



Local Government Performance Assessment

Kyotera District

(Vote Code: 621)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	62%
Educational Performance Measures	54%
Health Performance Measures	60%
Water Performance Measures	85%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Kyotera DLG submitted the Annual Performance Contract of the forthcoming year on 20th July 218. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Kyotera DLG budget submission was accompanied by a Procurement Plan. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The Annual Performance Report for the previous FY was submitted by Kyotera DLG on 20th July 2018. This is within the required dates of submission i.e. 31st July as per the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Kyotera DLG submitted their quarterly Budget Performance Report for all the four quarters of the previous FY on 20th July 2018. This is within the required dates of submission i.e. 31st July.</p>	<p>Yes</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG was created in July 2017 after being separated from Rakai district hence there were no Internal Audit General or Auditor General's finding to respond to.</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Kyotera DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Kyotera DLG has a functioning Physical Planning Committee that sits regularly to approve development applications as follows:</p> <p>a) PPC Meeting held on 30th August 2018 at the Department of Natural Resources Office (DNRO);</p> <p>b) PPC Meeting held on 15th May 2018 at the Department of Natural Resources Office (DNRO);</p> <p>c) PPC Meeting held on 26th April 2018 at the Department of Natural Resources Office (DNRO); and</p> <p>d) PPC Meeting held on 15th November 2017 at the Department of Natural Resources Office (DNRO);</p> <p>Appointment Letters seen on file for PPC Members dated 08th August 2018, Ref. No. CR/214/1. However, the PPC lacks a Physical Planner from Private Practice to fully constitute it.</p> <p>Kyotera DLG has a Plans Register which commenced on 11th August 2017 to date. The register details Name of Applicant, date of submission, location, land use, Amount assessed, and Remarks by the Physical Planner.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence of submissions by Kyotera DLG to MoLHUD.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Kyotera DLG has no approved District Physical Development Plan.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The existing Action Area Plan was prepared for Mutukula Town Board. However, Mutukula is now a fully-fledged Town Council, thus the plan is under Mutukula Town Council and not Kyotera DLG.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that the following projects that appear in the AWP were a reflection of the Budget Conference that took place on 07th November 2017 at Kasaali Headquarters and are contained in the Budget Conference Report dated December 2017:</p> <p>Education Sector:</p> <p>a) Construction of 45 classroom blocks each with 3 classrooms in 9 selected schools including Mutukula and Kampungu Primary Schools;</p> <p>b) Construction of 5 Stance lined pit latrines in 10 selected primary schools namely Kifukamiza, Matengeto, Kyakuduse, Kamuganja, St. Simon Nazareth Primary Schools; and</p> <p>c) Construction of teachers houses in 20 selected schools.</p> <p>Water and Sanitation Sector</p> <p>a) Construction of 8 No. 20 M3 Communal Ferro-cement Tanks;</p> <p>b) Construction of 1 No. Waterborne Toilet;</p> <p>c) Construction of 3 No. Protected Springs;</p> <p>d) Drilling of 7 No. Boreholes; and</p> <p>e) Repair and Rehabilitation of 22 No. Boreholes.</p>	<p>2</p>

		<p>Roads</p> <p>a) Periodic and Routine Maintenance and Rehabilitation of the following district roads: 16.6 km of Biikira – Nvumbu – Nakatoogo road; 16 km of Kateera – Minziro road; 6 km of Misozi – Kyabasimba road; 16 km of Kakuuto – Gamba – Minziro road; 15 km on Kasasa – Kachanga – Kifuuta road, Bikira – Kyemalansi – Lusakalwamese; 7 km of Kabano – Kabaale – Kamuganja road and 5 km of Bethlehem – Kalagala road.</p> <p>Health Sector :</p> <p>a) Construction of 2 No. 5 Stance Lined Pit Latrines at Kasasa and Lwankoni HC III;</p> <p>b) Construction of 2 No. 5 Stance Lined Pit Latrines at Gwanda HC II and Kakuuto HC IV;</p> <p>c) Renovation of Gwanda HC II;</p> <p>d) Rehabilitation of Kalisizo Hospital Phase II; and</p> <p>e) Construction of Staff Houses at Kawooko HC III.</p>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the following projects contained in the approved AWP were also indicated in the 3 Year Development Plan (2017/18 – 2019/20) for Kyotera DLG:</p> <p>Education Sector:</p> <p>a) Construction of 45 classroom blocks each with 3 classrooms in 9 selected schools including Mutukula and Kampungu Primary Schools;</p> <p>b) Construction of 5 Stance lined pit latrines in 10 selected primary schools namely Kifukamiza, Matengeto, Kyakuduse, Kamuganja, St. Simon Nazareth Primary Schools; and</p> <p>c) Construction of teachers houses in 20 selected schools.</p> <p>Water and Sanitation Sector :</p> <p>a) Construction of 8 No. 20 M3 Communal Ferrocement Tanks;</p>	<p>1</p>

- b) Construction of 1 No. Waterborne Toilet;
- c) Construction of 3 No. Protected Springs;
- d) Drilling of 7 No. Boreholes; and
- e) Repair and Rehabilitation of 22 No. Boreholes.

Roads

- a) Periodic and Routine Maintenance and Rehabilitation of the following district roads: 16.6 km of Biikira – Nvumbu – Nakatoogo road; 16 km of Kateera – Minziro road; 6 km of Misozi – Kyabasimba road; 16 km of Kakuuto – Gamba – Minziro road; 15 km on Kasasa – Kachanga – Kifuuta road, Bikira – Kyemalansi – Lusakalwamese; 7 km of Kabano – Kabaale – Kamuganja road and 5 km of Bethlehem – Kalagala road.

Health Sector

- a) Construction of 2 No. 5 Stance Lined Pit Latrines at Kasasa and Lwankoni HC III;
- b) Construction of 2 No. 5 Stance Lined Pit Latrines at Gwanda HC II and Kakuuto HC IV;
- c) Renovation of Gwanda HC II;
- d) Rehabilitation of Kalisizo Hospital Phase II; and
- e) Construction of Staff Houses at Kawooko HC III.

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profiles were developed and discussed by TPC that sat on 27th August 2018, for all investments in the AWP as per LG Planning guideline under Minute No. DTPC 06/08/218: Presentation and Discussion of the Project Profiles for all investment projects for FY 2018/19.</p>	2
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Kyotera DLG Annual Statistical Abstract with gender- disaggregated data was compiled, presented and discussed by TPC that sat on 27th August 2018 Under Minute No. DTPC 05/08/218: Presentation of the Progress on the District Development Plan and District Statistical Abstract by the Planning Unit.</p>	1
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that the following infrastructure projects implemented by Kyotera DLG in the previous FY were also appearing in the Annual Work Plan and Budget approved by Council:</p> <p>Education Projects :</p> <p>a) Construction of six (10 No.) 5 Stance Lined Pit Latrine at Kyotera Central Primary School, Kyanika, Bukaala, Nkege, Nakatoogo Kyampagi, Kikondo and Kyotera Township Primary school.</p>	2

		<p>Health Projects :</p> <p>a) Construction of Staff House at Nabigasa HC III; and</p> <p>b) Renovation of Kalisizo Hospital – still on Going.</p> <p>Water and Sanitation Projects :</p> <p>a) Siting, drilling, casting and installation of 7 No. Deep Boreholes;</p> <p>b) Construction of a 5 Stance Lined Pit Latrine with Rainwater Harvesting Tank at Kasaali District Headquarters;</p> <p>c) Rehabilitation of 25 No. Boreholes;</p> <p>d) Construction of 1 No. public Toilet in RGCs and Public Places (water borne);</p> <p>e) Construction of 3 No. communal Ferro-cement tanks at Kakuuto and Kanabulemu; and</p> <p>f) Construction of 3 No. protected springs at Lwankoni, Kakooma and Nabajwe.</p> <p>Roads :</p> <p>a) Routine Maintenance of 343 km of district unpaved roads; and</p> <p>b) Periodic maintenance of 84 km of district roads namely Kyotera – Bethlehem – Kalisizo road (20 km); Kasanvu – Kyakatuma – Kamuli road (16 km); Kooko – Kirumba – Botera road (12 km); Bikiira – Kyamalansi road (8 km); Bethlehem – Katana – Kalagal road (12 km) and Buliro – Kamuganja – Kijonjo road (16 km).</p>	
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <p>o 100%: score 4</p> <p>o 80-99%: score 2</p> <p>o Below 80%: 0</p>	<p>There was evidence in form of Completion Certificates that the following investment projects implemented by Kyotera DLG in the previous FY were completed as per work plan:</p> <p>Education Projects :</p> <p>a) Construction of 5 Stance Lined Pit Latrine at Kyotera Township Primary School. Duration: 6 Months. Start Date: 26th September 2017 and Completion Date: 11th December 2017;</p>	<p>4</p>

b) Construction of 5 Stance Lined Pit Latrine at Kyampagi Primary School. Duration: 6 Months. Start Date: 26th September 2017 and Completion Date: 11th December 2017;

c) Construction of 6 No. 5 Stance Lined Pit Latrine at Kyotera Central Primary School, Kyanika Primary School, Bukaala Primary School, Nkege Primary School and Kikondo Primary School. Duration: 6 Months. Start Date: 15th January 2018 and Completion Date: 12th April 2017; and

d) Construction of 5 Stance Lined VIP Latrine at Nakatoogo Primary School. Duration: 6 Months. Start Date: 25th January 2018 and Completion Date: 10th April 2018.

Health Projects :

a) Construction of Staff Houses at Nabigasa HC III. Duration: 6 Months. Start Date: 26th Sept 2017 and Completion Date: 30th March 2018;

b) Construction of 5 No. Protected Water Springs. Duration: 6 Months. Start Date: 19th October 2017 and Completion Date: 19th January 2018; and

c) Siting, drilling, casting and installation of 7 No. Boreholes. Duration: 6 Months. Start Date: 26th September 2017 and Completion Date: 19th January 2018.

Water and Sanitation Projects :

a) Construction of 5 Stance Lined Pit Latrine with rainwater harvesting tank at Kasali Headquarters. Duration: 6 Months. Start Date: 05th October 2017 and Completion Date: 20th March 2018.

Roads:

a) Routine Maintenance of 343 km of district unpaved roads.

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>There was evidence from the Completion Certificates that not all investment projects implemented by Kyotera DLG in the previous FY were completed within approved budget as follows:</p> <p>Education Projects:</p> <p>a) Construction of 5 Stance Lined Pit Latrine at Kyotera Township Primary School by M/s Kasase Enterprises Limited. Budget was UGX 20,000,000 and the actual payment was UGX 19,750,461, thus 98.75%;</p> <p>b) Construction of 5 Stance Lined Pit Latrine at Kyampagi Primary School by M/s Homewise Limited. Budget was UGX 20,000,000 and the actual payment was UGX 19,910,553, thus 99.55%;</p> <p>c) Construction of 5 Stance Lined VIP Latrine at Nakatoogo Primary School by M/s Kamuzinda General Enterprises Limited. Budget was UGX 20,000,000 and the actual payment was UGX 19,366,165, thus 96.83%; and</p> <p>d) Construction of 6 No. 5 Stance Lined Pit Latrine at Kyotera Central Primary School, Kyanika Primary School, Bukaala Primary School, Nkege Primary School and Kikondo Primary School by M/s Enotu Construction Limited. Budget was UGX 110,000,000 and the actual payment was UGX 132,899,100, thus 120.81%.</p> <p>Health Projects:</p> <p>a) Construction of Staff Houses at Nabigasa HC III by M/s Kasase Enterprises Limited. Budget was UGX 75,629,000 and the actual payment was UGX 70,882,954, thus 93.72%.</p>	<p>0</p>
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<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was no evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY since there was no reviewed list of assets and projects in need of maintenance and attendant cost attached for Kyotera DLG.</p>	<p>0</p>
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Human Resource Management

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Only the positions of CFO, District Internal Auditor, Natural Resource Officer, District Production and Marketing Officer, Principal Internal Auditor and District Community Development Officer were substantively filled.</p> <p>The following were in acting capacity;</p> <p>DHO, District Engineer and District Education Officer.</p> <p>Source : Personnel files and the letter from HR department to CAO dated 30/07/2018 titled 'Staff in acting capacity as at 30/06/2018', ref: 156/3.</p>	<p>0</p>
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<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>Not all HoDs were appraised during FY 2017/2018.</p> <p>The following had been appraised at the time of this assessment;</p> <p>DCDO signed Performance Agreement and Performance Report on 27/07/2018.</p> <p>Acting DHO signed Performance Agreement on 8/08/2018 and Performance Report on 16/08/2018.</p> <p>Senior Inspector of schools (Ag. DEO) signed Performance Agreement on 5/07/2018 and Performance Report on 17/08/2018.</p> <p>CFO signed Performance Agreement on 2/08/2018 and Performance Report on 9/07/2018.</p> <p>District Production and Marketing Officer signed Performance Agreement on 6/08/2018 and Performance Report on 13/07/2018.</p> <p>Principal Internal Auditor signed Performance Agreement on 25/07/2018 and Performance Report on 14/08/2018.</p> <p>There was no evidence of signing Performance Agreement and Performance Reports by Ag Principal Planner, Ag District Engineer, District Natural Resource Officer and Principal Human Resource Officer.</p>	<p>0</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"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>All CAO's submissions (100%) to DSC for recruitment were considered by DSC as follows;</p> <p>CAO's submissions to DSC dated 6/04/2018 and 20/06/2018 were considered by DSC in Minute 08/2018 and Minute 18/2018, minute extracts dated 10/05/2018 and 21/06/2018 respectively.</p> <p>Also CAO's submission for staff replacement dated 14/06/2018 ref: CR/214/1 was considered in minute extracts of 21/06/2018.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>All staff submitted by CAO (100%) to DSC for confirmation, submission dated 8/06/2018 was considered in DSC minute 20/2018, minute extract of 29/06/2018.</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was evidence that all cases (100%) of disciplinary actions submitted by CAO on 26/04/2018 to DSC were considered in the 6th meeting minute extract of 8/05/2018.</p>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was evidence that not all recruited staff during the previous FY accessed payroll within two months.</p> <p>Staff issued with appointment letters dated 29/05/2018 and 26/06/2018, all accessed payroll on 28/08/2018.</p> <p>For example Pool Stenographer, Office Attendants, and Cleaner were appointed on 29th/05/2018 and accessed payroll on 28/08/2018</p> <p>Source: Personnel files and individual payslips.</p>	0
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>None of the 17 pensioners who retired during the previous FY accessed payroll within two months after retirement. Some pensioners were still pending at the time of this assessment.</p> <p>Source: List of pensioners with their titles and dates of retirement and pensioners' payment register (Pension and Gratuity paid in FY 17/18)</p>	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs. Nil</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs. 376,629,546</p> <p>It was not possible to assess this parameter due to absence of previous year information</p>	0

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 Shs. 1,197,000,000</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 376,629,546</p> <p>Performance represents 31.5% revenue collection ratio (68.5%) which is above the 10% limit.</p> <p>Revenue estimates were revised to Shs. 297,140,000 after creation of the new district.</p>	0
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Actual Local Revenue collections for FY 2016/17 - Shs. Nil.</p> <p>There was no evidence that the LG had remitted Share of LST to ALL the LLGs during the FY 2017/18.</p> <p>Remittances were made only to the Town Councils and not the Sub-counties. Reason was that the Sub-counties had not remitted the share of Local Revenues to the LG.</p>	0
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>As evidenced from the financial statements for the FY2017/18 total expenditure on Council Allowances was Shs. 95,994,000.</p> <p>It was not possible to assess this measure because of lack of comparative figures for the FY 2016/17. However, if the current rates are maintained, the %age would be 25% if compared with the LST collected in the current year.</p>	0
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG has a substantive Senior procurement officer with appointment letter dated 21/4/2009; Ref: CR/156/3 DSC Min No. 21/2009 (1). However the LG has no procurement officer. According to the HR officer the wage bill doesn't cater for recruitment of a procurement officer.</p>	0

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence was from a record of submission which was generated by TEC to the contracts committee on LG PP Form 13; R 17 (8) (d). The submission dated 28/2/2018 was request for approval of evaluation report and recommendations for project Ref. KYOT 621/Wrks/17-18/00013: Renovation of Kalisizo Hospital – Phase II.</p>	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee on 2/3/2018 considered and approved recommendations of the TEC with no deviations for project Ref. KYOT 621/Wrks/17-18/00013 (Renovation of Kalisizo Hospital – Phase II). The approval was endorsed by the Chairperson, district contracts committee and other 2 members.</p>	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>a) All infrastructure projects in PDP FY 2018/19 were captured from district AWP and budget. For example, a sample of three projects identified were:</p> <ol style="list-style-type: none"> 1. In the AWP, Page 133; Output 098183: borehole drilling and rehabilitation project. The project was covered on page 33 in the approved budget under the same output, function 312104. In the Procurement plan on page 3 of 4 the project was covered under the water sector as rehabilitation of boreholes; contract date 5/7/2018; 2. In the AWP, Page 119; Output 078181: Latrine construction and rehabilitation. The project was covered on page 25 in the approved budget under the same output, function 312101 as non-residential buildings. In the Procurement plan, page 2 of 4 the project was covered under the education sector as construction of 15 – 5- stance lined pit latrines at 15 locations; contract date 15/2018 and 3. In the AWP, Page 114; Output 088182: Maternity ward construction and rehabilitation. The project was covered on page 21 in the approved budget under the same output as a non-residential building. In the Procurement plan, page 1 of 4 the project was covered under the health sector as renovation of Kakuuto H/C IV; Contract date 5/7/18. <p>b) A sample of actual procurement made in 2017/2018 showed that the LG made procurements as per plan. For example:</p> <ol style="list-style-type: none"> 1. KYOT 621/wrks/17-18/00012: Construction of 6 (six) -5-stance latrines. The project was covered under education sector on page 2 of 4 of the procurement plan and 2. KYOT 621/wrks/17-18/00001: Sitting, drilling and installation of 7 boreholes. The project was covered under water sector on page 3 of 4 in the procurement plan.
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<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>From the updated contracts register of FY 18/19, only 10 (91%) out of 11 investment/infrastructure projects had their bid documents prepared by August 30.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>Evidence obtained from a report signed by the senior procurement officer on 20/6/2018 showed that the LG had updated contract register and that all procurements had complete procurement files for FY 2017/2018. For example, a sample of procurement requisitions (LG PP Forms) which were approved by the CAO were:</p> <ol style="list-style-type: none"> 1. KYOT 621/splys/17-18/00002; Supply of 75, 3 school desks to Ndolo and Nakatoogo P/S. Bid acceptance letter date 5/3/2018. Approved on 5/3/18; 2. KYOT 621/wrks/17-18/00002; Construction of staff house at Nabigasa H/C II. Bid acceptance letter date 26/9/17. Approved 26/9/17; 3. KYOT 621/splys/17-18/00003; Supply of boreholes spare parts. Bid acceptance letter date 26/9/17. Approved 26/9/17. <p>All procurement activity files comprised of key elements including PP Forms record of opening, evaluation report, bid securities, tender award, and acceptance of tender award, copy of agreement and a copy of bidding document, among others.</p>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 5 projects listed in the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included. For example:</p> <ol style="list-style-type: none"> 1. Construction of 2 (two) 5-stance latrines at Kalisizo Hospital at a cost of UGX 48,722,164/=; Selective bidding. The award letter was signed by the CAO and the District Health Officer 15/1/2018; 2. Construction of 6 (six) 5-stance pit latrines at 6 locations at a cost of UGX 132,899,100/=; Open bidding. Award later was endorsed by the CAO on 5/2/2018; 3. Renovation of Kalisizo Hospital – Phase II at a cost of UGX 89,892,400/=; Open bidding. Award letter was endorsed by the CAO on 2/3/2018; 4. Supply of two motorcycles at a cost of UGX 308,493,122/=; Open bidding. Award letter was endorsed by the CAO on 26/9/2018 and 5. Construction of staff house at Nabigasa H/C III at a cost of UGX 70,882,954/=; Open bidding. Award letter was endorsed by the CAO on 26/9/2017. 	<p>2</p>
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All the works projects implemented in FY 2017/208 were certified with the certificate of practical completion. The certificates were prepared by the county supervisor, certified by the district engineer, approved by relevant user departmental officer and CAO. For example:</p> <ol style="list-style-type: none"> Interim payment certificate was issued on 24/5/2018 for the renovation of Kalisizo Hospital – Phase II. The certificate was endorsed by the project manager, district engineer and district health supervisor; Interim payment certificate for the construction of staff house at Nabigasa H/C III was issued on 7/5/2018. The certificate was endorsed by the supervisor, district engineer and district planner, and stamped and signed by the CAO on 9/5/2018; Final completion certificate for the construction of a 5-stance VIP latrine at Kyampagi P/S was issued on 12/12/2017. The certificate was endorsed by county inspector, district engineer, district education officer, and the CAO from 12/12/17 to 14/12/17; Interim payment certificate for the construction of 6 (six) 5-stance pit latrines at 6 locations was dated 15/1/2018. The certificate was endorsed by county inspector, district engineer, district education officer, and the CAO 14/5/2018 and Interim payment certificate for the construction of 6 (six) 5-stance pit latrines at 6 locations was dated 6/3/2018. The certificate was endorsed by county inspector, district engineer, district education officer, and the CAO 7/3/2018. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards were installed at the time of this assessment. According to the district engineer, the contractors of two projects i.e. the construction of classroom block at Kampungu, P/S, Kirumba S/County, and construction of 2 classroom blocks at Mutukula P/S, Mutukura S/county had started to put construction materials on site, but the site boards were not yet installed at the construction sites.</p>	<p>0</p>

Financial management

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG maintained 16 bank accounts of the following types: - 2 Revenue, 12 Expenditure and 2 project accounts. Evidence obtained from the manual cash-books indicated that all accounts for the FY 2017/18 had been reconciled to 30th June 2018.</p> <p>For the FY 2018/19, reconciliations had been done for July and Aug for the sampled accounts that included: - General Fund, Water, Health, Land Management and Statutory funds.</p> <p>Recommendation to the LG included the following: -</p> <p>(1) The 2 banks, Centenary and Stanbic, should each issue a single certificate of balances held in the various accounts</p> <p>(2) The financial statements should provide an annexe of the Cash and bank balances held on each account</p> <p>(3) CFO was advised to ensure that all reconciliations must be reviewed and signed off for quality assurance.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payments to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) Renovation of office buildings – Works completed as per Cert. No.1 was approved by the District Engineer; Request for payment was made on 02-Nov-2018, Paid on 06-Nov-2018, Vr. No. 1609 of Shs. 16,526,669 i.f.o HD Forum Ltd</p> <p>(2) Supply of Furniture – Delivered on 26-Oct-2017; Request for payment made on 03-Nov-2017; Approved by CAO 03-Nov-2017 and paid on 06-Nov-2017 vide vr. No. 1613 Shs. 43,044,786 i.f.o St. Anthony’s Rich Enterprises Ltd</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Kyambadde Robert was appointed Principal Internal Auditor as per DSC Min. No. 24/2018/2 evidenced from a letter ref: CR/160/1 dated 6th August 2018 signed by the Ag. CAO, Mr. Bukenya Idris Kasozi.</p>	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>3 out of 4 quarterly Internal Audit reports had been produced and submitted to the Speaker/CAO/Audit Committee on the following dates as per copies obtained:</p> <p>1st Qtr (Sep-2017) was issued on 27-Oct-2017 Ref: CR/251. Queries raised had been responded to</p> <p>2nd Qtr (Dec-2017) was issued on 15-Feb-2018 Ref: CR/251 - Queries had been responded to</p> <p>3rd Qtr (Mar-2018) was issued on 30-Apr-2018 Ref: CR/251 - Queries had been responded to</p> <p>4th Qtr (Jun-2018) was NOT yet submitted by date of assessment, 20-Sep-2018</p> <p>The 2nd and 4th Qtr reports had not produced within the 30 days after the end of the quarter due to the following reasons: -</p> <p>a) Delayed submission of accountabilities for funds advanced to staff</p> <p>b) Understaffing – Only the PIA was in office</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The 3 quarterly Internal Audit reports issued during the FY 2017/18 had been received by Clerk to Council on the following dates:- 1st Qtr (31-Oct-2017), 2nd Qtr (07-Aug-2018) and 3rd Qtr (07-Aug-2018).</p> <p>There was delayed submission of these reports to Council due to delayed nomination of LGPAC members. This nomination was approved by Council minute No. 05/KTRCOU/12/2017 of 21st Dec 2017.</p> <p>The LG was advised that receipt of these quarterly reports should be acknowledged by Clerk to Council with a stamp, date and signature.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG PAC had met once on the 26th April 2018 to discuss 1 issues raised in the 1st Qtr Internal Report that was on the Accounts submitted by Kasasa Sub-County. The 2nd and 3rd quarter reports had not yet been discussed.</p> <p>There were no formal council meeting minutes to evidence the discussions by the LGPAC of the 1st Qtr Internal Audit report.</p>	<p>0</p>
<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>A manual Fixed Assets Register was maintained as of 30th June 2018 in the format prescribed in the accounting manual for all the types of assets that included Land, Motor Vehicles, Motor Cycles and Computers for acquisitions during the FY 2017/18.</p> <p>An electronic version was also maintained. (Sample registers were obtained).</p>	<p>4</p>

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Kyotera DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Kyotera DLG met and discussed service delivery related issues for last FY 2017/18 during the following council meetings:</p> <p>a) Meeting held on 31st October 2017 at Kasaali Town Council Hall, under Minute No. 07/KTRCOU/10/2017: Formation of District Council Standing Committees including Finance, Planning and Administration Committee; Works and Technical Services Committee; Health, Education and Community Services Committee and Production and Natural Resources Committee;</p> <p>b) Meeting held on 21st December 2017 at Kasaali Town Council Hall, under Minute No. 06/KTRCOU/12/2017: Laying of Committee Reports and Minute No. 07/KTRCOU/12/2017: Summary of Resolutions;</p> <p>c) Meeting held on 28th February 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/02/2018: District Executive Committee Report – Review of Budget FY 2017/18 and Laying of Budget FY 2018/19; Minute No. 06/KTRCOU/02/2018: Discussion and Approval of Revised Budget; and Minute No. 07/KTRCOU/02/2018: Summary of Resolutions; and</p> <p>d) Meeting held on 10th May 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/05/2018: Presentation and Approval of Kyotera DLG Budget for FY 2018/19 and Minute No. 06/KTRCOU/05/2018: Summary of Resolutions.</p>	<p>2</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a letter from CAO dated 25th August 2017, Ref. No. CR/157/1 designated Ms. Nakyanzi Teddy – Acting Human Resource Officer to handle grievances and complaints from the public.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>Kyotera DLG's specified a system for recording, investigating and responding to grievances included the following:</p> <p>a) Complaints Desk to receive and record all complaints from the public in the Complaints Register;</p> <p>b) Suggestion and Complaints box is available and accessible to the public at all times. This is opened regularly to collect any complaints; and</p> <p>c) Complaints which cannot be resolved by the DLG Staff are referred to Uganda Police, IGG and any responsible department/organization for action.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Kyotera DLG Payroll and Pensioner Schedule dated August 2018 was available at the Reception where it was accessible to all members during office hours and pinned on CAO's Office walls due to insufficient space on the Notice Boards.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>Kyotera DLG Procurement Plan and awarded contracts including the amount of award were available from the Head PDU's file. They were not pinned due to insufficient space on the Notice Boards.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>Kyotera DLG Performance Assessment Results and Implications were not pinned since they were never received from MoLG. They were discussed in the TPC Meeting dated 27th August 2018 under Minute DTTC 07/08/2018: General Discussions and Resolutions and shared with all staff members through their Whatsapp group chat.</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Kyotera DLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY in form of letters to LLGs as follows:</p> <p>a) Letter dated 16th October 2017, to All Health Workers: Dissemination of Uganda Clinical Guidelines 2016;</p> <p>b) Letter dated 31st May 2018, Ref. No. CR/223/1, to Senior Assistant Secretaries for Kakuuto, Kyebe, Kabira, Kalisizo rural, Kirumba, Lwankoni, Kasasa, Nabigasa and Nangoma: ULGA Subscription Payments for Sub Counties;</p> <p>c) Letter dated 16th April 2018, Ref. No. HEA/KTR 152/2 to All Health Workers: Dissemination of Surveillance Job Aids;</p> <p>d) Letter dated 21st September 2017, Ref. No. HEA/KTR 152/2 to All Health Workers: Dissemination of Guidelines on Waste Management;</p> <p>e) Letter dated 31st August 2017 to All Senior Assistant Secretaries (SAS)/Sub County Chiefs and Town Clerks: Utilisation of the District Discretionary Equalisation Grant (DDEG);</p> <p>f) Letter dated 25th July 2018, Ref No. CR/502/1 to All Senior Assistant Secretaries and All Principal Township Officers: Registration of Birth and Death in LLGs; and</p> <p>g) Letter dated 03rd July 2018 to All Senior Assistant Secretaries and All Principal Township Officers: Registration of Customary Marriages in LLGs.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that Kyotera DLG during the previous FY conducted discussions as follows:</p> <p>a) Baraza was held in Mutukula on 25th April 2017 to address land related matters; and</p> <p>b) During the Budget Conference Meeting that took place on 07th November 2017 at Kasaali Town Council Headquarters where the District Technical Staff shared information on Development Programmes with the general public.</p>	<p>1</p>

Social and environmental safeguards			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support was from Minutes of the Senior Management Meeting which was held at the production department on 14/9/2017: MIN 05/05/2017. The GFP called upon all Heads of departments to embrace gender responsive planning and budgeting to reduce gender inequality. The Minutes were endorsed by the minutes secretary and the CAO.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2. 	<p>Basing on the approved Work Plan and budget for Uganda Women Entrepreneurship Programme (UWEP) dated 30/8/2018, endorsed by the CAO on 30/8/2018 and received by the Ministry of Gender, Labour and Social Development on 31/8/2018, the GFP had planned for several activities. The activities included women entrepreneurship funding (Item C1) and skills and capacity development (Item C2) and participation of women in monitoring UWEP programmes (Item A).</p> <p>From the gender work plan for FY 2017/2018, the total budget for the 6 activities was 8,600,000/=. Evidence from the activity based reports (including a report on violence against children, dated 20/6/2018, and quarterly filled data collection tools for gender based violence of lower LG and police, among others) indicate that 100% of the budget planned gender activities had been implemented.</p>	<p>2</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence was from a sample of 4 environmental screening reports, covering a total of 7 projects. The mitigation measures were identified throughout the screening process. For example:</p> <ol style="list-style-type: none"> 1. Report for works department for quarter 2 in FY 2017/2018; Construction of a lined pit latrine at the district Head Quarters, dated 25/7/18. The report was signed and stamped by the Environment officer on 31/7/2018; 2. Reports (3 projects) for works department for quarter 3 in FY 2017/2018; dated and endorsed by the Environment officer on 14/2/18; 3. Report for education department for quarter 2 in FY 2017/2018; Construction of 4 latrines at 4 different locations, dated and endorsed by the Environment officer on 28/12/17 and 4. Reports (2 projects) for Kasasa S/county Quarter 2 in FY 2017/2018; dated and endorsed by the Environment officer on 12/10/17. 	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on a sample of contract bid files the LG integrated environmental and social management and health and safety plans in contract bid documents. Environmental and social management and health and safety plans included; to supply, plant and maintain trees and grass throughout the construction period, to plant fruit trees, to insure works construction and damage of people and their property, among others. For example:</p> <ol style="list-style-type: none"> 1. KYOT 621/Wrks/17-18/00008; Construction of 5 stance pit latrines at Kasasa H/C III; Bill no. 1: Preliminaries and general condition; page 2 of 3, Items I and K; endorsed by Environmental Officer on 5/7/2018; 2. KYOT 621/Wrks/17-18/00008; Construction of 5 stance pit latrines at Kabira H/C III; Bill no. 1: Preliminaries and general condition; page 2 of 3, Items I and K; endorsed by Environmental Officer on 5/7/2018; 3. KYOT 621/Wrks/17-18/00008; Construction of 5 stance pit latrines at Kakuto H/C IV; Bill no.1: Preliminaries and general condition; page 2 of 3, Items I and K; endorsed by Environmental Officer on 5/7/2018; 4. KYOT 621/Wrks/17-18/00007; Construction of 2-classroom block at Kibutamu P/S; Bill no.1: Preliminaries and general condition; pages 1 and 2 of 3, Items I and K; endorsed by Environmental Officer on 5/7/2018 and 5. KYOT 621/Wrks/17-18/00012; Construction of (6) six 5 stance pit latrines; Bill no.1: Preliminaries and general condition, Item 3; page 2 of 13; endorsed by Environmental Officer on 20/10/2017. 	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc..): score 1 	<p>Evidence that the LG had proof of ownership of land where all projects were implemented was obtained from the following sample of letter and agreements: For example:</p> <ol style="list-style-type: none"> 1. On 9/2/2018 a letter addressed to CAO, Kyotera district, generated by the Managing Director of Uganda Land Board. In the letter, Buganda Land Board requested Kyotera district to halt any developments and renovations until the set procedures on occupancy on the Buganda Kingdom are followed. Received and stamped by the CAO on 3/3/2018; 2. On 25/4/2014 the CAO generated and issued a schedule of Buganda Kingdom properties being occupied by LG; 3. On 11/11/2017 an agreement was signed by Ssekaweke Augustine ZZiwa village to offer land for construction of borehole, stamped by Chairperson Zziwa LC 1, Kyanika parish, Kabira S/county; 4. On 6/12/2017 an agreement was signed by Kizito John of Namikomago village to offer land for construction of borehole. The agreement was stamped by Chairperson, Namikomago LC 1 and 5. On 8/12/2017 an agreement was signed by Nakabugo Rebecca of Kabugimbi LC 1 to offer land for construction of borehole. The agreement was stamped by Chairperson, Kyabugimbi LC 1. <p>Some of the projects in the education and health sector, such as classroom blocks, H/C II and IV were implemented on Kabaka's land.</p>	<p>1</p>
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>No evidence of ESM certification. The district Environment Officer has not been consulted on the certification of completed projects.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>Only one final completion certificate for Contract number KYOT 621/Wrks/17-18/00012: Construction of 6 (six) 5-stance lined pit latrines at 6 locations, dated 7/5/2018 was endorsed by Environment Officer on 9/5/2018 as evidence for environmental and social clearance.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>No monthly or quarterly monitoring reports available at the time of this assessment. Projects monitoring was not carried out.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 8,147,534,475/= for the 1,299 teachers including 112 head teachers.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - Performance Report for 1st July 2017-30th June 2018, signed by the CAO on 17/08/2018. - School lists. - Staff lists. 	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists.</p> <p>In the sampled schools evidence was:</p> <p>Kyotera Central P. S. there was 1 Htr and 34 teachers (the school offers inclusive education for SNE learners).</p> <p>St Aloysious Bikira P. S. There was 1 Htr and 9 teachers for 382 pupils</p> <p>Kakuuto Central P. S. there was 1 Htr and 12 teachers for 754 pupils that included 336 boys and 441 girls</p> <p>Ssanje P. S. there was 1 Htr and 14 teachers</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG has filled the structure for primary teachers by 1,272 teachers within the wage bill of Ug Shs 8,147,534,475/=. The required number of teachers is 1,299 making a representation of 97.9% of the approved teaching staff structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The evidence that the LG substantively filled all positions of school inspectors as per staff structure, with a wage bill provision was not justified. The SIS in the staff structure was appointed on transfer from Rakai District under Kyotera DCS Minute No 31/2018 (40); is yet to be confirmed in the rightful scale of U3.</p> <p>The IS though, was confirmed and is on the payroll in scale U4. Effective date of appointment 01/07/2018 Ref CR/156/5 of 06/09/2018.</p> <p>Both positions are filled but not both staff positions are substantively filled. The Is is substantively appointed and confirmed but the SIS is yet to be confirmed in appointment to be substantive.</p> <p>Evidence from:</p> <p>Communication CR/D/10962 of 30/06/2018 from DEO Rakai on 05/07/2017.</p> <p>Communication Ref CR/156/5 of 21/06/2018</p> <p>DSC Minute No 09/2018 (1)</p> <p>DSC Minute No 31/2018 (40)</p> <p>Communication Ref CR/156/5 of 06/09/2018</p>	<p>0</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence that the LG Education Department submitted a recruitment plan for FY 2018-2019-for 40 Senior Education Officers and 10 Education Assistants a total of 50 teaching staff. The plan was not dated but it was for Kyotera District Vote 621 and included sections of Education recruitment request together with those for other departments.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The evidence seen indicated that a submission to the District Recruitment Work Plan was for 3 SIS and 2 IS as vacant positions in the LG Education Department.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The LG has an Acting Senior inspector of schools appraised on 19/07/2018.</p> <p>The LG also has an inspector of schools (Naddumba Harriet) but she was not appraised.</p> <p>Source: personnel files.</p>	<p>0</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>Out of the 10 sampled Performance reports for Head teachers, 8 were duly signed by the Sub county Chiefs:</p> <p>Head teachers of Bikira Boys, Bikira Girls and Buziranduulu P/S signed Performance reports on 19/09/2018.</p> <p>Head teacher of Kakuuto C/U signed Performance report on 15/2/2018.</p> <p>Head teacher of Lwankoni P/S signed Performance report on 15/12/2017.</p> <p>Head teacher of St. Kizito Kasako signed Performance report on 14/12/2017.</p> <p>Head teacher of Lugonza P/S signed Performance report on 20/09/2018.</p> <p>Head teacher of Mbuye Kiteredde P/S signed Performance report on 12/09/2018.</p> <p>However, Performance reports for Head teachers of Nalukoola P/S and Mitondo Islamic lacked the Sub county chief's signature. This was 80% Head teachers appraised.</p>	<p>2</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was no evidence to confirm that the LG Education Department communicated all guidelines, policies and circulars issued by the national level in the previous FY to schools.</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>Meetings were held with head teachers to explain and sensitise them on some guidelines, circulars and Policies from the national level. E,g 30/08/2017 Ref CR/302/1 Circular on Mobilisation and Sensitisation of School Owners and Proprietors on Establishment and Operation of Private Schools. These were several meetings conducted at Sub County level e.g for Kasasa Sub county targeting private school owners and proprietors.</p> <p>Activity Report for Dissemination of info: Ref Educ/213/3/of 30/09/2018 forwarded to CAO from DEO</p> <p>Press release from DES Ref DES/501/4 of 22/09/2017 as basis for the sensitisation meetings.</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspections were conducted in most schools as the sampled schools' records in visitors' books indicated. Of the 336 obligatory inspections for government schools and the 284 required inspections for private schools a total of 479 inspections were done out of the 620 inspections that had to be done in the FY.</p> <p>The inspectors conducted a representative 77.2% inspections for the FY.</p>	<p>6</p>

<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>The Education Department discussed school inspectors' reports and made corrective actions in the previous FY.</p> <p>Evidence was in the DEOs report for Qtr III FY 2017/18 addressed to the PS/MoES Ref CR/302/2 of 10/04/2018; the report indicates issues emanating from inspection activities in the district and the recommendations for actions to be taken from the individual school's visitation reports and the reports from the Community and Stakeholders Mobilization Drives.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The department submitted schools' inspection reports to DES in MoES for Qtr 1 & 2 on 15/01/2018 Ref Educ/305.</p> <p>Qtr 3 was submitted on 10/04/2018 Ref Educ/302/2. This was received in the registry on 04/06/2018 and Qtr 4 was submitted to the office of the CAO on 10/07/2018 Ref Educ/302/2.</p> <p>The evidence of receipt at DES was by copies of the reports seen at the DEO's office and copies of notes of acknowledgement of receipt of the reports by DES officers of 12.03.2018 and with a stamp for March 2018. The receipt of acknowledgement was stamped by DES but signature of receiving officer was not clear. Reports though, were submitted.</p>	<p>2</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed- up: score 4. 	<p>The DEOs report to PS/MoES gives evidence of follow up of inspection recommendations: 69 teachers were noted due for confirmation after the inspectors' findings and recommendations. The DEO recommended them to be inspected for confirmation in his report to PS/MoES.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The LG has not submitted accurate and consistent data pertaining to list of schools in the district in relation to EMIS and PBS. The LG has 112 government schools and 180 private schools that are licensed and registered. EMIS Data has 182 schools in a mixture of both government and private.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The LG has not submitted accurate/consistent enrollment to EMIS. The district enrollment total is 56,154 pupils and EMIS total is 73,280.</p> <p>The information from the sampled schools also confirmed the differences in figures:</p> <p>St Aloysios Bikira Boys Demonstration School pupil enrollment was 382 and on EMIS had 442 pupils</p> <p>Kakuuto Central P.S. the school had 754 pupils with 336 males and 441 female and on EMIS they had 620</p> <p>Ssanje P. S. had an enrollment of 704 pupils with 378 male and 326 female on EMIS they were 628</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Health, Education and Community Services Standing Committee responsible for Education met and discussed service delivery, inspection, performance assessment results and progress during the following meetings:</p> <p>a) Meeting dated 17th November 2047, under Minute No. 5/HE&C/2017: Presentation of Departmental Reports; and under Minute No. 6/HE&C/2017: Reactions and Resolutions;</p> <p>b) Meeting dated 06th February 218 under Minute No. 4: Presentation of Departmental Reports; and</p> <p>c) Meeting dated 17th April 2018 under Minute No. 4/HEC/04/2018: Presentation of Departmental Briefs from Education, Health and Community Based Services Departments.</p>	
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The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the education sector committee has presented issues that require approval to Council: score 2

There was evidence that the Education Sector Committee presented issues that required Kyotera District Council's approval during the following Council meetings:

- a) Meeting dated 31st October 2017 at Kasaali Town Council Hall, under Minute No. 07/KTRCOU/10/2017: Formation of District Council Standing Committees including Finance, Planning and Administration Committee; Works and Technical Services Committee; Health, Education and Community Services Committee and Production and Natural Resources Committee;
- b) Meeting dated 21st December 2017 at Kasaali Town Council Hall, under Minute No. 06/KTRCOU/12/2017: Laying of Committee Reports and Minute No. 07/KTRCOU/12/2017: Summary of Resolutions;
- c) Meeting dated 28th February 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/02/2018: District Executive Committee Report – Review of Budget FY 2017/18 and Laying of Budget FY 2018/19; Minute No. 06/KTRCOU/02/2018: Discussion and Approval of Revised Budget; and Minute No. 07/KTRCOU/02/2018: Summary of Resolutions; and
- d) Meeting dated 10th May 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/05/2018: Presentation and Approval of Kyotera DLG Budget for FY 2018/19 and Minute No. 06/KTRCOU/05/2018: Summary of Resolutions.

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that only 11 schools have approved and functional School Management Committees out of 112 schools in Kyotera DLG. This represents 9.82% of all schools in Kyotera DLG. Minutes from 11 SMCs were availed from DEO's office. Other schools still rely on SMCs from Rakai DLG.</p>	<p>0</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG publicised schools receiving non-wage allowances and these were evidenced on a notice board at the entrance to DEOs office.</p> <p>There was similar evidence in the sampled schools.</p> <p>Kyotera Central P. S. displayed Ug Shs 3,860,560/=</p> <p>St Aloysious Bikira Boy's Demonstration School displayed Ug Shs 1,486, 962/=</p> <p>Ssanje P.S. displayed the release of Ug Shs 8,160,000/= an amount that was less than the actual expected amount of Ug Shs 8,383,284/=</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was no evidence of a procurement plan seen. The DEO had a procurement requisition that the procurement officer got him to fill and that's what he understood to be a procurement plan and what he presented.</p>	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of six 5-Stance Pit latrine at 6 primary schools – Partially completed as per certificate No. 3 dated 10-Apr-2018; certified by the DEO on 10-Apr-2018; paid on 11-Apr-2018 vide vr. No 1359 Shs. 32,935,049 i.f.o Enotu Construction Ltd</p> <p>(2) Construction of six 5-Stance Pit latrine at 6 primary schools – Final payment (of above) certified by the DEO on 09-May-2018; paid on 09-May-2018 vide vr. No 1374 Shs. 14,274,288 i.f.o Enotu Construction Ltd</p>	<p>3</p>

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that the Education Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner as follows:</p> <p>4th Quarter Report was submitted on 06th July 2018, 3rd Quarter Report on 09th April 2018; 2nd Quarter Report on 12th January 2018 while 1st Quarter Report was submitted on 14th August 2017. This is within the required dates of submission.</p>	<p>4</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query <p>score 4</p> o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the DEO had provided implementation status as evidenced from the reports</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was an outreach campaign to end Teenage Pregnancies, HIV/AIDS and other STDs held at Kasambya P. S. and St Sebastian S.S. on 02/08/2018 which was supported by Send-a -Cow. The DEO took advantage of the two meetings to communicate information on the dissemination of guidelines on how Senior Women and Men teachers should provide guidance to girls and boys to handle hygiene, reproductive health and life skills.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The was no evidence to support the LG Education Department collaboration with Gender Department to have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools. Macpad Ug a local company gave Sanitary Pads to the school to distribute to the pupils but there was no planned joint activity for the two LG departments.</p>	<p>0</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence to confirm that the School Management Committee memberships in the sample schools lists were compliant with the guidelines for gender composition. The same evidence was found in school SMC files sampled:</p> <ul style="list-style-type: none"> - Nazareth P. S. the female members were Ms Nankya Bernadette and Nambatya Passy appointed on SMC on 06/08/2018 Ref Educ 302. - Lugonza P. S. the Female members were Ms Namuwonge Teddy and Nanziri Florence Appointed on SMC on 31/07/2018 Ref Educ 302. - Kyakuddusa P. S. the members were Namuwonge Zainabu and Nakakaawa Zam appointed to SMC on 31/07/2018 Ref Educ 302. <p>In the visited schools representation was as follows:</p> <ul style="list-style-type: none"> - Kyotera Central SMC female members on Fondation Body were: Ssuna Shirat, Nanjobe Betty and Namukasa Jane. - St Aloysious Bikira Boy's Demonstration School the SMC women representatives on the Fondation body were Mrs Katura Regina and Mrs Harriet Kabiito. - Ssanje P. S. the members were Nassuna Josephine who is also the CP and Namagembe Jane the V/CP . 	<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"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was minimum evidence of collaboration between the LG Education Department with the Environment Department to issue guidelines on environmental management on issues of tree planting, waste management, formation of environmental clubs and environmental education etc.</p> <p>At Ssanje P.S. however there was distribution of trees to the school and pupils. 300 trees were given for the school tree planting project and 2 fruit trees for each child to plant at home.</p>	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was no evidence for screening of infrastructure projects prior to approval of construction using checklist for screening of projects in the budget guidelines and where risks were to be identified and mitigation actions included.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>There was no evidence of site visits by the Environment Officer and Community Development Officer to construction sites to check on compliance with the mitigation plans.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved health workers structure of 618 workers. The current wage bill supported 439 workers making a staffing level of 71%.</p> <p>Also a copy of Kyotera District Health staffs recruitment plan generated by the DHO Dr. Waggumbilizi George to CAO dated 12th February 2018 was availed at DHOs office.</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>A copy of a comprehensive Health Recruitment plan for Kyotera District Health Department for FY 2018/2019 dated 13th February 2018 generated by DHO to the CAO was availed at DHOs office. Vacancies included Key positions like Medical Officers, Nursing Officers, Mid wives and other support staffs to be catered for with the available wage.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>Out of the 10 sampled files for Health centre facility In-charges, only 5 Health facility In-charges had been appraised at the time of this assessment.</p> <p>In-charges of Nsumba H/CII, Lwankoni H/CIII, Nakatoogo H/C II, Kyakanyomozi H/C II and Butembe H/CII were appraised on 30/08/2018, 28/08/2018, 27/08/2018, 7/07/2018 and 28/06/2018 respectively.</p> <p>Appraisal forms for In-charges of Bbaka H/CII, Kayanja H/CII, Lwamba H/CII, Ndolo H/CII and Byerima H/CII were not available at the time of this assessment.</p> <p>This was 50% of Healthy Facility In-charges appraised.</p> <p>Source: Appraisal files and Personnel files.</p>	<p>0</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers updated staff list on deployment availed at DHOs office was accurate and consistent with the list in PBS FY 2018/2019.</p> <p>Also staff lists seen at sampled health facilities (Kakuuto HC IV, Kasaali HC III, Kasasa HC III, Mitukula HC III) were consistent with the PBS list despite a few transfers of some workers as seen at the DHOs office transfer files.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>None of the three prioritised guidelines/circulars and policies from Ministry of Health was available and were not received at the DHOs office. Therefore, there was no dissemination to lower level facilities. However, other policies like the Uganda National Infection Prevention and Control, Introduction to Rota Virus vaccine into routine immunization were distributed to In-charges as seen on the distribution list at the DHOs office.</p>	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office and even for other circulars.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Copies of quarterly support supervision reports (Quarter 1 dated 21st October 2017, Quarter 2 dated 17th November 2017, Quarter 3 dated 9th April 2018, and Quarter 4 not dated) seen at DHOs office showed that NOT all the HC IV (Kakuuto) and Kalisizo Hospital were reached and supervised on quarterly basis as recommended. It was only in Quarter 1 report that supervision covered both the Health Centre IV and Hospital. Other quarterly reports only indicated Kalisizo Hospital having been supervised and Kakuuto HC IV not being supervised.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>Copies of quarterly support supervision reports that included Kyotera HSD Quarter 1 report not dated , Quarter 2 report not dated showed that only 6 out of 15 health facilities were supervised. Kakuuto HSD Quarter 1 report dated 11th January 2018, Quarter 2 report dated 12th March 2018 showed that 8 out of 9 health facilities were supervised. These reports showed that a total of 14 out of 24 health facilities were supervised making 58% coverage of support supervision. It also showed that there were no regular support supervisions carried out on quarterly basis as recommended.</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"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of quarterly Support supervision reports (Quarter 1 dated 21st October 2017, Quarter 2 dated 17th November 2017, Quarter 3 dated 9th April 2018, & Quarter 4 not dated) availed at DHOs office had recommendations generated by the supervising team for each of the facilities that was supervised. There were more evidence as witnessed in the supervision log books under recommendations and action points that were availed at the sampled health facilities.</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was no evidence that recommendations were followed up and specific activities undertaken in all the reports availed at the DHOs office..</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (34) were the same as those in the PBS (34). These health facilities (34) were also reflected in the HMIS reports submitted to MOH.</p>	<p>10</p>

Governance, oversight, transparency and accountability			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that Kyotera DLG Health, Education and Community Services Standing Committee responsible for Health met and discussed service delivery issues during the following meetings:</p> <p>a) Meeting dated 17th November 2017, under Minute No. 5/HE&C/2017: Presentation of Departmental Reports; and under Minute No. 6/HE&C/2017: Reactions and Resolutions;</p> <p>b) Meeting dated 06th February 2018 under Minute No. 4: Presentation of Departmental Reports; and</p> <p>c) Meeting dated 17th April 2018 under Minute No. 4/HEC/04/2018: Presentation of Departmental Briefs from Education, Health and Community Based Services Departments.</p>	2
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that Kyotera DLG Health Sector Committee presented issues that required Kyotera DLG Council's approval during the following Council meetings:</p> <p>a) Meeting dated 31st October 2017 at Kasaali Town Council Hall, under Minute No. 07/KTRCOU/10/2017: Formation of District Council Standing Committees including Finance, Planning and Administration Committee; Works and Technical Services Committee; Health, Education and Community Services Committee and Production and Natural Resources Committee;</p> <p>b) Meeting dated 21st December 2017 at Kasaali Town Council Hall, under Minute No. 06/KTRCOU/12/2017: Laying of Committee Reports and Minute No. 07/KTRCOU/12/2017: Summary of Resolutions;</p> <p>c) Meeting dated 28th February 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/02/2018: District Executive Committee Report – Review of Budget FY 2017/18 and Laying of Budget FY 2018/19; Minute No. 06/KTRCOU/02/2018: Discussion and Approval of Revised Budget; and Minute No. 07/KTRCOU/02/2018: Summary of Resolutions; and</p> <p>d) Meeting dated 10th May 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/05/2018: Presentation and Approval of Kyotera DLG Budget for FY 2018/19 and Minute No. 06/KTRCOU/05/2018: Summary of Resolutions.</p>	2

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were availed in all the selected health facilities making 87.5% HUMC functionality (Kakuuto HC IV dated 19th December 2017, 3rd April 2018, 24th May 2018 (75%) , Kasaali HC III dated 7th August 2017, 14th November 2017, 22nd December 2017, 16th March 2018 and 11th June 2018 (100%), Kasasa HC III dated 19th October 2017, 8th December 2017, 17th May 2018 (75%) and Mitukula HC III dated 18th November 2017, 31st December 2017, 24th February 2018 and 17th May 2018 (100%). These meetings were an indication that all had established HUMC boards. These selected health facilities were also NOT conducting regular quarterly meetings as evidenced by the available meeting minutes and their dates apart from Kasaali HCIII and Mitukula HC III. PHC funds utilisation were discussed among others during these meetings. The mandatory quarterly meetings held were (75% + 100% +75% + 100%) divided by 4 making 87.5%.</p>	<p>4</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Copy of PHC fund distribution list of health facilities and funds releases for FY 2017/18 were properly displayed on notice board of DHO.</p> <p>Sampled facilities (Kakuuto HC IV, Kaasali HC III) had their PHC funds releases displayed on their notice boards.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>A copy of procurement plan availed at the DPU office that was submitted from Health department by the DHO was received at DPU on 16th 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"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 4th July 2018 generated by Dr Waggumbilizi (DHO) and received by the CAO on same date was availed at DHOs office. The request included the construction of pit latrines at Kakuuto HCIV, Kabiira HC III, and Kasasa HCIII.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Renovation of Kalisizo Hospital Phase I – works completed per certificate no. 2 dated 15-May-2018; Approved by DHO on 21-May-2018; Request for payment on 21-May-2018; Paid on 22-May-2018 vide vr.no. 1441 Shs.69,784,056 i.f.o Solumu Contractors Ltd</p> <p>(2) Renovation of Kalisizo Hospital Phase II – partial completion per certificate no. 1 dated 24-May-2018; Approved by DHO on 24-May-2018; Request for payment on 21-May-2018; Paid on 24-May-2018 vide vr.no. 1445 Shs.64,959,354 i.f.o Kasase Enterprises Ltd</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was evidence that Health Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner as follows:</p> <p>4th Quarter Report was submitted on 02nd July 2018, 3rd Quarter Report on 04th April 2018; 2nd Quarter Report on 11th January 2018 while 1st Quarter Report was submitted on 14th August 2017. This is within the required dates of submission.</p>	<p>4</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the DHO had provided implementation status as evidenced from the reports.</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"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 30% females and 70% males. Sampled Health Facilities with their composition included; Mitukula HC III had 6 females and 2 males, Kakuuto HC IV had 5 females with 4 males, Kasaali HC III had 4 females and 9 males, Bikiira HC III had 2 females and 7 males.</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"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had no Sanitation management guidelines in place.</p> <p>However, they had pit latrines separating females and males.</p> <p>There was also a copy of Public Health Act at DHOs office.</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"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was no report availed to the Assessor about the environment screening before infrastructure developments.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited and monitored the construction sites.</p>	<p>0</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities. Also, there were well designated areas for medical waste disposal in all the sampled facilities (Kakuuto HC IV, Kasasa HC III, Kasaali HC III, and Mitukula HC III).</p>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			

The DWO has targeted allocations to sub-counties with safe water coverage below the district average.

Maximum score 10 for this performance measure

- 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:

- o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10

- o If 80-99%: Score 7

- o If 60-79: Score 4

- o If below 60 %: Score 0

According to the MWE data base, Kyotera has six rural sub counties including; Kabira, Kalisizo, Kirumba, Nabigasa, Kasaali and Lwankoni.

According to the same data, Kyotera has average safe water access of 65% and the sub counties are as follows;

Kabira 48%, Kalisizo 85%, Kirumba 34%, Nabigasa 88%, Kasaali 95%; and Lwankoni 67%.

The above information indicates that Kabira and Kirumba are below the district average of 65%.

The water department AWP and budget FY17/18 dated 10th Aug 2018 indicates that the department has targeted these sub counties as follows;

1. Boreholes: Kabira 2, Kirumba 1 (3 of total 8 which is 38%);

2. Protected springs: Kirumba 1 (1 of total 3 which is 33%);

3. Community Ferro Cement Tanks; Kabira 2, Kirumba 1 (3 of total 7 which is 42%); and

4. Borehole Rehabilitation: Kabira 1, Kirumba 3 (4 of total 25 which is 27%)

In terms of budget, the department allocated 63% (UgX. 252,838,793) of the total development budget of UgX. 399,892,792.

The above clearly indicates that though the District water department has targeted the sub counties with access below the district average with the overall target of just above 60%.

The DWO indicated that low target in these areas was affected by collapsible land forms unfavorable for boreholes and unsustainable yields to enable protected springs.

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to Department AWP for FY17/18 dated 11th July 2017 and as revised on 11th Jan 2018, the department targeted Kabira and Kirumba sub counties as follows;</p> <ol style="list-style-type: none"> 1. Borehole: Kabira 1, Kirumba 1; 2. Community Ferro Cement Tanks. Kabira 1; and 3. Borehole Rehabilitation: Kabira 2, Kirumba 1 <p>The 3rd quarter report FY17/18 dated 26th April 2018 and 4th quarter dated 13th Aug 2018 indicated that all the planned projects above were implemented.</p>	<p>15</p>
<p>Monitoring and Supervision</p>			
<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>There was evidence in the files that all the WSS facilities were monitored by the district water department. The sampled monitoring reports accessed and reviewed indicated monitoring of the facilities for the months; Nov 2017, Dec 2017, March 2018, April 2018 and May 2018 for seven boreholes, six 20cum communal ferro cement tanks, one toilet construction, five springs and 28 borehole rehabilitation works.</p>	<p>15</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>MIS forms for the implemented projects for the FY17/18 were all found in file and reviewed. There was consistency with the data submitted by the district to the ministry of water and environment. This was also found consistent with the information in the progress reports.</p>	<p>5</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The list of projects undertaken by the district water department was consistent in both sector MIS reports and PBS as submitted in the revised AWP FY17/18 and progress reports.</p> <p>The list included; 4.No medium protected springs, one large protected spring, seven hand held deep borehole pumps, six rainwater harvesting tanks and 23 borehole rehabilitation.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Department procurement plan was not availed for verification.</p> <p>There were however procurement requests seen with on dated 23rd May 2018.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There was no formal letter appointing a contract manager.</p> <p>There were no contract management plans prepared for projects.</p> <p>Though there were monitoring reports presented and reviewed for the projects, there were no monthly site visits record at the department. The DWO indicated that these were made on site in the contractor's book.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>Three BOQs for the projects were reviewed including;</p> <ol style="list-style-type: none"> BOQs for a 5-stance lined VIP latrine at district headquarters. BOQs for the protection of springs (2 large and 3 medium). BOQs for Ferro Cement Tanks BOQ for construction of Boreholes. <p>The projects designs were collaborated with field visits to the 4 sampled facilities including;</p> <ol style="list-style-type: none"> 5-stance lined VIP latrine at district headquarters (Kasaali S/C). 20 cu.m Ferro cement at Kakuuto Moslem P/S Kabugimbi Village Borehole in Kakuuto S/C Bugambo Spring in Kasaasa S/C <p>These were found to be constructed as per the designs and approved BOQs.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>There were filed handover reports from contractors and completion reports by DWO that were accessed including;</p> <ol style="list-style-type: none"> 1. Completion report on siting, drilling and construction of 07 hand pump boreholes by Sumadhura Technologies Ltd dated May 2018. 2. Completion report on the Protection of five springs by Mityekula Enterprises (U) Ltd dated 11/Dec 2018. 3. Interim Certificate for ferro cement tanks with report to Kasase Enterprises Ltd. <p>The corresponding completion reports were prepared by DWO as seen and verified in file.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>DWO appropriately certified all WSS projects and prepared and filed completion reports. Some of the completion reports and interim certificates sampled included;</p> <ol style="list-style-type: none"> 1. Completion report on siting, drilling and construction of 07 hand pump boreholes by Sumadhura Technologies Ltd dated May 2018. 2. Completion report on the Protection of five springs by Mityekula Enterprises (U) Ltd dated 11/Dec 2018. 3. Interim Certificate for ferro cement tanks with report to Kasase Enterprises Ltd. 4. Interim Payment Certificate issued to Sumadhura Technologies Ltd dated 12/12/2017. 5. General report on water and sanitation projects supervision dated 24th April 2018. 	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Partial completion of 5-Stance Pit latrine at Kyotera DLG Headquarters – Interim Certificate dated 05-Oct-2017; Approved by the DWO on 23-Oct-2017; Request for payment on 19-Oct-2017; Paid on 24-Oct-2017 vide Vr. No, 716 Shs. 17,077,536 i.f.o Enotu Construction Ltd</p> <p>(2) Supply of bore hole spare parts – Delivered on 02-Oct-2017, GRN No.021; Approved by the DWO on 02-Oct-2018; Paid on 03-Oct-2017 vide vr.no. 703 Shs.60,491,000 i.f.o Mityekula Enterprises (U) Ltd</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was evidence that Water Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner as follows:</p> <p>4th Quarter Report was submitted on 09th April 2018, 3rd Quarter Report on 08th January 2018; 2nd Quarter Report on 05th October 2017 while 1st Quarter Report was submitted on 14th August 2017. This is within the required dates of submission.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Queries had been raised in the 1st, 2nd and 3rd quarterly IA reports and the District Water Officer had provided implementation status as evidenced from the reports.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that Kyotera DLG Works and Technical Services Standing Committee responsible for Water met on the following dates to discuss service delivery issues:</p> <p>a) Meeting that was held on 20th March 2018 at Kyotera DLG Headquarters under Minute No. 4/WTC/03/2018: Presentation and Discussion of Departmental Reports;</p> <p>b) Meeting that was held on 07th February 2018 at Kyotera DLG Headquarters under Minute No. 4: Presentation and Discussion of Departmental Reports/Briefs and Minute No. 5: Discussions and Recommendations; and</p> <p>c) Meeting that was held on 21st November 2017 at Kyotera DLG Headquarters under Minute No. 4/WTC/2017: Remarks from Secretary Works and Technical Services and Minute No. 5: Presentation and Discussion of Reports from Sections.</p>	<p>3</p>

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

Maximum 6 for this performance measure

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

There was evidence that Kyotera DLG Water Sector Committee presented issues that required Kyotera DLG Council's approval during the following Council meetings:

a) Meeting dated 31st October 2017 at Kasaali Town Council Hall, under Minute No. 07/KTRCOU/10/2017: Formation of District Council Standing Committees including Finance, Planning and Administration Committee; Works and Technical Services Committee; Health, Education and Community Services Committee and Production and Natural Resources Committee;

b) Meeting dated 21st December 2017 at Kasaali Town Council Hall, under Minute No. 06/KTRCOU/12/2017: Laying of Committee Reports and Minute No. 07/KTRCOU/12/2017: Summary of Resolutions;

c) Meeting dated 28th February 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/02/2018: District Executive Committee Report – Review of Budget FY 2017/18 and Laying of Budget FY 2018/19; Minute No. 06/KTRCOU/02/2018: Discussion and Approval of Revised Budget; and Minute No. 07/KTRCOU/02/2018: Summary of Resolutions; and

d) Meeting dated 10th May 2018 at Kasaali Town Council Hall, under Minute No. 05/KTRCOU/05/2018: Presentation and Approval of Kyotera DLG Budget for FY 2018/19 and Minute No. 06/KTRCOU/05/2018: Summary of Resolutions.

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Some sector department information was displayed on the notice board including contract awards and Water Development grant releases and expenditures. However, some other information such as AWP and budget had been removed from notice boards due to limited space. These were however seen in file.</p> <p>There were minutes from advocacy meetings at district and sub county levels in line with the sector plan.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All four sampled projects including; 5-stance lined VIP latrine at district headquarters (Kasaali S/C), 20 cu.m Ferro cement at Kakuuto Moslem P/S, Kabugimbi Village Borehole in Kakuuto S/C and Bugambo Spring in Kasaasa S/C were well labelled with all the required information.</p> <p>All these projects clearly had the name of project and contractor, funder and date completed written on the project facility or sign posts.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>No information on tenders and contract awards was displayed on notice boards at the time of assessment. The DWO however stated that these had been removed from the notice board following the expiry of display period and kept in the file. Bid acceptance letters were also kept in file.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Several community application forms for the FY18/19 were seen in file. Some of the applications for different water sources seen were from; Kabugimbi LCI, Kasaali H/C 3, Ddona LCI, Namikomago LCI, among others.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Soft ware reports in the progress reports including 3rd quarter report showed that Water and Sanitation Committees had been established and trained and were all functional. These were also verified through the submitted MIS reports. Field visits to sampled projects including; Kakuuto Moslem P/S, Kabugimba Village and Bubango Small Spring, indicated presence of these committees and well managed facilities.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>All projects were screened and screening reports filed. The screening reports were seen including for;</p> <ol style="list-style-type: none"> Lined pit latrine dated 25th July 2017; Construction of seven boreholes; Construction of five protected springs and six ferro cement tanks. <p>No EIA was required for all projects undertaken.</p>	<p>2</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>No ESMP reports were prepared and no monitoring reports showing follow up were seen.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Bid documents and contracts documents had a clause on environmental protection. Some of the documents reviewed included;</p> <ol style="list-style-type: none"> BOQs for a 5-stance lined VIP latrine at district headquarters. BOQs for the protection of springs (2 large and 3 medium). BOQs for Ferro Cement Tanks BOQ for construction of Boreholes. 	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Software report on completed projects and several reports on water user committees indicated that at least 50% of WSCs are women and take up major positions.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The only constructed public sanitation facility at the district headquarter had separate stances for men and women and provisions for PWDs including ramp and handling support facilities in the latrine.</p>	<p>3</p>
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