and drilling of 10 boreholes dated 28/5/2018 was seen - Supervision and monitoring of water projects for F/Y 2017/2018 dated 4/6/2018. - Monitoring report on drilled boreholes F/Y 2016/17 for paying retention was seen - Supervision and inspection report for construction of institution tanks dated 30/11/2017 was seen. - Inspection and supervision reports for ongoing constructions of RWHT Dated 22/2/2018. 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>From the Work plans and reports obtained from the DWO, that were submitted to MWE on 13/7/2018 it was established that the all the data submitted was consistent and accurate in PBS, work plan, MIS</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>From the MIS data established from the MWE and DWO it was established that water facilities in MIS reports were also in PBS report these included Siting and drilling of boreholes, construction of RWHT and construction of 5 stance water born toilet.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the DWO a copy of the procurement plan was available and was submitted to PDU on 27/4/2018</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>From the DWO, it was established that there was no contract management/implementation plan for the projects implemented</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>From the sampled projects of a 5-stance water born toilet at the district, rwabarete Borele in sanga, Akajumbura Borehole in Kinoni, Kashenyi in Kazo and all these were done as per design and are functioning.</p> <p>For boreholes they have a drainage, handle, apron, and soak pit.</p> <p>For the toilet it has privacy for men and women, well roofed, urinals apron and well functioning.</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>From the DWO it was established that they were contractors hand over reports.</p> <p>Handover report for siting and drilling of 10 boreholes by East Africa boreholes dated 6/4/2018</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>From the copies of certificates obtained from the DWO that were certified by the DWO and reports attached. This included.</p> <ul style="list-style-type: none"> - Payment certificate for the construction of a 5 stance water born toilet dated 14/6/2018 and a report attached dated 14/6/2018. - Payment certificate for siting and drilling of boreholes dated 25/5/2018 and a report attached dated 205/2/2018. - Payment certificate for rehabilitation of 7 bore holes dated 14/6/2018. 	<p>2</p>

The district Water department has certified and initiated payment for works and supplies on time

Maximum 3 for this performance measure

- Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points

Kiruhura DLG Water department payments reviewed show that the department endeavoured to timely certify and pay contractors. Examples of payments reviewed are:

Payment of Shs 3,953,622 to Geses (U) Ltd for rehabilitation of water tanks at schools and health centres. Invoicing 04/06/18, certification 04/06/18 and payment 07/06/18 (3 days).

Payment of Shs 41,267,093 to East African Boreholes Ltd for sitting and drilling 2 boreholes. Invoicing 21/05/18, certification 20/05/18 and payment 07/06/18 (16 days).

Payment of Shs 10,166,452 to Geses (U) Ltd for rehabilitation of cement water tanks. Invoicing 30/05/18, certification 04/06/18 and payment 07/06/18 (7 days).

Payment of Shs 185,447,702 to East African Boreholes Ltd for sitting and drilling 10 boreholes. Invoicing 21/05/18, certification 28/05/18 and payment 07/06/18 (7 days).

Payment of Shs 6,862,413 to Geses (U) Ltd for construction of a water harvesting tank at Kiruhura DLG headquarters. Invoicing 30/05/18, certification 19/06/18 and payment 25/06/18 (25 days).

Payment of Shs 31,644,650 to Geses (U) Ltd for construction of 12 rainwater harvesting tanks at schools and health centres. Invoicing 21/02/18, certification 26/02/18 and payment 23/03/18 (1 months 2 days).

Payment of Shs 12,311,529 retention to Icon Projects (U) Ltd for drilling 8 boreholes. Invoicing 01/02/18, certification 02/03/18 and payment 27/03/18 (1 month 26 days).

Financial management and reporting

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted the annual performance report for the previous FY 2017/2018 on 31st /7/2018</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>23rd /1/2018</td> <td>PBS DATA LG planning unit</td> </tr> <tr> <td>Quarter 2</td> <td>20th/2/2018</td> <td>PBS DATA LG Planning unit</td> </tr> <tr> <td>Quarter 3</td> <td>25th/4/2018</td> <td>PBS DATA LG Planning unit</td> </tr> <tr> <td>Quarter 4</td> <td>31/7/2018</td> <td>PBS DATA LG Planning unit</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	23rd /1/2018	PBS DATA LG planning unit	Quarter 2	20th/2/2018	PBS DATA LG Planning unit	Quarter 3	25th/4/2018	PBS DATA LG Planning unit	Quarter 4	31/7/2018	PBS DATA LG Planning unit	<p>0</p>
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<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 If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Kiruhura DLG Water Department had some internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 3 reported on some internal control challenges with allocation of water tanks to schools.</p> <p>The same report also contained a query on procurement challenges including collusion in the process of bidding for water projects.</p>	<p>0</p>															
<p>Governance, oversight, transparency and accountability</p>																		

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>From the sectoral committee Report file, it was established that the reports from the DWO dated 26/4/2018 that included review of 4th quarter work plan was presented and discussed in the committee that sat on 26/4/2018 under MIN 06/05/2018 and recommendations made to council.</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>On 24/5/2018 the council sitting approved the recommendations by sectoral committee for water under MIN KFC6/5/17/18</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>From the district notice board, it was established that quarterly releases of funds were not displayed</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>From the sampled projects of water born toilet, borehole constructions and rainwater tanks, it was established that they were not labeled as required.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>From the district notice board, it was established that all tenders and contract award for the projects implemented were displayed on 12/9/2017 and these included</p> <ul style="list-style-type: none"> - Construction of 12NO. Institutional rain water harvesting tank dated 24/9/2018 with ref. Kiru562/Wrks/2018-2019/00002 at a Cost of 76,744,452 	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>From the DWO- Application file, it was established that the village application form were filled .</p> <p>Buteraniro P/S Buteraniro village requested for rain water harvesting tank dated 8/8/2018.</p> <p>Muzirangata village requested for Borehole on 19/2/2018</p> <p>Igayaza village requested fot BH on 9/9/2017.</p>	<p>1</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>From the sampled projects of Ruyubu Borehole in Buremba Subcounty dated 25/9/2017 discussed about roles of caretakers and involvement of women in management of water sources.</p> <p>Bore hole repair receipt no. 20744 was issued to the committee.</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>From the DWO in the environmental screening file, it was established that the environmental and social screening forms were filled these included.</p> <ol style="list-style-type: none"> Construction of RWHT at Rweniga p/s dated 5/9/2017 Drilling of Rwembeya Borehole dated 11/9/2017 Byabasita drilling and siting of borehole dated 29/8/2017. 	<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>From the DWO it was established that there were no unacceptable environmental concerns</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>From the DWO, in BOQS of drilling of Boreholes ITEM NO. 4.13,4.14 which included clear the site and excavet soak away pit spread and level the landscape to avoid soil erosion</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>From the DWO, the composition of women and holding key position was below 50% for the 5 sampled projects of Akajumbura, Kagete, kanabira RWT</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>From the sampled water born toilet visited at the district head quarters, it was established that the toilet had adequate access and a separate stance for both men with provisions for PWDs.</p>	<p>3</p>