



## Local Government Performance Assessment

Koboko Municipal Council

(Vote Code: 785)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	76%
Educational Performance Measures	75%
Health Performance Measures	71%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• 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"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>Koboko Municipal Local Government did submit a Final Annual Performance Contract of FY 2018/2019 to the Permanent Secretary of Ministry of Finance Planning and Economic Development as observed from the records it was submitted on 03rd August 2018 which was past due the mandatory timeline of 1st August 2018. Also observed was an acceptance letter of appointment for the accounting officer for Vote 785-Koboko Municipal Council dated 11th July 2018 with reference KMC/400/1.</p>	No
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"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>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.</li> </ul> </li> </ul>	<p>Koboko Municipal Local Government did submit a budget and procurement plan for FY 2018/2019 to the Permanent Secretary Ministry of Finance Planning and Economic Development (MoFPED) 03rd August 2018 which was past due the mandatory timeline of 1st August 2018.</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"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>Koboko Municipal Local Government did submit an Annual Performance Report for the FY 2017/2018 on 5th September 2018 later than the mandatory time line of 31st July of 2018. According to Town Clerk the late submission was attributed to failure of Program Based System (PBS) where items such as schools were missing and their funds were not uploading to the different facilities thus led to rejection and delayed submission</p>	<p>No</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"> <li>• 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).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Koboko Municipal Local Government did submit all its quarterly budget performance reports for all the four Quarters to the Permanent Secretary Ministry of Finance Planning and Economic Development (MoFPED). However the 4th Quarter was submitted later than the required mandatory timeline of July 31st 2018.</p> <p>Submission dates for quarterly performance were as follows; -</p> <p>1st Quarter was submitted on (12th February 2018)</p> <p>2nd Quarter on (15th March 2018)</p> <p>3rd Quarter on (13th June 2018)</p> <p>4th Quarter (5th September 2018) which was past due date reasons were because of the Programme Based System (BPS) failure thus could not guarantee timely submission</p>	<p>No</p>

Audit

<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 find- ings where the Internal Audi- tor 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"> <li>• If LG submitted a ‘Response’ (and provide details), then it is compliant</li> <li>• If LG did not submit a ‘ response’, then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>Koboko Municipal Council provided information to the PS/ST on the status of implementation of Internal Auditor General findings for FY 2016/2017. This was done through letter dated 13th April, 2018 referenced KMC/252/1 in response to the letter from the MOFPED under reference IIA/260/306/01. The MOFPED acknowledged receipt of the letter from Koboko MC on 19th April, 2018 by date-stamping.</p> <p>In addition, another letter from Koboko MC dated 19th April, 2018 under reference CR/D/225/2 concluded action on 16 queries raised by both the OAG (7) and IAG (9) and all were cleared.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Koboko Municipal Council obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>Yes</p>

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

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

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

- A functional Physical Planning Committee in place that considers new investments on time: score 1.

Koboko Municipality Local Government had a functional Physical Planning Committee (PPC) as provided for by Section 11 of the Physical Planning Act 2010. Section 11 of the PPA Act 2010 stipulates the composition of the Municipal/ Urban Physical Planning Committee which includes; Town Clerk who shall be the chairperson, Urban Physical Planner who shall be Secretary, Municipal Engineer, Environmental Officer, Land Surveyor, an Architect and Physical Planner in the private practice appoint by council on the advice of the town clerk.

There was evidence of appointment of the Municipal Physical Planning Committee members as observed from the letters of appointment; for instance Municipal Environmental Officer- Mr Driliga Daniel Kuri was appointed on 11th March 2017, Senior Engineering Officer Mrs Kepo Vicky on 15th October 2016, Physical Planner in the Private Practice Mr Galla Adams on 22nd July 2016, Architect Mr Wani Nelson on 22nd July 2016, Physical Planner Mr Atima Alfred on 22nd July 2016, Land Supervisor/Surveyor Mr Onzima Ronald on 22nd July 2016 .

There was also evidence that the Municipal Physical Planning Committee was functional as evidenced from the meetings held for example; One meeting was held on 12th June 2018 and among the issues discussed were approval of application from developers, under minute PPC/5/6/18. Secondly on the agenda was approval of re-planning of some plot as recommended by the Physical Planning Committee under minute PPC/4/6/18. Another meeting was held on 20th March 2018 in the board room and among the issues discussed were land subdivision approval for submission to District Land board for recommendation under minute 3/PPC/2018. Secondly on the agenda there was Building plan approval under minute 4/PPC/2018

There was evidence of plan register for development application for FY 2017/2018 of which approvals were considered with exception of differed development application on technical grounds were as observed were approved later than 30 days. Some of the development application were for instance; a residential development application was lodged in by Christine Adonge it was received on 24th August 2017 and approved on 25th August 2017, an institution development application for Happy Angels was received on 18th January 2018 and was approved on 19th January 2018 , a commercial development application for Aluma Dusumali was received on 21st December 2017 and it was approved on 17th January 2018. In summary as observed from the plan register, the first development application was received on 24th August 2017 and the latest during the assessment was on 7th September 2018 an indication that the Physical Planning Committee was functional.

<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"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>There was no evidence that Koboko Municipal Local Government had submitted any sets of minutes for the Municipal Physical Planning Committee to Ministry of Lands Housing and Urban Development in the previous Financial Year (2017/2018).</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"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Koboko Municipal Local Government did have an approved Physical Development Plan of the former Koboko Town Council which was running from 2008-2018 which was covering the entire current Municipal Boundary under drawing number KTC/PSP/ISP/2008/08, prepared by Technology Consultants LTD. As observed infrastructure investment were approved as per the plan (Koboko Town Council Plan) such as Appa Road in Godia Ward and St Catherine roads in Teremunga Ward had been opened by the time of the assessment according to the plan.</p> <p>It is also important to note that during the Physical Plan preparation of Koboko Town Council, there was forward planning in anticipation of municipality status, thus the Municipal Boundary was capital in the current Physical Development Plan.</p>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>There were also efforts undertaken by the Municipal Local Government who had prepared Action Area Plans/ Detailed Plan for various neighbourhood in the Municipality i.e. Nyangilia Ward, Isoko Ward, Godia Ward and Amunupi Ward running from 2017-2022. The Detailed plans were approved by the Municipality in the 1st Council, 2nd session sitting in the meeting held on 10th August 2017 at the municipal Hall under minute 04/CM/17/18 (Approval of Physical Development Plan (PDP) for West Division and Nkangala Ward)</p>	<p>1</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"> <li>Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>Koboko Municipal Council held a budget conference 09th November 2017 as per the attendance list. However, there was no evidence of records of budget conference report at the time of the assessment exercise thus it was not possible to make reference with regard to what had been planned in the Annual Work Plan</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"> <li>• 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.</li> </ul>	<p>The approved Annual Work Plan for Koboko Municipal Local Government for FY2018/2019 was derived from the Koboko Municipal Development Plan II 2015/2016 to 2019/2020 in consideration of the following cases for instance;</p> <p>Under Education sector, there was planned construction of 6 classroom at Omanchi Self Help Primary School and Abele Primary School on page 24 of the Annual Work Plan while in Koboko Municipal Development Plan –II it was planned as construction of classrooms on page 100. In addition in the Annual Work Plan on page 24 there was planned construction of One 5 stance VIP latrines at Ombachi while in Koboko Municipal Development Plan –II it was planned as construction of VIP latrines on page 100</p> <p>Under Health, there was planned construction of Out Patient Department (OPD) on page 99 of while in Koboko Municipal Development Plan –II it was planned as construction of classrooms on page 100 while in the Annual Work Plan it was on page 23. In addition to Health there was also planned procurement of refuse cart in Koboko Municipal Development Plan –II on page 99 while in the Annual Work Plan it was on page 23</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"> <li>Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>The project profiles in the Koboko Municipal Local Government Development Plan -II were stated as per the Local Government Development Planning guidelines 2014 on page 63 Appendix 3, for instance among the sampled project profiles under education indicate planned construction of 16 classroom for the entire 5-year period on page 148 of the Koboko Municipal Development Plan-II and construction of 5 stance VIP latrine was on page 150 of Koboko Municipal Development Plan-II. However, there was no evidence of records from Technical Planning Committee discussion of the project profiles during the last financial year (2017/2018).</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"> <li>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.</li> </ul>	<p>Koboko Municipal Local Government had an annual statistical abstract for 2018 under Financial Year 2017/2018. The gender disaggregated data were also available from sampled pages for instance under page 19 about population distribution gender (male and Female), page 20 about dwelling units by sex, page 21 employment and occupation by gender. The annual statistical abstract was dated 13th of July 2018.</p>	<p>1</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>On page 19 of the budget for FY 2017/2018 under the education sector, there was planned construct of two classroom block in Ogo primary school on page 19 while under Annual Work Plan it was under project profile. While under the health sector in the Previous Financial Year 2017/2018 there was no planned capital development project</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul> </li> </ul>	<p>There was evidence that investment projects implemented in the previous FY 2017/2018 were completed as per work plan by end of FY 30th June 2018 as indicated below; -</p> <p>Under the education sector, on page 19 of the budget for FY 2017/2018 there was planned construct of two classroom block in Ogo primary school while in the Annual Performance Report on page 53 it indicated 98% completion of the work. The difference of 2% to full completion was due budget cut of 40% of the Indicative Planning Figures. The activity under the 2% was painting which was forward to financial year 2018/2019. However, a certificate of completion was issued by the Municipal Engineer dated 20th February 2018 to Powa Enterprise Limited under contract number KMC/785/WRKS/2017/18/00001. In addition under the education sector, in the budget FY 2017/2018 on page 19 there was planned supply of 50 three seater desk to Abele Primary school and 25 to Gbukutu Primary School and also 25 to Ogo primary school on page 19 while in the Annual Performance Report indicated 100% supply of the desk on page 54.</p>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Koboko Municipal Local Government had its investment projects in the previous FY (2017/2018) completed within approved budget in the range of 15% maximum and 15% minus threshold thus some of the examples were for instance;</p> <p>Under education on page 19 of the budget for FY 2017/2018 there was planned construct of two classroom block in Ogo primary school at a cost of UGX 54,000,000 while the expenditure was UGX 54, 521,000 on page 53 of the Annual Performance Report which accounted for 98 % Completion an expenditure which was within the approved threshold of the original budget of maximum 15% plus or minus.</p> <p>Still under education on page 19 of the budget for FY 2017/2018 there was planned supply of desk was UGX 7,500,000 while the expenditure was UGX 7,500,000 on page 54 of the Annual Performance Report which accounted for 100 % Completion an expenditure which was within the approved threshold of the original budget of maximum 15% plus or minus</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;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"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>The Planned budgeted for Operation and Maintenance was UGX 33,300,000 while the expenditure was 25,212,000 which was at 76 %. The following were some of case consider for Operation and maintenance;</p> <p>Building maintenance under engineering costed (UGX) 22,800,000 on page 23 of the Budget while in the Annual Performance Report on page 59 indicated an expenditure of (UGX) 14,800,000 which as 65%. The reason as explained by the town Clerk was because of the budget deficit due to source of funding which was largely through local revenue</p> <p>Another activity was electrical installation and repair for street light which had been budgeted for UGX 10,500,000 on page 23 of the budget while in the Annual Performance Report indicated the expenditure was 10,412,000 UGX at 99% from DDEG and urban and Conditional grant.</p>	<p>2</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The LG had not filled all HoDs positions substantively. Only 2 were filled and these included; Senior Human Resource Officer and Senior Physical Planner.</p> <p>The rest of the positions have what they have termed as ? Care Takers? in Acting capacity. These are; Principal Finance Officer, Municipal Health Officer, Municipal Education Officer, Principal Engineer, Principal Community Development Officer, Senior Environment Officer, Senior Internal Auditor, Senior Planner, Principal Commercial Officer and Senior Veterinary Officer</p>	<p>0</p>																																																																																								
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>All HoDs (Substantive and Acting) had been appraised with appraisals reports and performance agreements on individual personnel files. The list is as follows;</p> <table border="1"> <thead> <tr> <th>No</th> <th>Name of Officer</th> <th>Department</th> <th>Appraisal date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Amule Yasin (KTC/ 10034)</td> <td></td> <td>30/8/2018</td> </tr> <tr> <td></td> <td></td> <td>Finance</td> <td></td> </tr> <tr> <td>2</td> <td>Dimba David Kenyi (KMC/10088)</td> <td></td> <td>27/8/2018</td> </tr> <tr> <td></td> <td></td> <td>Education</td> <td></td> </tr> <tr> <td>3</td> <td>Kepo Vicky (KMC/10047)</td> <td></td> <td>23/7/2018</td> </tr> <tr> <td></td> <td></td> <td>Works</td> <td></td> </tr> <tr> <td>4</td> <td>Dada Carlyne (KMC/ 10042)</td> <td></td> <td>30/8/2018</td> </tr> <tr> <td></td> <td></td> <td>Human Resource</td> <td></td> </tr> <tr> <td>5</td> <td>Atima Alfred (KTC/ 10033)</td> <td></td> <td>23/7/2018</td> </tr> <tr> <td></td> <td></td> <td>Physical Planning</td> <td></td> </tr> <tr> <td>6</td> <td>Gadi Dada Stephen (KMC/10076)</td> <td></td> <td>30/8/2018</td> </tr> <tr> <td></td> <td></td> <td>Audit</td> <td></td> </tr> <tr> <td>7</td> <td>Onjia Susan (KTC/10028)</td> <td></td> <td>18/7/2018</td> </tr> <tr> <td></td> <td></td> <td>Community based services</td> <td></td> </tr> <tr> <td>8</td> <td>Driliga Daniel (KMC/10063)</td> <td></td> <td>2/7/2018</td> </tr> <tr> <td></td> <td></td> <td>Environmental Mgt</td> <td></td> </tr> <tr> <td>9</td> <td>Adriko Tom (KTC 10000)</td> <td></td> <td>30/8/2018</td> </tr> <tr> <td></td> <td></td> <td>Production</td> <td></td> </tr> <tr> <td>10</td> <td>Azabo Joel (KTC/10039)</td> <td></td> <td>27/8/2018</td> </tr> <tr> <td></td> <td></td> <td>(Ag. MHO)</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Health</td> <td></td> </tr> </tbody> </table>	No	Name of Officer	Department	Appraisal date	1	Amule Yasin (KTC/ 10034)		30/8/2018			Finance		2	Dimba David Kenyi (KMC/10088)		27/8/2018			Education		3	Kepo Vicky (KMC/10047)		23/7/2018			Works		4	Dada Carlyne (KMC/ 10042)		30/8/2018			Human Resource		5	Atima Alfred (KTC/ 10033)		23/7/2018			Physical Planning		6	Gadi Dada Stephen (KMC/10076)		30/8/2018			Audit		7	Onjia Susan (KTC/10028)		18/7/2018			Community based services		8	Driliga Daniel (KMC/10063)		2/7/2018			Environmental Mgt		9	Adriko Tom (KTC 10000)		30/8/2018			Production		10	Azabo Joel (KTC/10039)		27/8/2018			(Ag. MHO)				Health		<p>2</p>
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<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"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>All positions submitted by CAO to the DSC through a letter ref: ARC 6/293/05 dated 12th October 2017 were considered. The submission list was also in agreement with the job advert in the New Vision Newspaper of 19/12/2017</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>The LG submitted 24 staff for confirmation and these were all considered. This was contained in the minute extract of the 1st meeting of Koboko DSC dated 9/3/2018 on ref: DSC/KOB/238/1</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>No staff were submitted for disciplinary action in the previous FY 2017/18.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>All staff recruited as contained in the minutes of the 1st DSC meeting held on 9/3/2018 ref: DSC/KOB/238/1 accessed the May 2018 payroll. These included;</p> <ul style="list-style-type: none"> <li>01 Commercial Officer</li> <li>03 Law Enforcement Officers</li> <li>01 Education Officer (Guidance)</li> <li>02 Town Agents</li> <li>01 Road Inspector</li> <li>01 Assistant Engineering Officer</li> </ul>	<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"> <li>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</li> </ul>	<p>There was no evidence that staff that retired during the previous FY accessed the pension payroll not later than two months after retirement. Four staff requests were sent to MoPS but payments were done several months later. These were;</p> <p>Ejoga Sunday Robert (Ass. Education Officer) on ref: KMC/120/1 dated 2/11/2017 and received at the MoPS on 22/2/2018. Last date of appointment was 21/07/2017, yet first payment was received in July 2018.</p> <p>Butia Silas (Deputy Head Teacher) on ref: KMC/120/1 dated 2/11/2017 and received at the MoPS on 22/2/2018. Last date of appointment was 31/2/2017 yet first payment was received in June 2018.</p> <p>The other two, i.e. Ozele Peter and Abele Jacob Onyale, their files are still pending.</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"> <li>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.</li> <li>If the increase is from 5% -10 %: score 2.</li> <li>If the increase is less than 5 %: score 0.</li> </ul>	<p>Koboko Municipal Council collected shs 714,666,731 as OSR during FY 2016/2017 as reflected on page 19 of the audited financial statements for FY 2016/2017. The amount included OSR that was collected by the three divisions – North, South and West as the Council had just been up graded from the Town Council status to the Municipal Council level. The local revenue realised from the three divisions totalling shs 439,434,111 was therefore deducted from the total collections of shs 714,666,731 as indicated above. This resulted in balance of shs 275,232,620 as actual adjusted revenue for the Municipal Council alone.</p> <p>There was no evidence of sales relating to the Council's assets during FY 2016/2017. Total revenue collection in FY 2017/2018 by the Municipal Council only without divisions amounted to shs 306,981,645 as detailed on page 30 of the draft accounts for FY 2017/2018. There was no evidence of sales relating to the Council's assets during FY 2017/2018.</p> <p>Increment in OSR computation:</p> <p>Shs 306,981,645 less shs 275,232,620 = shs. 31,649,025.</p> <p><math>31,749,025 \times 100 = 10.3\%</math></p> <p>306,981,645</p> <p>The Municipal Council embarked on sensitising tax payers including the benefits of payment of taxes most important of which was service delivery based on the fact that it was a newly created municipality.</p>	<p>4</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"> <li>If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within</li> </ul> <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>The budgeted local revenue (original) for Koboko Municipal Council for FY 2017/2018 was Shs 478,749,000 as reflected on page 30 of the approved budget.</p> <p>The total local revenue collected during FY 2017/2018 amounted to Shs 306,981,645 as per page 30 of the draft financial statements for FY 2017/2018 reflecting 64% realisation. There was a variation of 36%.</p> <p>Reason for low revenue collections was attributed to the fact that National Water and Sewerage Corporation took over the management of water in the Municipal Council around February, 2018 hence revenue realised from sale of water (nearly over shs 80,000,000 per month) by the Council reduced tremendously.</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"> <li>Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>The Municipal Council comprised 3 divisions namely: North, West and South to which the mandatory 50% share of local revenues was remitted to the LLGs (Divisions) during FY 2017/2018. This was done in compliance with the approved formulae as provided in Section 85 and 5th Schedule in the Local Government Act CAP 243.</p> <p>Examples:</p> <p>(i) Remittance of shs 14,000,000 to the three divisions (North shs 5,000,000; South shs 5,000,000 and West shs 4,000,000) on payment voucher number T003/06/17/18 dated 18th June, 2018.</p> <p>(ii) Remittance of shs 6,783,300 to the three divisions (North shs 2,783,306; South shs 2,000,000 and West shs 2,000,000) on payment voucher number T001/4/001 – 003/4/17/18 dated 16th April, 2018.</p> <p>(iii) Remittance of shs 10,000,000 to the three divisions (North shs 3,000,000; South shs 3,000,000 and West shs 4,000,000) on payment voucher number T005/06/18 dated 15th May, 2018.</p> <p>(iv) Remittance of shs 5,545,337 to the North Division on payment voucher number T/110/10/18 dated 21st December, 2017.</p>	<p>2</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Koboko Municipal Council spent shs. 47,021,195 on emoluments and allowances during FY 2017/2018.</p> <p>Adjusted local revenue realised during FY 2016/2017 excluding local revenue from the three divisions amounted to shs. 275,232,620 as reflected on page 19 of the FY 2016/2017 audited accounts. Computation:</p> <p><math>47,020,595 \times 100 = 17\%</math></p> <p>275,232,620</p> <p>Payment of allowances and emoluments was not more than 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The position of the Senior Procurement Officer was not substantively filled. The MC had only the position of Procurement Officer substantively filled. The Procurement Officer, Bayo James Gerigason was appointed on ref: KMC/10060 dated 01/3/2017 and contained under Min. No.09/2017 dated 23/2/2017.</p> <p>Filling the position of Assistant Procurement Officer was in their recruitment plan for 2018/19.</p>	<p>0</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"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>The Municipal PDU produced and submitted reports to Evaluation Committee (EC) as evidenced by minutes of the EC dated 6th - 7th November 2017 for sampled projects below;</p> <ul style="list-style-type: none"> <li>i. Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, opened on 20th October 2017, under Administration, funded by DDEG, submitted on 14th November 2017.</li> <li>ii. Completion of Office Block at West Division Offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00006, opened on 20th October 2017, under Administration, funded by DDEG, submitted on 14th November 2017, iii. Construction of two Classroom Block at Ogo Primary School, Ref. KMC/785/Wrks/DDEG/2017/2018/00007, opened on 20th October 2017, under Education Department, funded by DDEG, submitted on 14th November 2017,</li> <li>iv. Installation of seven lines culverts along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, under Works Department, funded by Uganda Road Fund, submitted on 14th November 2017. The Municipality had only four development projects implemented in the FY 2017/2018.</li> </ul>	<p>1</p>
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<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Municipality Contracts Committee considered EC recommendations as evidenced by;</p> <p>i. Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, considered on 14th November 2017, recommended that the project be awarded to Mogul Solutions Ltd, of P.O. Box. 15 Yumbe, at evaluated cost UGX. 5,977,994, under minute number 4(b),ii. Completion of Office Block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, considered on 14th November 2017, recommended that the project be awarded to BIG G General Stores of P.O. Box. 164 Koboko, at negotiated price UGX. 43,614,570, under minute number 4(d), iii. Construction of a two Classroom Block at Ogo Primary School, Ref. KMC, /785/Wrks/DDEG/2017/2018/00007, considered on 14th November 2017, recommended that the project be awarded to Powa Enterprises Ltd, of P.O. Box. 42 Koboko at a negotiated price of UGX. 52,134,170, under minute number 4(c)</p> <p>iv. Installation of seven lines culvert's along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, considered on 14th November 2017, recommended that the awarded to BIG G Enterprises Ltd, of P.O. Box. 164 Koboko, at evaluated price of UGx. 23, 210,600, minute number 4(f).</p>	<p>1</p>
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The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

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

the previous FY:  
score 2

The Municipality Procurement Plan for FY 2018/2019 covered all infrastructure projects in the approved work plan of FY 2018/2019 as evidenced by a copy of the consolidated annual procurement work plan for FY 2018/2019 approved by the Accounting Officer, dated 13th July 2018. The work plan for 2018/2019 had projects like;

- i. Construction of two classroom block at Ombachi self-help Primary School,
- ii. Construction of OPD in West Division,
- iii. Construction of Seed Secondary School at Amunupi in West Division,
- iv. Renovation of Town Clerks Residence at Nyarilo Cell and
- v. renovation of Municipal Offices and completion of the Council Hall.

The Municipality also made a consolidated procurement and disposal annual work plan for FY 2017/2018 as per the submission and endorsement by the Accounting Officer, dated 2nd October 2017. The work plan had projects like;

- i. Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002,
- ii. Completion of office block at West Division offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006,
- iii. Construction of two classroom block at Ogo primary School, Ref. KMC,/785/Wrks/DDEG/2017/2018/00007,
- iv. Installation of seven lines culverts along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009,

<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"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>For the current FY (2018/2019) the Municipality had prepared 83.3% of all investments/infrastructure by 27th August 2018, which was above the 80% threshold of the prepared documents for all infrastructure investment. The Municipality had 12 projects in the consolidated work plan in FY 2018/2019 out of which 07 projects had been initiated by the user departments and only 03 projects had completed bid documents prepared and displayed but had not started yet. Assessor noted that they had not received the funds from Central Government to start implementation.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>In the previous FY 2017/2018 the Municipality had updated the contracts register as evidenced by the additional number of entries (09) for FY 2018/2019. But the projects in the register had not started.</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>The Municipality had adhered to procurement threshold as per the sampled projects files namely;</p> <ol style="list-style-type: none"> <li>Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, opened on 20th October 2017, at a cost of UGX. 12,977,994 - Selective bidding,</li> <li>Completion of Office Block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, opened on 20th October 2017, at a cost of UGX. 43,614,570 - Selective bidding</li> <li>Construction of two Classroom Block at Ogo Primary School, Ref. KMC/785/Wrks/DDEG/2017/2018/00007, opened on 20th October 2017, at a cost of UGX. 52,134,170 - Selective bidding,</li> <li>Installation of seven lines culverts along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, opened on 20th October 2017, at a cost of 23,210,600 - Selective bidding</li> </ol>	<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"> <li>• 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</li> </ul>	<p>There was evidence that works projects implemented in the previous FY 2017/2018 were appropriately certified with interim and completion certificates for instance:</p> <ol style="list-style-type: none"> <li>Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, signed on 12th February 2018,</li> <li>Completion of Office Block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, signed on 16th March 2018,</li> <li>Construction of two Classroom Block at Ogo Primary School, Ref. KMC, /785/Wrks/DDEG/2017/2018/00007, signed 20th February 2018,</li> <li>Installation of seven lines culverts along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, signed on 16th March 2018.</li> </ol>	<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"> <li>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</li> </ul>	<p>There was no evidence of site boards in all the infrastructure projects for the current FY (2018/2019) because the procurement process had not been fully completed and therefore there were no projects started on yet .</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"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>Koboko Municipal Council maintained 4 bank accounts at the Centenary bank, Koboko branch and one account for TSA in Bank of Uganda. At the date of assessment on 13th and 14th September, 2018, all the accounts were reconciled on a monthly basis up to closure of FY 2017/2018 on 30th June, 2018.</p> <p>At least the month of July, 2018 should have been reconciled but the reconciliation statements were not in place. The Municipal Council used a computerized IFMS accounting system for preparation of the bank reconciliation statements.</p> <p>Scrutiny of the bank reconciliation statements revealed that all were appropriately authenticated by the relevant officials as required. Examples on reconciliations: Account number 3100047623 for the Municipal General Fund account. Reconciled balance on 30th June, 2018 was shs 7,696,300; In addition, for the General Fund account, its reconciled balance on 30th September 2017 was shs 39,948,565. As for the TSA account in the Bank of Uganda, the reconciled balance on 31st December, 2017 was shs 159,418,982 (debit) per account number 004350528000000.</p>	<p>0</p>



<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul> </li> </ul>	<p>The Koboko Municipal Council provided evidence on timely payments of suppliers during FY 2017/2018 without overdue bills beyond 2 months. The sampled payments in sectors indicated compliance resulting in no overdue bills beyond two months. For Example:</p> <p>(i) In the Education department, a payment request was done on 15th February, 2018. Certification and approval of the payment was done on 20th February, 2018 by the TC. Payment against voucher number 8/4/17/18 was done on 8th April, 2018. Payment was made to M/s Powa Enterprises Ltd for shs 46,876,572 in respect of construction of a 2 class room block at OG Primary School in the Western division.</p> <p>(ii) In the Works Department: M/s Engineering Big G General Stores was paid shs 21,817,964 on voucher number PV ENG/0001/05/17/18 dated 3rd May, 2018 for supply of culverts and other materials for construction of Dikasinga, Karala and Juliano road. Initial request for payment was done on 16th March, 2018; certification was done on 20th March, 2018 and payment was effected on 3rd May, 2018.(iii)As for the Administration department, a payment request was done on 16th March, 2018; certification was done on 16th April, 2018 and actual payment was effected to M/s Engineering Big G General Stores for shs 19,209,313 against voucher number PV-ENG/003/06/17/18 dated 1st June, 2018 in respect of construction of an office block at the Western division.</p> <p>In addition, a payment register was verified and confirmation realised that there were no pending bills for settlement by the district beyond two months.</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"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Koboko Municipal Council had appointed an Internal Auditor by the names of Mr Gadi Dada Stephen based on a DSC minute reference 88/2017. The appointment was communicated to the Internal Auditor through the Town Clerk’s letter dated 25th May, 2017 under reference KMC/154/2. The letter dated 22nd September, 2005 under reference CR/161. It indicated that Mr Gadi Dada Stephen once served as a Senior Accounts Assistant in Arua District Local Government. The department was manned by a single individual and there was no Senior Internal Auditor as required.</p>	<p>0</p>

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

Maximum 6 points on this performance measure.

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

A functional Internal Audit Department was in place during FY 2017/18 as was evidenced by the four Internal Audit reports that were produced on quarterly basis. They were six queries and all of them were cleared.

The quarterly reports were produced in FY 2017/2018 as detailed below:

Quarter 01: Date of report: 30/10/2017

Quarter 02: Date of report: 7/2/2018

Quarter 03: Date of report: 10/5/2018

Quarter 04: Date of report: 10/8/2018

The reports were referenced KMC252/1 and KMC252/2 and were accordingly acknowledged through a delivery book on the day of submission as follows:

Quarter one: on 31/10/2017;

Quarter two: on 8/2/2018;

Quarter three: on 11/5/2018

Quarter four: on 11/8/2018

Submissions of reports was done to the Speaker of the Municipal Council and circulated to:

- i) PS MOFPED;
- ii) Chairperson of the District;
- iii) PS MOLG;
- iv) Internal Auditor General;
- v) RDC;
- vi) OAG North West Region;
- vii) Secretary, LG PAC;
- viii) LG Audit Committee Northern Region;
- ix) Mayor;
- x) Town Clerk - KMC;
- xi) Heads of Department;

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The production of the quarterly internal audit reports during FY 2017/2018 was generally done within the prescribed timeframe, submitted to the relevant offices and acted on as provided by the law. However the current law (PFM 2015 section 12 sub section 2b) requires the Internal Auditor to submit the quarterly reports to the speaker of the council and not to the CAO as it was previously done. The CAO only receives a copy of the report. For example, the Council meeting which was held on 13th February, 2018 considered the recommendations as detailed in the internal audit quarterly reports under minute reference 31/CM/17/18. The recommendations were first reviewed by the Standing Committee responsible for Finance. At the time of the assessment, all the internal audit queries raised in the four quarters of FY 2017/2018 were responded to and had been cleared except one query only.</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"> <li>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.</li> </ul>	<p>The term of office of the old LGPAC expired during FY 2016/2017 and it took some time to appoint a new LGPAC. The new LGPAC was appointed during the month of December, 2017 and therefore held its first meeting on 3rd July, 2018 in which the quarterly internal audit reports were reviewed. The LG PAC catered for Koboko District Local Government as well as Koboko Municipal Council in accordance with the provisions of the laws.</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"> <li>• 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</li> </ul>	<p>Koboko Municipal Council maintained a manual Assets Register which was regularly updated. For example,</p> <p>(i) the last entry in the register was posted on 20th July, 2018 in respect of a main Council building valued at shs 170,433,758 which was constructed under the LGPD II funding.</p> <p>(ii) A tractor (LG 0008 057) model – YP –X 90 (Faw) S/N 31209574 was recorded and up dated in the register on 20th July, 2018.</p> <p>Because the Assets Register was not computerised, some information was not fully captured regarding the category of each asset. The register for instance did not provide the value of the donated assets to the Municipal Council.</p> <p>Council management had of late requested IFMS experts in the MOFPED to kick start the computerisation of the assets register from which the Council will take over under direct supervision of the MOFPED experts.</p>	4
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>Koboko Municipal Council obtained Unqualified Audit Opinion for FY 2017/2018</p>	4
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence that Koboko Municipal Council met and discussed service delivery issues in the Financial year 2017/2018. In total the Municipal Council held six meeting among which included;</p> <p>Ordinary District Council meeting in the 2nd session for the 1st Council which was held on 10th August 2017 in the Municipal council hall dated 29th September 2017. The issues discussed among others were;</p> <p>a) Approval of the Physical Development Plan for West Division and Nyangalia Ward under minute 04/CM/17/18 on page 3</p> <p>b) Statement on water operation as result of transition of Management from Private water operator to the Municipal Management. The issues raised was an introduction of VAT</p>	2

on consumers which was not welcomed under minute 05/CM/17/18 on page 3

c) State of Council Address, in the mayors key note he provided a review of financial year 2016/2017 and where the levels of achievement challenges and areas of focus in the Financial year 2017/2018 were presented under minute 07/CM/17/18 page 5

Another ordinary Municipal Council meeting was held on the 2nd Sitting of 2nd Session of the 1st Council on 29th September 2017 in the municipal council hall and the issues discussed among others were;

a) Discussion of the state of council address by the Municipal mayor and a number of issues were addresses which included information about self-settled refuges in the municipality who were competing for the same resources with their host, recovery of Youth Livelihood Programmes which was reported at 14% for the municipality etc. under minute 12/CM/17/18 on page 3

b) Standing committee recommendation/ briefs i.e. finance committee and production committee under minute 15/CM/17/18 on page 5

c) Executive summary where resolutions of Municipal Executive Committee were presented to council for approval such as approval of the Library Management Committee, also approved the idea of using court bailiff to recover council debts.

Another ordinary Municipal Council was held meeting held on the 3rd Sitting of 2nd Session of the 1st Council on 07th December 2017 in the municipal council hall and the issues discussed among others were;

a) There was approval of recommended zoning of business in the municipality under minute 21/CM/17/18 page 3

b) There was approval of recommended zoning of business in the municipality under minute 21/CM/17/18 page 3

c) There was approval of supplementary budget in Education worth UGX 3,203,000 to facilitate running of Primary Leaving Examinations i.e. UNEB Invigilators, scouts, supervisors etc. under minute 22/CM/17/18 on page 4.

Another ordinary Municipal Council meeting was held on the 4th sitting of 2nd Session of the 1st Council on 13th February 2018 in the municipal council hall and the issues discussed among others were;

a) Approval of supplementary budget /work plan in production and education. In production the approved supplementary budget was UGX 129, 277,272 and in education UGX 192, 096,622 under minute 30/CM/17/18 on page 3

b) Standing committee reports /recommendation for

		<p>production committee , social service committee and fiancé committee under minute 31/CM/17/18 on page 4</p> <p>c) 2nd reading of waste management bill 2017 was presented by secretary for Social Services to the members for discussion under minute 32/CM/17/18 on page 5</p> <p>Ordinary Municipal Council meeting held on the 5th sitting of 2nd Session of the 1st Council on 15th march 2018 in Blue Dove Hotel and the major issues discussed was laying of budget and work plan for financial year 2018/2019 under minute 38/CM/17/18 on page 3</p> <p>Ordinary Municipal Council meeting held on the 6h sitting of 2nd Session of the 1st Council on 30th May 2018 in the Municipal Hall and among other issues discussed was approval of Koboko Municipal Council budget and work plans for Financial year 2018/2019 under minute 44/CM/17/18 on page 3.</p>	
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>Koboko Municipal Local Government had a designated person appointed as focal person to coordinate response fed back to grievance and complaint as the Records Officer (Mr Yekka James) under the registry section, his appointment letter was dated 25th May 2017 KMC/154/2. Among his responsibilities were to receive all information on behalf of the Municipality, forward it to the relevant personnel for action and reverts it back to the complainant. There was also evidence of feedback to complainant such as resolution of a tax appeal tribunal that was dealt with in the department of finance.</p>	<p>1</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence of system for recording, investigating and responding to grievances for instance; the incoming mail register under the records section and complaint box displayed outside the Koboko Municipality Building for instance;</p> <p>The tax complaint register was where issues of tax assessment were registered, the tax appeal tribunal was where the complaints and grievances raised were discussed. From the sampled complaints lodged in as noted were from Nile coach Bus service dated 12th January 2018 who had requested for a reduction of levied tax from UGX 355,000 to UGX 225,000. The tax appeal Tribunal held a meeting on 20th March 2018 at the Deputy Town Clerks Office to deliberate on the complaints, specifically under item 13 -a complaint from Nile coach Bus service of which the request was accepted and a reduction made to UGX 225,000</p> <p>In addition, the municipality had a complaints box where complaint are lodged in. As explained by the Municipal Planner the management committee holds a meeting quarterly to discuss the queries, grievance etc. However during the time of the assessment there was no evidence of records from the management committee with regard to complaints handled, their feedback and responses because they had not received any complaint/ grievances in through the complaints box.</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"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>Koboko Municipality had published payroll registers for Financial Year 2017/2018 on administration notice board. As observed the Payment roll register was only for active staff whereas there were two pensioners enrolled into the system in Financial Year 2018/2019, they were not displayed since the assessment was capturing FY 2017/2018.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>There was evidence that Koboko Municipal Local Government had published the awarded contract and amount for instance; -</p> <p>Under Selective bidding there was planned completion of office block at West Division and the successful bidder was Big G General Stores at a contract sum of UGX 43,614,570. The notice reference was dated and displayed on 14th November 2017_ KMC and it was removed on 20th November 2017 under procurement reference KMC/785/REV/WRKS/SUPPLY/SRVCS/2017/2018/00001</p> <p>Another one under Selective bidding there was planned construction of two classroom block at Ogo Primary School and the successful bidder was Powa Enterprise Limited at a contract sum of UGX 52,134,170. The notice reference was dated and displayed on 14th November 2017_ KMC and it was removed on 20th November 2017 under procurement reference KMC/785/REV/WRKS/SUPPLY/SRVCS/2017/2018/00001</p> <p>Another one under Selective bidding there was planned construction of one unit of two stance VIP Latrine at West Division offices and the successful bidder was Mogul Housing Solutions Ltd at a contract sum of UGX 12,977,994. The notice reference was dated and displayed on 14th November 2017_ KMC and it was removed on 20th November 2017 under procurement reference KMC/785/WRKS/ /2017/2018/00001</p>	
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<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"> <li>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.</li> </ul>	<p>Koboko Municipal Local Government did publish the Local government performance assessment report for FY2016/2017 on the administration notice board letter dated 27th July 2018 KMC/206/2 and the certificate (Record) on 27th June 2018 and also it was available on national budget website.</p> <p>The Municipal Local government also participated in the dissemination workshop of last year's Local Government assessment report (2016/2017) that was organised by GAPP together with the District official at District Hall on 23rd August 2018. The representatives were Municipal Executive Committee members, committee chairpersons, Technical Planning Committee members and Division chairpersons among other. The Local Government assessment report (2016/2017) was further mentioned in the council meeting held on 28th August 2018 in the municipal Hall under minute 02/ CM/Aug/18/19 through the communication of the chair that Koboko Municipal Council had performed above average in the national assessment (no 57) out of 138 Local Government assessed, however he urged member to put in extra efforts for the next assessment (2018/2019) on Page 2 of the minutes</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"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>Koboko Municipal Local Government communicated and explained to both Higher and Local government about guidelines, circulars and polices issued at the national level as follows;</p> <p>One communication was Lower Local Government on feedback of projects implemented in FY 2017/2018 addressed to Senior Assistant Town Clerks dated on 23rd July 2018 letter reference KMC/218/8</p> <p>One other communication to lower local government was on handover of office of the cell chairpersons addressed to the Senior Assistant Town Clerk on 16th July 2018 letter date reference KMC/116/1</p> <p>Another communication was on rollout of school monitoring tool to all Senior Assistant Town Clerk, All School Management Committee chairpersons and all town agents dated 4th October 2017 letter reference KMC/CR/10/1</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"> <li>• 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.</li> </ul>	<p>There was evidence that Koboko Municipality held radio talk shows to provide feedback status on activities that had been and were being implemented. A report on radio talk show on spirit FM 104.5 Koboko dated 01st June 2018 highlighted topics that were discussed among them included garbage management awareness at house hold level, feedback meeting on road opening, discussion on rampant strikes in the Secondary school within the municipality among others.</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"> <li>• 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.</li> </ul>	<p>The Municipal Gender Focal Person (MGFP) Mr. Acidri Cosmas Remo, the Community Development Officer (CDO), had provided guidance and supported various sector departments in mainstreaming gender into their activities as evidenced by the report dated 5th March 2018, where the GFP informed the members of the gender issues and strategies in their departments such as health, education, engineering, production, Human Resource statutory among other. Also, the CDO carried some initiatives like; organizing meeting with CDOs for Divisions, Principal Town Agents and the Secretary Community Services to discuss inclusion of youth, women in benefiting from youth livelihood and entrepreneurship funds respectively as per departmental minutes dated 21st November 2017. In the Five-year Development Plan, (2017/2018) dated 04th October 2017, page 86, the CDO had planned for activities like; women council coordination meeting, undertook monitoring and supervision of women groups among other as per the consolidated work plan endorsed by the Accounting Officer dated 3rd July 2017, Page not provided.</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>The GFP had planned activities for the current FY (2018/2019) to strengthen women roles as evidenced by; planned activities under representation of women council, page 35- 36 of the annual/quarterly work plan for FY 2018/2019 signed by the Accounting Officer dated 31st July 2018. Activities there in included; undertake mainstreaming workshops for interest groups and undertaking mentoring of division level staff on gender mainstreaming.</p> <p>In the previous FY 2017/2018, the Municipality had budgeted for 3,500,000 million to undertake the following planned activities;</p> <ol style="list-style-type: none"> <li>under take gender mainstreaming workshop for interest group, evidenced by Voucher number COMM/001/11/17/18, of UGX. 1,000,000, approved on 17th November 2017,</li> <li>Community sensitization on children rights and responsibilities and gender-based violence, as evidenced by Voucher number COMM/001/9/17/18 of UGX. 1,000,000 approved on 7th, September 2017, Voucher number COMM/04/12/17/18 of UGX. 500,000, approved on 04th December 2017, Voucher number COMM/002/01/2017/2018 approved on 23rd January 2018,</li> <li>Departmental coordination meeting to discuss gender inclusion in government programs as evidenced by Voucher number COMM/002/9/17/18 of UGX. 250,000, approved on 7th September 2017, Voucher number COMM/12/04/17/18 of UGX. 125,000, approved on 23rd April 2018, Voucher number COMM/004/02/17/18, of UGX. 125,000 approved on 23 February 2018. Totalling to UGX. 3,500,000 which was (100%) implementation and above the threshold of 90%.</li> </ol>
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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"> <li>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</li> </ul>	<p>The Municipality had carried out screening activities of 35 projects in the FY 2017/208 as per the sampled forms for projects screened, namely;</p> <ol style="list-style-type: none"> <li>Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, 5th September 2017,</li> <li>Completion of office block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, 5th September 2017,</li> <li>Construction of two Classroom Block at Ogo Primary School, Ref. KMC/785/Wrks/DDEG/2017/2018/00007, dated 7th October 2017 and</li> </ol> <p>However, no screening was carried out for the Installation of seven lines culvert's along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009 because according to the Environmental officer, the project was not meeting the standard of the screening form. i.e. the screening questions don't fit the project .</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"> <li>Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>The Municipality had integrated Environmental and Social Management Plans (ESMPs) in the contract bid documents as evidenced by the sample of projects below;</p> <ol style="list-style-type: none"> <li>Construction of one unit of two stance VIP Latrine with Urinal at West Division Offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, dated 2nd June 2018, Element No. 8, item number; 8.01, and 8.02, page 6 of 6 of the bid documents. The environmental and social issues contained therein included; <ol style="list-style-type: none"> <li>Provide 250 liters plastic water tank, raised in brick work platform of 1.5 metres above ground level (internal filled with well compacted gravel and the top casted with concrete finished all round with 1:3 cement sand motor), connected to plastic roof gutters and the tank should have a tap fixed to a raised GI pipe (tap not to be connected directly to the tank), and drainage channel to soak away pit complete with all necessary connections at a cost of UGX. 600,000,</li> <li>Provide for landscaping, planting of trees and grass including site clearance by removal of all debris on site at a cost of UGX. 300,000,</li> </ol> </li> <li>Completion of Office Block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, dated 30th November 2017, Element number 6, item 6.02 and 6.03, page 4 of 5 of the bid documents. The environmental and social issues contained therein included; <ol style="list-style-type: none"> <li>Provide for landscaping, planting of trees and grass including site clearance by removal of all debris away from site at the cost of 5,000,000,</li> <li>Provide materials and construct a 1.5 meter wide access ramp to the office block consisting of 100mm</li> </ol> </li> </ol>	<p>1</p>

thick concrete 1:3:6 mix slab, finished with 25mm thick 1:3 cement sand rough steel float render on to 230mm thick brick plinth wall of 100mmx600mm thick wide concrete 1:3:6 mix foundation. Overall area not exceeding 6sqms at a cost of UGX. 1,200,000.

2. Construction of two Classroom Block at Ogo Primary School, Ref. KMC,/785/Wrks/DDEG/2017/2018/00007, dated 30th November 2017, Element number 11 a and b, page 13 of 13 of the bid document. The environmental and social issues contained therein included;

a).Provide 5,000 liters plastic water tank, raised in brick work platform of 1.5 metres above ground level (internal filled with well compacted gravel and the top casted with concrete finished all round with 1:3 cement sand motor) connected to plastic roof gutters and the tank should have a tap fixed to a raised GI pipe (tap not to be connected directly to the tank), and drainage channel to soak away pit complete with all necessary connections at a cost of UGX. 600,000.b). Provide for landscaping, planting of trees and grass including site clearance by removal of all debris on site at a cost of UGX. 2,500,000, iii. Grass planting tree planting and landscaping at a cost of UGX. 500,000

4. Installation of seven lines culvert's along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, no evidence of environment and social management plans in the bidding document for this project because the person who prepared the BoQ Mr. Wani Nelson the superintendent of works considered that after construction and filling of marram around the area, it would not be possible to plant grass because the soil structure will not hold.

<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"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>The LG had evidence of land ownership on which the sampled projects implemented for FY 2017/2018 were located, for example;</p> <ol style="list-style-type: none"> <li>Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, the Council had an agreement with Mr. Ajule Robert of Godia cell in West Division, dated 16th November 2016, Land Area: 50mx40m at a cost of UGX. 25,000,000, all paid.</li> <li>Completion of Office Block at West Division Offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, the Council had an agreement with Mr. Ajule Robert of Godia cell in West Division, dated 16th November 2016 Land Area: 50mx40m at a cost of UGX. 25,000,000, all paid. Note: the first and the second projects were all located on the same piece of land.</li> <li>Construction of two Classroom Block at Ogo Primary School, Ref. KMC/785/Wrks/DDEG/2017/2018/00007, the Council had an agreement between the School Management Committee of Ogo Primary School and the land owners under the names of; Yobuta Simon Gala, and Sebi Mustafa dated 21st November 2015. Land Area: 220mx250m. The two land owners offered the land free of charge to the Municipal School.</li> <li>Installation of seven lines culvert's along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009, the project was located on planned roads of the Municipality which is a public good so there was no land title required for it.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>The Municipality had environmental compliance certificates issued for some completed projects and endorsed by the Municipal Environmental Officer as evidenced by copies of the certificate for some projects like;</p> <ol style="list-style-type: none"> <li>Completion of office block at West Division offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006, dated 12th March 2018.</li> <li>Construction of two classroom block at Ogo Primary School, Ref. KMC/785/Wrks/DDEG/2017/2018/00007, dated 7th October 2017, However for project.</li> <li>For Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002, there was no mitigation certification form because the project had not yet been completed. This was because they had not complied with the mitigation measures requirements and they were yet to do finishing which included; plastering, floor screeding, furniture and installing lightening arrestor.</li> </ol>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>There was no evidence that the contracts payment certificated included prior environmental and social clearance as per the sampled projects;</p> <p>i. Construction of one unit of two stance VIP Latrine with Urinal at West Division offices, Ref. KMC/785/Wrks/DDEG/2017/2018/00002,</p> <p>ii. Completion of office block at West Division offices, Ref. KMC/785.Wrks/DDEG/2017/2018/00006,</p> <p>iii. Construction of two classroom block at Ogo primary School, Ref. KMC,/785/Wrks/DDEG/2017/2018/00007,</p> <p>iv. Installation of seven lines culvert's along Juliano road, Karala road, Dikasinga to Ajiga road, Ref. KMC/785/Wrks/URF/2017/2018/00009,</p> <p>There was no evidence of certification for all the above sampled projects and the Environment office had no answer for these omissions.</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"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There was no evidence of completed checklists in the monthly reports for the Environmental Officer and CDO seen. The reason given was that they had not been brought on board and that there was lack of facilitation for the two officers to undertake this activity.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The Municipal OBT for the FY 2018/2019 had a wage bill of UGX.1,528,798,656 for 242 teachers, (1 substantive Head teacher, 6 substantive Deputy H/Teachers and the rest of the schools had Head teachers who were not substantive). However, the total budget was not enough to cover Head teachers and regular teachers. This was because there were no substantively appointed H/Teachers and Deputy H/Teachers to match the number of schools. The assessor noted that all the schools were P.7 schools.</p>	<p>0</p>



The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)

Maximum 8 for this performance measure

• 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

The Municipality had 10 government schools with only one school having a substantive head teacher as listed below;

Abele P/S 1 substantive head teacher 25 teachers;

i. Apa P/S 1 H/Teacher who isn't substantive 12 teachers

ii. Birijaku P/S 1 Deputy H/Teacher substantive 25 teachers

iii. Nyarilo P/S 1 Deputy H/Teacher substantive 43 Teachers

iv. Gbukutu Islamic Orphanage P/S 11 teachers including the H/Teacher who isn't substantively appointed

The assessor also sampled and visited a number of schools to confirm the above;

a) Nyangilia P/S in Koboko South Division with 1 head teacher (not substantive)-care taking substantive deputy head teacher and 17 teachers (10 male and 7 females).

b) Noor Islamic P/S in Koboko North Division with 1 head teacher(not substantive) and 11 teachers of whom four are female.

c) Taremunga P/S in Koboko North Division with 1 head teacher (not substantive) and 44 teachers 24 of whom are females.

d) Nyarilo P/S in Koboko North with 1 head teacher (not substantive) with 43 teachers.

e) Ombachi Self-help school in Koboko North Division with 1 head teacher (not substantive) and 28 teachers 14 of whom are female.

<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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</li> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul>	<p>The Municipality had not filled the structure for primary teacher with a wage bill provision as required. They were required to appoint 281 teachers however only 245 were appointed as per the education sector recruitment plan for FY 2017/2018, and 1,020 teachers for FY2018/2019. So there was a gap of 39 more teachers required as per their primary staff ceiling of FY 2014/2016. This means that they had a coverage of only 86.1%.</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"> <li>• 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</li> </ul>	<p>The staff structure had a provision for two Senior Inspectors of Schools and two Inspector of schools. Only one Inspector of Schools was available as per the appointment letter under the names of Mr. Michael Maxwell, dated 1st/March/2017, Ref. KMC/154/2, DCS minute No.10/2017 of 23rd/February/2017.</p> <p>However, there was effort to fill the vacant position for Senior Inspector of schools as seen in the Education Department Recruitment Plan 2018/19 submitted on 11th/June/2017, Ref. KMC/ED/16/002 to the office of the Town Clerk by the Principal Education Officer.</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>The Municipality had an education sector recruitment plan for the FY 2018/19 dated 11th/June/2017, Ref. KCM/ED/16/002 submitted to the office of the Town Clerk by the Principal Education Officer. The plan included positions to be filled for; 10 substantive primary Head teachers, 10 substantive primary school Deputy Head teachers, 20 Senior Education Assistants, 20 Education Assistants.</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"> <li>• School Inspectors: score 2</li> </ul>	<p>The Municipality had an education sector recruitment plan for the FY 2018/19 dated 11th/June/2017, Ref. KCM/ED/16/002 submitted to the office of the Town Clerk by the Principal Education Officer. The plan included positions to be filled for; one senior inspector of schools.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There was evidence that the School Inspector, Mr. Asiki Michael Maxwell (KMC/10066) was appraised on 22/8/2018.</p> <p>The position of Senior Inspector of Schools was still vacant. The approved staff structure of the MC on ref: ARC 135/306/01 dated 11/7/2017 expected the MC to have two school inspectors substantively filled.</p>	<p>3</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul>	<p>All the 10 Head Teachers of the ten Primary schools under the MC were reviewed and all were found to have been appraised. The list included;</p> <ol style="list-style-type: none"> <li>1. Yobuta Michael ? Ogo P/S (CR/D/10159) appraised on 5/01/2018</li> <li>2. Taban Augustine ? Ombachi Self Help P/S (CR/D/10413) appraised on 20/2/2018</li> <li>3. Ariye Zabibu ?Gbukutu Islamic P/S (CR/D/10274) appraised on 3/2/2018</li> <li>4. Muto Sadik ? Noor Islamic P/S (CR/D/10628) appraised on 3/2/2018</li> <li>5. Oce Vincent ? Birijaku P/S (CR/D/10155) appraised on 20/2/2018</li> <li>6. Akua James ? Teremunga P/S (CR/D/110124) appraised on 8/3/2018</li> <li>7. Avuga John ? Nyangila P/S (CR/D/10985) appraised on 7/3/2018</li> <li>8. Amandu Robert ? Koboko South Division (CR/D/10162) appraised on 28/2/2018</li> <li>9. Adaku Kassim ? Nyarilo P/S (CR/D/10187) appraised on 30/3/2018</li> <li>10. Boboli Charles - Apa P/S (CR/D/10173) appraised on 10/2/2018</li> </ol>	<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"> <li>• 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</li> </ul>	<p>There was evidence that the Municipality Education Department had communicated some guidelines, policies, circulars issued by the national level in the previous FY. This was evident at the schools the assessor visited.</p> <p>At the MEO's office the following policies and circulars were seen;</p> <p>Letter from office of the Town Clerk to all Senior Town Clerks on school feeding programme in schools, dated 10th/October/2017, Ref. KMC/300/1</p> <p>Press release from the MoES to all town clerks on unlicensed/unregistered schools, Ref. DES/50/14</p> <p>MoES to all Municipal Education Officers on teacher support supervision in schools, dated 01 30th/June2017, Ref.ADM/203/255.</p> <p>Ministry of Local Government to all town clerks of Municipal Council's on National Registration for all learners in all schools and institutions aged 5 years and above during holidays, dated 4th/December 2017, Ref. ADM/322/01.</p> <p>MoES circular to all District, Municipal Officers on guidelines on school charges, 24th/October/2017</p>	<p>1</p>

The assessor verified the above information at school level as indicated in the sampled schools below;

Nyangilia P/S in Koboko South Division, letter from the Municipal Council to the school inviting them for primary and nursery schools sensitization on NTD's especially bilhazia and HIV/AIDS, dated 16th/April/2018,

Letter from the speaker to the school inviting them for the 5th council sitting of the 2nd session of the 1st council dated 10th/March/2018, Letter from Koboko Municipal Primary Schools examinations board to the H/Teacher inviting him to witness declaration of the West Nile and Municipal mocks 2018 dated 31st/August/2018,

Letter from the office of Education Department to the Head teacher on celebrating of U12 football national trophy dated 7/9.2018, Policy on National Malaria Control Programme info pack for key malaria messages in schools, April 2018 by WHO, Chase malaria and UNICEF,

Noor Islamic P/S in Koboko North Division, Guideline on school feeding and nutrition intervention programme 2013.

The assessor had an opportunity to see an onion growing project in the school which was a result of the school feeding programme, Head teacher handbook term 1 primary year 1 2018,

Letter from the education department to the school on roll out of school monitoring tools dated 4th October 2017 Ref. KMC/CR/10/1.

Letter from the education department to the H/Teacher on a girl child retreat programme scheduled to take place at koboko municipal hall on Saturday 17th June 2017 from 9:00 am-5:00pm dated 13th/June/2017.

In Taremunga P/S in Koboko North Division document found included;

Letter from MoES on schools and other institutions calendar 2018 dated 2nd/October/2017 Ref. ADM/235/209/01.

Letter from the town clerk to the school on Koboko municipal council local government budget conference for 2018/2019 Ref. KMC/2/28.

Letter from the Senior Assistant Town Clerk to the head teacher inviting them to attend a feedback meeting on the projects undertaken by North division in the 2017/18 financial year dated 9th/August/2018.

Letter from the town clerk to the head teacher on appraisal of staff, dated 27th/January/2017  
KMC/154/1.

Policy on National malaria control programme info pack for key malaria messages in schools April 2018 by WHO, Chase malaria and UNICEF. Guideline on school feeding and nutrition intervention programme 2013.

Letter from the office of the Town Clerk to the Head teacher on contribution of shs 500 per child per term for sports and games, dated 13th/December/2017, Ref. KMC/300/14/7/17.

From Nyarilo P/S in Koboko North examples were;

Letter from the education department to the H/Teacher and SMC on celebration of U12 football national trophy, dated 7th/9/2018.

Letter from the Education Office to the head teacher for Education Department meeting with the school administration and the teacher to discuss issues on inspection dated 22nd/November/2017.

Letter from the Education Department to the Head teacher on Education Department meeting with the school management committee, administration and teachers' representatives dated 11th/December/2017.

Policy on National Malaria Control Programme info pack for key malaria messages in schools April 2018 by WHO, Chase malaria and UNICEF.

In Ombachi Self-help School in Koboko North Division there was information on;

Policy on National malaria control programme info pack for key malaria messages in schools April 2018 by WHO,

Chase Malaria and UNICEF. Guideline on school feeding and nutrition intervention programme 2013. .  
The gender in Education Strategic Plan 2015-2020

<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"> <li>• 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</li> </ul>	<p>The LG Education Department held meetings with Primary School teachers and among others sensitized them on guidelines, policies and circulars which included;</p> <p>Letter from the office of the Municipal Education Department to all H/Teachers on invitation for Inspection and Monitoring Report dissemination to be held on 10th/July/2017, dated 14th/ July/2017.</p> <p>The discussions and action plans in the above meeting included; girl child education, school feeding programme, health and hygiene, professional practices like time on task, registration of learners by NIRA, thematic curriculum, private/community school ownership and supervision, inspection, discipline at school.</p> <p>The meeting with directors/proprietors of both primary and secondary schools, dated 23rd February, 2018, minute 2 which discussed; the circular for licensing and registration of private schools, school inspection where the head teachers are the first inspectors, schools that submitted and those that didn't submit their license forms to Kampala were read, schools having work plans and approved budgets before operations and co-curricular activities be seriously taken, every child was to pay 1,500 for the whole year for games and sports at national level.</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"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>There was evidence that the schools had been inspected as seen in the documents in the MEO's office and the sampled schools the assessor visited as indicated below;</p> <p>From the MEO's office:</p> <p>2nd Quarter school inspection report done in Term 11, 2017 report submitted to DES on 6th/9/2018,</p> <p>3rd Quarter school inspection report for FY 2017/2018 was done in Term 1 2018 report submitted on 6th/9/2018,</p> <p>4th Quarter school inspection report was done in Term 11 2018 report submitted on, 6th/September/2018</p> <p>There was evidence that the schools had been inspected as seen in the visitor's books and school monitoring and inspection books of the schools the assessor visited.</p>	<p>12</p>

Under Nyangilia P/S in Koboko South Division inspected on 15th/8/2017, 19/4/2018 by Mr. Asiki Michael Maxwel and 17/7/2018, 24th/7/2018 by Moga Mohammad.

In Noor Islamic P/S in Koboko North Division, inspected on 11/7/2018, 5/2/2018, 6/6/2018 by Mr. Asiki Michael Maxwel. And on 18/8/2017, 26/7/2018 by Mr. Moga Mohammad, and on 7/8/17, 24/4/2018 by Afedra Pascal.

In Taremunga P/S in Koboko North Division , inspected on 7/8/2017, 23/4/2018 by Mr. Afedra Pascal and on 2/7/2018 inspected by four Inspectors namely; Mr. Dimba David Kenyi, Mr. Asiki Michael Maxwer, Mr. Jamilla Sebbi and Mr. Moga Mohammad. On the 17/8/2017 inspected by Mr. Juruga John and 22/9/2017, 5/2/2018 and 14/3/2018 was inspected by Mr. Dimba David Kenyi.

In Nyarilo P/S in Koboko North, on 14/9/2017 was inspected by Mr. Yossa Chaggas, 20/3/2018 by Mr. Aloro Jonathan Nyaga, 18/8/2017, 20/11/2017 and 5/2/2018 by Mr. Dimba David Kenyi, 3/11/2017 and 20/7/2018 by Mr. Asiki Michael Maxwel. Then on 3/7/2017 the school was inspected by four inspectors namely; Mr. Dimba David Kenyi, Mr. Asiki Michael Maxwel, Mr. Jamilla Sebbi and Mr. Moga Mohammad.

In Ombachi Self-help School in Koboko North Division, inspection was done on 20/8/2018 by Mr. Aligah Yunus Ausa, 18/9/2017, 7/11/2017 and 3/4/2018 by Mr. Dimba David Kenyi, 16/8/2017 and 4/4/2018 by Mr. Asiki Michael Maxwell, and 16/7/2018 by Mr. Moga Mohammad.

There was evidence that school inspection reports were discussed by the education department and the reports were used to make recommendations for corrective actions as evidenced below;

Letter from the office of the Municipal Education Officer to the Town Clerk, showing the list of disciplinary cases identified after inspection and monitoring dated 21st/April/2017, Ref. CR/D/207/2. Basing on the H/Teachers termly reports on teacher's discipline, a list of staff with disciplinary cases of abscondment from duty included; Mr. Onzima Onesmas, Mr. Amao Joseph, Mr. Adaku Brown. Mr. Alege Frank had also absconded since November 2016. Mr. Musa Kassa with mental health, Mr. Taban Gabriel with epilepsy.

Letter from the office of the Town Clerk indicated

4

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

- 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



action was taken by summoning the above teachers dated 23rd/8/2017 for Mr. Adaku Mazin and the rest were written to on 24th/April/2017.

There was evidence that the schools had also written to the Municipal Education Officers on the same matter dated 15th/8/2017 and 19th/2/2018 about Mr. Adaku Mazin from Ogo P/S and the rest were written to on 4th/3/2017. The Head teacher of Abele P/S had also written to Amao Joseph on 20th/3/2017 and 19/2/2018 on discipline. However, Mr. Onzima Onesmas appeared before the disciplinary committee, was warned and reinstated.

Among the schools sampled, Noor Islamic Primary School had written to the Education Officer to request for replacement of Mr. Adaku Brown who was now working in Yumbe District as a driver, dated 05 January 2018.

Letter from the office of the Municipal Education Officer to all H/Teachers inviting them for inspection and monitoring report dissemination, dated 14th/July/2017. The report was written on 10th/July/2017 and some of the discussion and action plans in the meeting included; professional practices like time on task, thematic curriculum, private / community school ownership and supervision, inspection and discipline at school.

Meeting with directors/proprietors of both Primary and Secondary Schools in the boardroom dated 23rd/February/2018, minute 2 which discussed issues; on circular on licensing and registration of private schools and school inspection where the head teachers are the first inspectors.

Among the schools sampled included; Noor Islamic P/S which had a letter from the Education Department to the chairperson SMC, dated 4th/July/2017, inviting them for inspection and monitoring report dissemination dated 10th/July/2017, at Koboko Municipal Council Board room at 9:00 am.

Nyarilo P/S in Koboko North, letter from the Education Office to the head teacher dated 22ndNovember, 2017, on education department meeting with the school administration and the teacher where inspection of schools was discussed.

LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

• 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

There was evidence that the Municipality Education Department had submitted school inspection reports to the DES Gulu Regional office for all the four Quarters as evidenced below;

From the Municipality Education Department, the assessor found the inspection grants acknowledgement letter showing that Term 1-3 inspection reports had been submitted to DES Gulu Regional Office on 6th/September/2018,

2nd Quarter school inspection report was done in Term 11 2017 report submitted to DES on 6th/9/2018.

3rd Quarter school inspection report FY2017/2018 was done in Term 1 2018 report submitted on 6th/9/2018.

4th Quarter school inspection report was done in Term 11 2018 report submitted on 6th/September/2018.

<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"> <li>• Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>There was no verifiable evidence from the files in the MEOs' office and from the sampled schools that the Municipal Education Department followed up on recommendations from the School Inspection reports.</p> <p>However feedback from the inspection was evident as seen in the School Inspection Report feedback file as seen in the visitor's books and school monitoring and inspection books of the schools visited, namely;</p> <p>Nyangilia P/S in Koboko South Division, feedback date 19th/3/2018 by Mr. Acoro Jonathan Nyaga,</p> <p>Noor Islamic P/S in Koboko North Division, feedback dated 11/7/2018 by Mr. Asiki Michael Maxwel and 26/8/2018 by Mr. Afedra Pascal.</p> <p>Taremunga P/S in Koboko North Division, feedback date 7/8/2017 and 23/4/2018 by Mr. Afedra Pascal. On 2/7/2018 inspected by four Inspectors namely; Mr. Dimba David Kenyi, Mr. Asiki Michael Maxwer, Mr. Jamilla Sebbi and Mr. Moga Mohammad.</p> <p>Nyarilo P/S in Koboko North feedback date 14/9/2017 by Mr. Yossa Chaggas. On 20/3/2018 by Mr. Aloro Jonathan Nyaga. On 3/7/2017 inspected by four Inspectors namely Mr. Dimba David Kenyi, Mr. Asiki Michael Maxwel, Mr. Jamilla Sebbi and Mr. Moga Mohammad.</p> <p>In Ombachi Self-help School in Koboko North Division, feedback was done on 16/8/2017 and 4//4/2018 Mr. Asiki Michael Maxwell and 16/7/2018 by Mr. Moga Mohammad.</p>	0
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>EMIS list of schools data (2017) stood at 10 schools as per the letter dated 11th/January/2018 from the Office of Town Clerk to the Permanent Secretary MoES on data for preparation of indicative planning figures for FY 2018/19</p> <p>PBS list of schools data stood at 10 schools in FY 2018/19 as per the letter dated 11thJanuary2018 from the Office of the Town Clerk to the Permanent Secretary MoES on data for preparation of indicative planning figures for FY 2018/1.</p>	5

<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"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>EMIS enrolment data stood at 14,313 pupils in FY2018/19 as per the letter submitted on 11th/January/2018 from the Office of Town Clerk to the Permanent Secretary MoES on data for preparation of indicative planning figures for FY 2018/19.</p> <p>PBS enrolment data stood at 14,313 pupils in FY 2017/18 as per letter dated 11thJanuary2018 from the Office of Town Clerk to the Permanent Secretary MoES on data for preparation of indicative planning figures for FY 2018/19.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was evidence that education sector under Social Service committee met during FY 2017/18 and discussed issues among others related to service delivery which included; -</p> <p>On 18th July 2017 Education sector Committee held a committee meeting in the Community Development Officer's office. Through their progress the issues discussed were about each pupil to pay UGX 500 per term, to support school games and sports activities within the municipality under minute 02/SSC/17/18 on page 1 to page 2</p> <p>Another meeting was held on 06th September 2017 in the Community Development Officer's office. The issues discussed emanated from their performance assessment report about a proposal to create a day section St Charles Lwanga College after a wide community outcry citing high fees which was exorbitant under minute 06/SSC/17/18 on page 1</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"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The education sector committee recommended issues for approval to council and among the recommendation from the discussion were;</p> <p>The sector committee recommended each pupil to pay UGX 500 per term to support ball game activities in the municipality since there was no funding for the activity. The recommendation rose from the discussion of the education sector committee meeting which was held on 06th September 2017 06/SSC/17/18 on page 2</p> <p>One other recommendation a rose from the sector committee discussion meeting held on 06th September 2017, that there was need to create a day section n in St Charles Lwanga college so that it could benefit the community that could not afford the boarding fees under minute 08/SSC/17/18 on page 3</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"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence that Koboko Municipal Council had functional School Management Committees and had been established and held meetings, discussed budget and resource issues and submission of reports to Municipal Education al Officer as follows;</p> <p>Koboko Municipal Local Government had 10 Government Primary school (Reference from the list of schools and their enrolment for end of year report 2017, dated 1st January 2018. Out of 10 government primary schools in Koboko Municipality, 5 were sampled Nyarilo P/S, Teremunga P/S, Nyangilia P/S, Ombachi Self help P/S, Apa P/S</p> <p>Nyarilo P/S School Management Committee held meeting on 21st July 2017 and issues discussed among others were; - budget approval for the fence project under minute 03/07/2017.</p> <p>Nyarilo P/S School Management Committee held another meeting on 25th January 2018 and issues discussed among others were; - discussion of budget estimates and work plan for 2018 under minute 03/01/2018. In his communication the headmaster noted that total collection of revenue inclusive of UPE was UGX 101,553,200 . He also noted that the budget estimates for 2018 was based on 1800 pupils of which UPE were 1400 pupil and Non UPE were 400 pupils</p> <p>Nyarilo P/S School Management Committee held another meeting on 26th February 2018 and issues discussed among others were; - approval of 3rd Quarter UPE grant 2018 under minute 02</p>	<p>5</p>

Nyangilia P/S School Management Committee held a meeting on 07th June 2018 and the issues discussed were approval of the UPE grants for 3rd Quarter under minute 05/06/2018

Nyangilia P/S School Management Committee held another meeting on 30th August 2018 and among the issues discussed were regular meetings, widening of financial base, protection of school items among others.

Nyangilia P/S School Management Committee held another meeting on 8th February 2018 and the issues were about change of management ( new leadership)

Teremunga P/S School Management Committee held a meeting on 30th November 2017 and among the issues discussed were head teachers reports under minute 4/01/2017 the issues were two Special Needs Education candidates register for PLE, Payment for foundation fee for Arua Diocese etc.

Teremunga P/S School Management Committee held another meeting on 19th December 2018 and the main item discussed was presentation of the budget for FY2017/2018 under minute 06/02/2017 where by a financial report was presented and members approved it

Teremunga P/S School Management Committee held another meeting on 9th June 2018 major item was presentation of the budget under minute 04/02/2018

Ombachi Self Help P/S School Management Committee (SMC) held a meeting on 9th November 2017 among the major item was the head teacher report. In his report the major communication was to develop a vision for the school under minute 04/09/11/2017

Ombachi Self Help P/S School Management Committee held another meeting on 11th June 2018 major items was presentation and approval of the work plan and budget estimate for 2018 under minute 04/01/2018

Ombachi Self Help P/S School Management Committee held another meeting on 27th February 2018 issues discussed were change of signatory to the bank account because of changes of leadership (new head teacher) under minute 43/ 2018. One other item discussed and approval of budget estimates of UPE grants under minute 44/2018 and

		<p>the amount budgeted was UGX 5,800,000</p> <p>Apa P/S School Management Committee held a meeting on 2nd March 2018 issues discussed was presentation of head teachers report on staff ceiling, enrolment and PLE results for 2018 under minute 4/2018</p> <p>Apa P/S School Management Committee held another meeting on 11th June 2018 issues communication from the chairperson and head teacher. Among things noted were school dropout rate of which 47 dropouts where 24 were girls and 23 were boys due to pregnancies under minute 02/2018</p> <p>Apa P/S School Management Committee held another meeting on 06th June 2018 issues were budget presentation by head of department and analysis under minute 4</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"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</li> </ul>	<p>There was evidence that the LG publicized all schools receiving non-wage recurrent grant for FY 2017/2018 on MEO and Municipal Notice Boards in the Municipal Office on 27th/April/2018. This included Q1 &amp;2, Q3 and Q4 releases.</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"> <li>• 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</li> </ul>	<p>The Education Department prepared and submitted all investment items for FY 2018/19 in the approved sector annual work plan and budget and all were submitted by 12th/April/2018 to the Procurement Officer.</p>	<p>4</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"> <li>• Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<p>The LG Education Departments had timely (as per contract) certified and recommended suppliers for payment as indicated in the following examples;</p> <p>Arindua Investment Company was contractor for rehabilitation of 2 class room block at Barakala Seed Secondary School. Payment request was done on 23rd November, 2017; certified on 29th November, 2017 and payment effected on 11th December, 2017. Total amount paid was shs 14,870,574 on payment voucher number 15982751 dated 11th December, 2017.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There was no evidence of records of submission of annual performance report from the education department to the Municipal Planner for consolidation by mid- July 2018.</p>	<p>4</p>



LG Education has acted on Internal Audit recommendation (if any)

Maximum 4 for this performance measure

- 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

ed to score 0

All queries raised by both the OAG and IAG for FY 2016/2017 were responded to and cleared.

As for FY 2017/2018, the internal audit raised five queries out of which three were cleared by the time of the annual performance assessment.

Social and environmental safeguards

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>The Education Department consulted with the Gender Focal Person as evidenced that;</p> <p>Head teachers meeting held on 9th/2/2018, under minute 2, where it was emphasized that all schools should take the issue of girl child seriously and promote personal hygiene.</p> <p>letter from the office of the Municipal Education Department to all head teachers on a one-day girl child retreat programme that took place in the municipal hall from 9:00am-5:00pm, dated 13th/June/2017. The major issues discussed were to create awareness and sensitize the girl child about negative factors that affect them in matters of health, education and participation in community affairs-girls selected were from P.5-P.7. The above information was also found in the sampled school like; Noor Islamic P/S addressed to the head teacher and received on 13th/June/2017.</p> <p>Letter from the office of the Municipal Education Department to all H/Teachers on invitation for inspection and monitoring report dissemination which was to be held on 14thJuly2017. The report which was written on 10th July2017 was about discussion and action plans in the meeting which included; girl child education, school feeding programme, health and hygiene, professional practices like time on task and discipline at school</p> <p>Among the sampled schools included; Ombachi self-help P/S in Koboko North Division had the policy document on gender in education strategic plan 2015-2020.</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"> <li>• 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</li> </ul>	<p>The Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary as evidenced below;</p> <p>Letter from the office of the Municipal Education Department to all H/Teachers on invitation on Inspection and Monitoring Report dissemination to be held on 14thJuly, 2017. The report was written on 10th July, 2017 and the discussion and action plans in the meeting included; girl child education, school feeding programme, health and hygiene'</p>	<p>2</p>

LG Education Department has disseminated and promoted adherence to gender guidelines

Maximum 5 points for this performance measure

• Evidence that the School Management Committee meets the guideline on gender composition: score 1

There was evidence at the MEO that the School Management Committees met the guidelines on gender composition which states that each committee should have atleast 2 female members for instance; A file containing the appointments of SMC's in all the 10 Government Primary Schools was reviewed. The Assessor looked at some of the minutes of submission of lists for school management committees for approval as indicated below;

Gbukutu Islamic orphanage P/S, dated 25/3/2017 with 12 members of whom 2 were females.

Nyarilo P/S, dated 6th/May/2017 with 12 members of whom 4 were females

Apa P/S, dated 28th/August/2017 with 12 members of whom 2 were females

Abele P/S, dated 19th/1/2017 with 12 members of whom 4 were females

Birijaku P/S, dated 21st/August/2016 with 12 members of whom 3 were females

The AT sampled and visited the schools below and their SMS gender composition was as follows;

Nyangilia P/S in Koboko South Division, with 12 members of whom 3 were female

Noor Islamic P/S in Koboko North Division with 12 members of whom 2 were female

Taremunga P/S in Koboko North Division with 12 members of whom 3 were female

Nyarilo P/S in Koboko North with 13 members of whom 4 were female

Ombachi Self-help school in Koboko North Division with 13 members of whom 4 were female.

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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:</li> </ul>	<p>The Education Department in collaboration with Environment Department issued guidelines on environmental management as follows:</p> <p>a) Head teachers meeting held on 9th/2/2018 under minute 2, were all schools were advised to plant trees and to make the environment green.</p>	<p>1</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Only one out of the two planned projects for education was screened because according to the MEO there was very little money allocated to this. Screening was done as seen in the clearance form for construction of two Classroom Block at Ogo P/S Koboko West Division submitted on 7th/October/2017.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1</li> </ul>	<p>There was evidence that the environment clearance form for construction of two Classroom Block at Ogo P/S koboko West Division submitted on 7th/October/2017. An Environment and Social Management Plan on the same project was also available. However, the signatures of both the CDO and Environmental Officer were missing because according to the District Education Officer the documents with the signatures are at the school</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>There were 37 positions filled against 56 approved positions i.e. KMC Health Office had 6 out of 8 staff while Koboko HCIV (operating under Koboko Hospital) had 31 out of 48 staff, hence 66%. However, the MC had 17 positions submitted under the recruitment plan for 2018 / 2019.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was evidence that the Recruitment Plan for 2018/2019 that was submitted to Human Resource Office on 27th April 2018, was requesting recruitment for 17 vacant positions.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>Currently there were no health facilities under the MC after the HC IV was upgraded to a Hospital and taken over by the District.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>Total number of public employees deployed was 37 out of 56, hence 66% of approved positions for Koboko Municipality Health Office and Koboko HCIV (serving under Koboko Hospital). The deployment against approved positions was as follows:</p> <p>KMC Health Office            6/8</p> <p>Koboko HCIV                    31/48</p> <p>(Koboko Mission HCIII 20/19)</p>	<p>4</p>
<p>Monitoring and Supervision</p>			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Koboko Municipal Council Health Office had only the Sector Grant and Budget Guidelines FY 2017/2018.</p> <p>(It was reported that the MOH sends materials to Koboko DHO's Office, which then were distributed to Health Facilities, but not to Koboko Municipal Council Health Office).</p> <p>Various Guidelines were found at Koboko Hospital (incorporating Koboko HCIV) and at Koboko Mission HCIII, but not at Koboko Municipal Council Health Office. This anomaly needed to be corrected.</p> <p>Some items found at Koboko Mission HCIII included:</p> <ol style="list-style-type: none"> <li>Ebola Posters</li> <li>Uganda Clinical Guidelines 2016</li> <li>Various Guidelines on HIV</li> <li>Result Based Health Financing Framework for Health Sector</li> <li>National Policy on PPPH</li> <li>Health Sector Quality Improvement, among others</li> </ol>	<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"> <li>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</li> </ul>	<p>Since the HCIV formerly under the MC was upgraded into a hospital and thereby taken over by the District, the MHO was no longer responsible to hold such meetings.</p>	<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 supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Koboko Municipal Health Office Support Supervision visits reports for Koboko Hospital (incorporating Koboko HCIV), Koboko Mission HCIII and Sanitation Supervisory visits were dated thus:</p> <p>Q1 Report 13th October 2017</p> <p>Q2 Report 10th January 2018</p> <p>Q3 Report 19th April 2018</p> <p>Q4 Report 19th July 2018 (Spilled over into new FY).</p>	<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"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>This was not applicable, as Koboko Municipal Council did not have a Health Sub-District (HSD).</p>	<p>3</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<p>There were no Quarterly Performance Review Meetings with Koboko Mission HCIII In-charge.</p> <p>(This was an area which the MHT needed to improve on, especially after Koboko HCIII is built and operationalized).</p> <p>The Assessment Team was informed that mentoring and advice were given to Health Staff on spot at the Health Facility visited.</p>	<p>0</p>



<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6</li> </ul>	<p>There were no specific follow up actions as there were no Quarterly Performance Review Meetings with Koboko Mission HCIII In-charge following the support supervision.</p> <p>This is more so because Koboko Mission Health Centre IV is a PNFP which the Koboko MC Health Office can only supervise technically, but not directly administratively.</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"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>The HMIS reporting details for 2017/2018 were obtained from the database at Ministry of Health. MOH receives the HMIS records `from each Public or PNFP Health Facility in the country electronically, every month.</p> <p>The HMIS Reports for the 4 quarters of FY 2017/2018 show that both Koboko Hospital (incorporating Koboko HC IV) and Koboko Mission HCIII reported consistently (100%) during FY 2017/2018.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was evidence that health sector under the Social Service Committee held meetings during FY 2017/18 and discussed issues among others related to service delivery among which included;</p> <p>A meeting was held on 16th January 2018 in Health Office among issues discussed was a deliberation on the Draft Waste Management bye-law 2017 under minute 25/SSC/17/18 on page 2. In addition, on other issues the health department came up with sample of minimum standard latrine design for committee / council approval to be adopted by all households within the municipality.</p> <p>Another meeting was held on 24th October 2017 in the board room and the major issue discussed was rampant discos in the municipality which was a public nuisance that need regulatory measures 12 /SSC/17/18 on page 1.</p>	
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<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that Health Sector Committee presented their issues to the council for approval and among the issues presented for recommendations were;</p> <p>Sector committee members recommended the draft waste management bye-law 2017 for 2nd reading to council from the sector committee meeting which was held on 16th January 2018. In council it was read on 13th February 2018 under minute 32/CM/17/18 page 5.</p> <p>Sector committee member recommended that the operation of discos should be on weekend and public holidays only. Reference could be made to the council sitting on 07th December 2017, minute 25/CM/17/2018 under the standing committee recommendation where it was resolved on page 5</p> <p>Council approved the recommendation from the social service committee so that every household in the municipality could be able to have a recommended sanitation prototype option that was approved under minute 31/CM/17/18 in the Council meeting held on 13th February 2018 page 4.</p>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>If 100% of randomly sampled facilities: score 6</li> <li>If 80-99 %: score 4</li> <li>If 70-79: %: score 2</li> <li>If less than 70%: score 0</li> </ul>	<p>Koboko HC IV was absorbed into Koboko Hospital, and the Hospital Board was assessed under Koboko District Local Government.</p> <p>Koboko Mission HCIII HUMC met as follows (Minutes available at Health Facility):</p> <p>Q1 2nd August 2017,</p> <p>Q2 15th October 2017, and 10th December 2017,</p> <p>Q3 20th March 2018,</p> <p>Q4 20th April 2018 and 26th June 2018.</p>	<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"> <li>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</li> </ul>	<p>The list of Health Facilities receiving PHC Funds 2017/2018 was displayed at the Koboko Municipal Council Health Office Notice Board. (Quarterly).</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>The Procurement Plan for 2018/2019 was submitted to Procurement and Disposal Unit (PDU) and stamped by Registry) on 27th April 2018.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>Procurement Request Forms PP 20 for 2018/2019 were submitted on 6th September 2018 (among others, request was for Laptop Computer, PPE and Motor cycle, but not yet for Construction of HCIII).</p> <p>(They did not use the prescribed PP1 Forms)</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>This is not applicable because the Municipal Council had no direct control of any health facility. The only facility that was in place as Health Center IV was taken over by the Koboko District Local Government as a district hospital.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was no evidence of records of submission of Annual Performance report from the Health department to the Municipal Planner for consolidation by mid-July 2018.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query: Score 4</li> <li>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</li> <li>If all queries are not responded to Score 0</li> </ul>	<p>Queries raised by the Internal Audit in respect of the LG Health Department for FY 2016/2017 were responded to and cleared.</p> <p>As for the three queries raised in FY 2017/2018, two were responded to and cleared.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>The Koboko Hospital Board (appointed under Koboko MC Health Office for Koboko HCIV) had 3 women out of 9 members (33%). At Koboko Mission HCIII, the HUMC has 3 women out of 8 members.</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>There was no record of materials distributed by Koboko MC Health Office to Health Facilities.</p> <p>(Materials from MOH arrive at DHO's Office and are distributed directly to Health Facilities, with no involvement nor sharing with, Koboko MC Health Office).</p> <p>At Koboko Mission HCIII only the Ebola Poster was seen. There was gender labelling of Latrine stances for patients but with no privacy separation.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>There was no health infrastructural project in Koboko Municipal Council in FY 2017/2018. The only health facility in the Municipality was taken over by Koboko DLG as a District Hospital. Therefore the Assessment Team could not penalize the council for a facility they did not have.</p>	<p>2</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There were no environment screenable health projects in Koboko Municipal Council in FY 2017/2018.</p> <p>(However before appointment of a Municipal Environment Officer, the Municipality Health Department, used to carry out the screening until end of FY 2016/2017).</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"> <li>Evidence that the LG has is- sued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal2: score 4.</li> </ul>	<p>Koboko Municipal Council Health Department did not issue guidelines on Health Care Waste Management.</p> <p>However, the Health Care Waste management/ waste separation Wall Chart Algorithm was seen at Koboko Mission HCIII. The Health Facility also had color coded waste bins (in the laboratory).</p> <p>There was no incinerator at Koboko Mission HCIII.</p> <p>Although guidelines on construction of facilities for medical waste disposal were not seen, at Koboko Hospital (also still supported as Koboko HCIV), there was a fenced off Incinerator and a Placenta pit.</p>	<p>0</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"> <li>• 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"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	Not applicable	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.               <ul style="list-style-type: none"> <li>o If 100 % of the water projects are implemented in the targeted S/Cs:                   <p>Score 15</p> </li> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	Not applicable	0
Monitoring and Supervision			



<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>Not applicable</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>Not applicable</p>	<p>0</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>Not applicable</p>	<p>0</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Not applicable</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"> <li>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</li> </ul>	<p>Not applicable</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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>Not applicable</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"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>Not applicable</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"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	Not applicable	0
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	Not applicable	0
Financial management and reporting			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	Not applicable	0
<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"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>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</li> <li>If queries are not responded to score 0</li> </ul> </li> </ul>	Not applicable	0
Governance, oversight, transparency and accountability			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	Not applicable	0
<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"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	Not applicable	0
<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"> <li>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.</li> </ul>	Not applicable	0
<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"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	Not applicable	0

<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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>Not applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>Not applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii( carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>Not applicable</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Not applicable</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	Not applicable	0
<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"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	Not applicable	0
<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"> <li>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</li> </ul>	Not applicable	0
<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"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	Not applicable	0