



## Local Government Performance Assessment

Masaka District

(Vote Code: 533)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	72%
Educational Performance Measures	69%
Health Performance Measures	67%
Water Performance Measures	86%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>The Annual Performance Contract of the forthcoming year for Masaka DLG was submitted on Monday, 16 July, 2018 and approved Monday, 16 July, 2018. This is in line with clarification given during training 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"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>The Budget submission for Masaka DLG was made on Wednesday 08 August 2018 and included a Procurement Plan. The submission was approved on Thursday, 09 August, 2018. However, this was beyond the extended date of 01st August.</p>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>Masaka DLG submitted the Annual Performance Report for the previous FY on Monday, 16 July, 2018 and was approved by MoFPED on Monday, 16 July, 2018. This is in line with the LG Budget Preparation Guidelines for coming FY and 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"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Masaka DLG submitted the quarterly budget performance report for all the four quarters of the previous FY as follows:</p> <p>4th Quarter Report was submitted on Thursday, 09 August, 2018 and Approved on Friday, 10 August, 2018. This is beyond July 31st as required by PFMA Act, 2015.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all –LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>Masaka DLG responded to the findings of the Auditor General for the FY 2016/17 in a letter to the Clerk to Parliament ref: CR/252/1 d.d 29th March 2018 signed by the CAO, Mr. Lukwago Athony, (Copies obtained). This was within the deadline of 30th April 2018.</p> <p>The 3 queries that were submitted for follow up were the following: -</p> <p>(1) Encroachment on Lake Birinzi : Issue was reported to the "Lady Justice Bamugereirwe's" Commission that has recommended cancellation of Titles awarded in gazette wetlands</p> <p>(2) Understaffing at Kyanamukaaka HC-IV : Recruitment Plan for FY2017/18 submitted but not yet funded</p> <p>(3) Utilization of medicines and health supplies – Undelivered Altimeter drugs : NMS had been notified on undelivered supplies</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Masaka District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</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"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>Masaka DLG has a fully functioning Physical Planning Committee as per the Minutes of the meeting held and records seen at the District Physical Planner's Office.</p> <p>The following PPC Meetings discussed plan approvals for new investments PPC Meeting held on 5th January 2018;</p> <p>PPC Meeting held on 23rd January 218;</p> <p>PPC Meeting held on 14th March 218;</p> <p>PPC Meeting held on 24th April 218;</p> <p>PPC Meeting held on 03rd May 218; and</p> <p>PPC Meeting held on 12th June 218.</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"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>Masaka DLG has submitted all the above PPC Meeting Minutes to MoLHUD as per the following submissions:</p> <p>a) Letter dated 12th April 2018, Ref. No. CR/103/1, Received by MoLHUD on 12th April 2018 for the 3rd Quarter; and</p> <p>b) Letter dated 14th July 2018, Ref. No. CR/103/1, Received on 14th July 2018 for the 4th Quarter.</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"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Masaka DLG has no Approved Physical Development Plan to guide infrastructure investments in the district.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>Masaka DLG has no Action Area Plan in place due to inadequate funds allocated to the Department of Natural Resources where Physical Planning is housed.</p>	<p>0</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was evidence that the following priority projects contained in the AWP also appear in the Budget Conference Report dated 30th November 2017:</p> <p>Water Projects included:</p> <ul style="list-style-type: none"> <li>a) Construction of 2 No. Lined Pit Latrines at Namirembe landing site and Kalokoso landing sites in Kyanamukaka sub county;</li> <li>b) Drilling of 2 No. deep boreholes (hand pump and motorised) in Kyanamukaka and Buwunga sub counties); and</li> <li>c) Rehabilitation of 25 Deep Boreholes in Kyanamukaka, Kyesiiga, Kabonera, Mukungwe, Bukaakata, Buwunga sub counties).</li> </ul> <p>Education Projects include:</p> <ul style="list-style-type: none"> <li>a) Construction of 8 No. Classroom blocks at Kinyerere, Zzimwe, Kasaka, Ggolooba, Kyamuyimbwa, Kyesiiga, Kalagala and Kiwanyi Primary Schools);</li> <li>b) Construction of 3 No. Teachers' houses; and</li> <li>c) Construction of 15 No. stance lined pit latrines.</li> </ul> <p>Roads Projects included:</p> <ul style="list-style-type: none"> <li>a) Rehabilitation of 16.71 km;</li> <li>b) Periodic maintenance of 42.37 km; and</li> <li>c) Mechanized maintenance of 68.38 km.</li> </ul> <p>Health sector projects included:</p> <ul style="list-style-type: none"> <li>a) Renovation of OPD at Kyanamukaka HC III;</li> <li>b) Renovation of OPD at Mazinga HC II;</li> <li>c) Renovation of OPD at Bugabira HC II; and</li> <li>d) Construction of staff house at Bukeri HC III.</li> </ul>
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>There was evidence that the following capital investments contained in the approved AWP also appear in the approved 5 Year Development Plan (2015/16 – 2019/20):</p> <p>Water Projects included:</p> <ul style="list-style-type: none"> <li>a) Construction of Lined Pit Latrines at Namirembe and Kalokoso landing sites in Kyanamukaka sub county;</li> <li>b) Drilling of 2 No. deep boreholes (hand pump and motorised) in selected sub counties; and</li> <li>c) Rehabilitation of 25 Deep Boreholes in selected sub counties.</li> </ul> <p>Education Projects include:</p> <ul style="list-style-type: none"> <li>a) Construction of 8 No. Classroom blocks at selected Primary Schools;</li> <li>b) Construction of 3 No. Teachers' houses; and</li> <li>c) Construction of 15 No. stance lined pit latrines at selected schools in Mpigi DLG.</li> </ul> <p>Roads Projects included:</p> <ul style="list-style-type: none"> <li>a) Manual Rehabilitation of 16.71 km of district roads;</li> <li>b) Periodic maintenance of 42.37 km of district roads; and</li> <li>c) Routine mechanized maintenance of 68.38 km of district roads.</li> </ul> <p>Health sector projects included:</p> <ul style="list-style-type: none"> <li>a) Renovation of OPD at Kyanamukaka HC III;</li> <li>b) Renovation of OPD at Mazinga HC II;</li> <li>c) Renovation of OPD at Bugabira HC II; and</li> <li>d) Construction of staff house at Bukeri HC III.</li> </ul>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>Project profiles were seen in the 5 Year Development Plan (2015/16 – 2019/20) and were discussed by TPC on 26th July 2018, under Minute No. 06/DTPC/07/2018: Presentation and Discussion of Project Profiles and Dissemination of District Abstract Report for FY 2018/19 as per LG Planning guidelines.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>• Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making-maximum score 1.</li> </ul>	<p>The Annual Statistical Abstract, with gender-disaggregated data was compiled and presented to the TPC on 26th July 2018, under Minute No. 06/DTPC/07/2018: Presentation and Discussion of Project Profiles and Dissemination of District Abstract Report for FY 2018/19 to support budget allocation and decision-making.</p> <p>The Annual Statistical Abstract Report was also submitted to UBoS on 14th August 2018 as per letter dated August 14th 2018, Ref. No. CR/210/12.</p>	<p>1</p>

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• 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

There was evidence that the following Infrastructure projects implemented by Masaka DLG in the previous FY appear both in the AWP and approved budget for Masaka DLG:

Water Projects included:

- a) Construction of 2 No. Lined Pit Latrines at Namirembe and Kalokoso landing sites in Kyanamukaka sub county;
- b) Drilling of 2 No. deep boreholes (hand pump and motorised) in Kyanamukaka and Buwunga sub counties; and
- c) Rehabilitation of 25 Deep Boreholes in Kyanamukaka, Kyesiiga, Kabonera, Mukungwe, Bukaakata, and Buwunga sub counties.

Education Projects include:

- a) Construction of 8 No. Classroom blocks at Kinyerere, Zzimwe, Kasaka, Ggolooba, Kyamuyimbwa, Kyesiiga, Kalagala and Kiwanyi Primary Schools;
- b) Construction of 3 Teachers' houses; and
- c) Construction of 15 No. stance lined pit latrines.

Roads Projects included:

- a) Manual Rehabilitation of 16.71 km of district roads;
- b) Periodic maintenance of 42.37 km of district roads; and
- c) Routine Mechanized maintenance of 68.38 km of district roads.

Health sector projects included:

- a) Renovation of OPD at Kyanamukaka HC III;
- b) Renovation of OPD at Mazinga HC II;
- c) Renovation of OPD at Bugabira HC II; and
- d) Construction of staff house at Bukeri HC III.

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> </ul> <ul style="list-style-type: none"> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>There was evidence in form of Completion Certificates that the investment projects implemented in the previous FY were completed as per work plan for the following projects:</p> <p>Education Sector:</p> <ol style="list-style-type: none"> <li>1. Supply and installation of HDPE Tanks at Nyendo Misaali Primary School and St. Paul Bukinda Primary School by M/s Kamuzinda General Enterprises Limited was completed on 23rd March 2018;</li> <li>2. Construction of 2 No. Classroom block and office at Kinyerere Primary School by M/s Kyamulibwa Carpentry Workshop and Construction was completed on 09th May 2018; and</li> <li>3. Construction of 2 No. 5 Stance Lined Pit Latrines at Bugerere and Nkuke Primary Schools by M/s Kamuzinda General Enterprises was completed on 06th February 2018.</li> </ol> <p>Water and Sanitation Sector:</p> <ol style="list-style-type: none"> <li>1. Supply and installation of HDPE Tanks by M/s Lusango General Traders and Construction was completed on 05th February 2018;</li> <li>2. Construction of 2 No. 5 Stance Lined Pit Latrines at Namirembe landing site and Kalokoso landing sites in Kyanamukaka sub county; and</li> <li>3. Drilling of 2 No. deep boreholes (hand pump and motorised) in Kyanamukaka and Buwunga sub counties.</li> </ol> <p>Masaka DLG is implementing the Presidential Directive on Rehabilitation and upgrading of roads whereby Force Account is employed and no completion certificates were available by the time of assessment.</p> <p>Health sector projects which were budgeted for in FY 2017/18 were not implemented accordingly since Masaka DLG didn't receive PHC Funds for the FY 2017/18.</p>
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<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>There was evidence from the Completion Certificates that not all investment projects implemented in the previous FY were completed within approved budget as follows:</p> <p>Education Projects:</p> <p>a) Construction of 2 Classroom blocks and office at Kinyerere Primary Schools. The budget was UGX 57,001,000 while the actual payment was UGX 56,900,780, thus 99.82%; and</p> <p>b) Construction of 2 No. 5 Stance lined pit latrines at Bugere Primary School and Nkuke Primary School. The budget was UGX 57,000,000 while the actual payment was UGX 37,394,454, thus 65.60%.</p> <p>Health Sector</p> <p>No projects were implemented under the Health Sector since Masaka DLG did not receive PHC Funds.</p>	<p>0</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>There was no evidence that the LG has budgeted and spent at least 80% of the O&amp;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 Masaka DLG.</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>According to the Masaka District customised staff structure, not all HoDs positions were substantively filled. The positions of Chief Finance Officer, District Planner, District Engineer and Natural Resource Officer were not substantively filled at the time of this assessment.</p>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The HoDs that were substantively appointed and those in acting capacity were all appraised by CAO during the previous FY 2017/2018 as per the standard guidelines.</p> <p>Dates of signing performance Agreement 2018/2019 and Annual Performance Reports 2017/2018 were as follows:</p> <p>Senior Finance Officer (Ag. CFO) signed Performance Agreement on 15/07/2018 and Performance Report on 8/08/2018, DHO signed on 6/08/2018 and on 8/08/2018, DEO signed on 15/07/2018 and on 7/08/2018, Deputy CAO signed on 13/08/2018 and on 13/08/2018, Ag Natural Resource Officer signed on 31/07/2018 and on 9/08/2018, District Production and Marketing Officer signed on 9/08/2018 and on 9/08/2018, and Ag District Engineer (Water Officer) signed on 4/07/2018 and on 9/08/2018 respectively.</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>According to CAO's submissions and DSC minute extracts for 2017/2018, all submissions by CAO for staff recruitment 2017/2018 were considered.</p> <p>All CAO's submissions dated 3/08/2017, 4/09/2017, 7/09/2017, 13/09/2017, 5/10/2017, 19/10/2017, 30/10/2017, 2/11/2017, 3/01/2018, 4/01/2018, 19/01/2018, 24/01/2018, 31/01/2018, 9/03/2018, 26/03/2018, 24/04/2018, 9/05/2018 and 8/06/2018 were considered as per DSC Minute extracts of 31/07/2017, 26/09/2017, 24/04/2018, 23/5/2017 and in the DSC 7th meeting.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>All staff submitted for confirmation in FY 2017/2018 were considered as per DSC minute extracts. Clinical Officer, Health Assistant and Parish Chief were considered on 11/09/2017, Medical officer, Fisheries Officers, Assistant Fisheries Officer, Assistant Agricultural Officer, Health Officer, and Education Assistants were considered by DSC on 4/04/2018.</p> <p>Source of information: File for confirmation of staff and individual files with copies of confirmation letters.</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>There were only two Disciplinary cases and they were both considered;</p> <p>CAO's submission to DSC to reprimand the District Community Development Officer was considered as per letter dated 16/06/2017 ref: CR/157/1. She was issued with a warning letter.</p> <p>Also 'Noting of interdiction' of a Porter (after stealing Anti-Rabies Vials) w.e.f 4/07/2017 from CAO dated 4/07/2017 ref: CR/954/1 , was handled as per DSC minute extract of 24/10/2017.</p>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>All staff recruited during FY 2017/2018 accessed payroll within two months;</p> <p>Agriculture Engineer assumed duty on 12/07/2018 and Senior Lands Management Officer assumed duty on 5/07/2018, they both accessed payroll on 28/08/2018.</p> <p>Education Assistants (5) assumed duty on 29/05/2018, 4/06/2018,30/05/2018, 1/06/2018 and 7/06/2018.</p> <p>Office Attendant assumed duty on 4/06/2018, Physical Planner assumed duty on 15/11/2017 (appointed on promotion, was already on payroll), Stenographer Secretary assumed duty on 8/06/2018 and Cold Chain Technician assumed duty on 28/05/2018.</p> <p>All the above appointed staff accessed payroll on June 28, 2018 as per their first payslips.</p> <p>Source of information: personnel files and individual payslips.</p>	<p>3</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>The list printed out indicated 09 pensioners/ retired officers in 2017/2018 as follows:</p> <p>Education Assistants retired on 27/10/2017, 3/01/2018, 12/03/2018, 2/02/2018, 19/01/2018 and 10/06/2018.</p> <p>Head teacher retired on 30/04/2018, Education Officer on 6/10/2017 and Senior Education Assistant on 27/10/2017.</p> <p>Some staff above accessed payroll on 22/06/2018 yet others had not yet accessed payroll at the time of assessment.</p> <p>All the staff that retired during FY 2017/2018 didn't access payroll within two months after retirement as seen above.</p> <p>Source of information: Pensioners' Payment register.</p>	<p>0</p>
<p>Revenue Mobilization</p>			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% -10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs.357,289,762 (including Proceeds for disposal of Fixed Assets Shs.185,177,200) hence net collections were Shs. 172,112,562.</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs.251, 001,797.</p> <p>Increase of Shs.78, 889,235 representing 45 %.</p>	4
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 Shs. 261,956,000.</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 251,001,797.</p> <p>Performance 96%. This budget realization represents 4% which is within the 10% limit.</p>	2
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>Actual Local Revenue collections for FY 2016/17 - Shs.172, 112,562 and</p> <p>Total transfers to the 6 Sub-counties for FY 2017/18 was Shs.28,950,000 as per the sharing statements obtained as evidence that represented 17% of previous years' revenue compared to mandatory 65%.</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"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Total Council allowances for FY2017/18 - Shs.53,550,000 (excluding Fuel allowances of Shs.30,000,000).</p> <p>Total Local Revenue - FY2016/17 Shs. 357,289,762 (including Sale of Fixed Assets Shs.185,177,200) therefore net revenue was Shs. 172,112,562</p> <p>Percentage of Council allowances was 31% which is higher than the prescribed 20%.</p>	<p>0</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>The LG has a substantive Senior procurement officer with appointment letter dated 12/05/2014.; Ref: CR/1561/1; DSC No. 21/4/2014. Masaka district had no procurement officer at the time of this assessment.</p>	<p>0</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>Evidence was from TEC minutes of the meetings held during FY 2017/2018. The minutes were produced and submitted to contracts committee. Examples include:</p> <ol style="list-style-type: none"> <li>1. Technical Evaluation Committee Water department; Masa 533/Wrks/17-18/00016; dated 31/10/2017;</li> <li>2. Supplies; Masa 533/Supls/2017-18/00011; dated 26/10/2017 and</li> <li>3. Education department; Masa 533/Wrks/2017-18/00013(a); dated 26/10/2017.</li> </ol>	<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"> <li>Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. Following are examples:</p> <ol style="list-style-type: none"> <li>Masa 533/Wrks/17-18/00016; dated 6/11/2017;</li> <li>Masa 533/Supls/2017-18/00011; dated 6/11/2017; Minute 05/DCC/11/17-18 (8) and</li> <li>Masa 533/Wrks/2017-18/00013(a); dated 6/11/2017; Minute 05/DCC/11/17-19(9).</li> </ol>	<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"> <li>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</li> </ul>	<p>a) All infrastructure projects in Physical Development Plan 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"> <li>Water sector; Masa 533/Wrks/18-19/00009; Supply and Installation of 10m<sup>3</sup>(HDPE) rain water harvesting tanks; Amount UGX 74,100,000/=; Funding: DWDG;</li> <li>Water sector: Masa 533/Wrks/18-19/00010; Sitting and drilling of 4 boreholes at different locations in Buwunga, Mukungwe, Kabonera and Kyanamukaaka s/counties; Amount UGX 104,000,000/=; Funding: DWDG and</li> <li>Education sector: Masa 533/Wrks/18-19/00041; Construction of 2 classroom with an office and supply of furniture at Gayaza P/school, Kabonera S/county; Amount UGX 80,000,000/=; Funding: SFG.</li> </ol> <p>b) A sample of actual procurements made in 2017/2018 showed that the LG made procurements as per plan (adherence to the procurement plan for FY 2017-18,The procurements were submitted and received by the PPDA on 5/10/2017). For example:</p> <ol style="list-style-type: none"> <li>Water sector; Masa 533/Wrks/17-18/000016; construction of rainwater harvesting tanks;</li> <li>Water sector: Masa 533/Wrks/17-18/00007; Extension of piped water to Kyanamuaaka [Changed from Kyesiiga S/county to Kyamuzinda to Kyanamukaaka T/C] and</li> <li>Education sector: Masa 533/Wrks/17-18/00012; Construction of classroom blocks at Kinyerere P/S.</li> </ol>	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2</li> </ul>	<p>From the updated contracts register of FY 18/19, only 15 (83%) out of 18 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"> <li>• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>Evidence obtained from the procurement file ref. Masa 533/Wrks/17-18/00016 showed that the LG had updated contract register and that all procurements had complete procurement files for FY 2017/2018. A sample of procurement requisitions (LG PP Forms) included:</p> <ol style="list-style-type: none"> <li>1. Masa 533/Supls/17-18/00004: Supply and delivery of school furniture, three seater desks (178); Goods received note serial No. 4113; dated 23/2/2018; Open Bidding;</li> <li>2. Masa 533/WRKS/17-18/00008: Construction of a 4 stance lined pit latrine at Malembo landing site; LPO no: 2644; Invoice no: WRK 30/06/18-R; Selective Bidding;</li> <li>3. Masa 533/WRKS/17-18/00007: Extension of piped water supply from Kamuzinda to Kyanamukaaka T/C; LPO no: 2643; Invoice no: WRK 32/06/18-R; Open bidding;</li> <li>4. Masa 533/Wrks/17-18/00013 (a): Construction of 5 stance pit latrine at Kasaala P/S, Mukungwe S/county; dated 7/2/2018 and</li> <li>5. Masa 533/Wrks/17-18/00012; Construction of classroom blocks at Kinyerere P/S.</li> </ol> <p>All procurement activity files comprised of key elements including LGPP Form 1, 2, and 5, minutes of contracts committee, a newspaper advert, invitation to a bid, fully endorsed records of bid opening and closure, 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"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects):</li> </ul> <p>score 2.</p>	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 3 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"> <li>1. Masa 533/Supls/17-18/00004: Supply and delivery of school furniture three seater desks (178) was estimated at UGX 34,000,000/=; Open Bidding and dated 23/2/2018;</li> <li>2. Masa 533/Wrks/17-18/00008: Construction of a 4 stance lined pit latrine at Malembo landing site was estimated at UGX 30,000,000/=; Selective Bidding and dated 17/4/2018 and</li> <li>3. Masa 533/Wrks/17-18/00007: Extension of piped water supply from Kamuzinda to Kyanamukaaka was estimated at UGX 90,000,000/=; Open bidding and dated 17/4/2018.</li> <li>4. Masa 533/Supls/17-18/00011: Supply of borehole hand pumps and spares was estimated at UGX 30,050,000/=; Selective bidding and dated 6/11/2017.</li> <li>5. Masa 533/Wrks/17-18/00013 (a): Construction of 5-stance lined pit latrine at Kassala and Kaseeta P/Schools was estimated at UGX 37,850,860/=; Selective bidding and dated 26/10/2017.</li> </ol>	
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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"> <li>Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates</li> </ul> <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 district engineer and addressed to the CAO; endorsed by the district engineer and /or the head of user department, and approved by the CAO. For example:</p> <ol style="list-style-type: none"> <li>Certificate of works for civil works; Masa 533/Wrks/17-18/00013 (a); Ministry of Education and Sports; SFG F/Y 2017/2018; Construction of 5 stance pit latrine at Kasaala P/S, Mukungwe S/county; dated 7/2/2018; validated on 6/2/2018, endorsed by Engineering assistant, CAO and Education Officer and</li> <li>Technical Inspection Report Certificate; Masa 533/Wrks/17-18/00004; Supply and delivery of school furniture; teachers' tables (2), Chairs (2) and three seater desks; dated 22-23/2/2018. Inspected and approved on 28/3/2018.</li> </ol>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>No site boards were installed at the time of this assessment. The bidding process was underway, no projects had commenced.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>The Treasury Single Account (TSA) had been reconciled for FY 2017/18 and up-to 31st Jul-2018 for the current FY.</p> <p>An unreconciled receipt of Shs.229,465,386 in Aug-2018 was a Release not yet uploaded by MoFPED. Reconciled payments of Shs.49,943,546 appeared unreconciled in the GL-Reconciliation summary report. The LG was following up with the IFMS helpdesk.</p> <p>The General Fund Account was also reconciled for the FY 2017/18. Unreconciled differences in Aug-2018 of Shs. 18,304,665 reflected unreconciled revenues since revenue estimates for the current FY had not yet been loaded by MoFPED.</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"> <li>• If the LG makes timely payment of suppliers during the previous FY</li> <li>– no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>LG effected payment to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>1 . Supply of Tyres for M/V UG 3202R Mitsubishi – Approved by CAO on 10-Nov-2017, LPO d.d. 29-Nov-2017; Paid on 05-Dec-2018, EFT 15958970 of Shs. 2,553,600 i.f.o Gerald Lubega Garage</p> <p>2 . Printing of Revenue Stationary – Approved by CAO on 12-Dec-2018; LPO d.d. 03-Jan-2018; Paid on 11-Jan-2018 EFT 16311394 of Shs. 2,372,832 i.f.o Gombwa Agencies</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Mr. Senkindu William was appointed as the substantive Principal Internal Auditor as per minute DSCPR/Min.41/January/2018 (1) of appointment letter Ref. CR/156/1 dated 3rd April 2018.</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"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>4 quarterly Internal Audit reports were produced and submitted to the CAO on the following dates:</p> <p>1st Quarter on 30th Oct 2017 : 9 queries and all responded to;</p> <p>2nd Quarter on 29th Jan 2018 : 13 queries and all responded to;</p> <p>3rd Quarter on 16th May 2018 :13 queries and all responded to;</p> <p>4th Quarter on 20th Jul 2018 : 17 Queries – Not response yet.</p> <p>There was lack of consistency in submission of IA reports e.g. while the LG Act prescribes that they should be addressed to the Council through the Speaker, the recent LG audit guidelines were silent on the matter.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Only 2 out of the 4 quarterly reports had been submitted to LG PAC hence no evidence on the implementation status all ALL of Internal audit findings for the financial year.</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"> <li>• Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>1st Quarter report - LG PAC had met to discuss report on 14th – 15th March 2018 as evidenced by the attendance register. However copies of minutes were not available from Clerk to Council.</p> <p>2nd Quarter report – LGPAC met on 18th May 2018 as evidenced by minutes signed on the 8th August 2018;</p> <p>3rd Quarter report – LG PAC meeting was scheduled for 11th Sep 2018 hence not yet discussed;</p> <p>4th Quarter - LG had not yet provided responses.</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"> <li>Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>The LG maintained a manual Fixed Asset Register in the format prescribed in the accounting manual for all the types of assets that included Land, Vehicles, Fixtures and Furniture (Sample registers were obtained).</p> <p>It was recommended that an electronic format should be maintained.</p>	4
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>Unqualified audit opinion: score 4</li> <li>Qualified: score 2</li> <li>Adverse/disclaimer: score 0</li> </ul>	<p>Masaka District Local Government had an unqualified audit opinion as per Auditor General's Report for FY 2017/2018.</p>	4
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>There was evidence that Masaka DLG met and discussed service delivery related issues during the following council meetings:</p> <p>a) Meeting dated 17th August 2017 under Minute No. 57/MSKDLC/August/2017/18: Presentation and Discussion of Standing Committee Reports;</p> <p>b) Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation and Discussion of Sectoral Committee Reports for 2nd and 3rd Quarter and service delivery; and</p> <p>c) Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation, Discussion and Approval of Sectoral Budget Estimates for the FY 2018/19 and service delivery.</p>	2



<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>There was evidence in form of a letter from CAO Masaka DLG dated 07th Sept 2017, Ref. No. CR/156/1 that designated the Acting District Planner Mr. Lukyamuzi Sunday Vincent to coordinate responses to feed-back (grievance /complaints) and respond to feedback 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"> <li>The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The Grievance Handling System is in place and includes the following channels:</p> <p>a) Masaka DLG website: <a href="http://www.masaka.go.ug">www.masaka.go.ug</a>, and e-mail: <a href="mailto:cao@masaka.go.ug">cao@masaka.go.ug</a> where complaints are received;</p> <p>b) During Barazas the public is allowed to ask questions which are responded to on spot;</p> <p>c) During Radio programmes arranged by Masaka DLG on CBS Radio 88.8 FM every second Thursday of the Month; and</p> <p>d) Responses are pinned up on sub county headquarters and Community Halls Notice Boards for all to see.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>There was evidence that Masaka DLG Payroll Register and Pensioner Schedules dated August 2018 were displayed on Masaka District Local Government Public Notice Board.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>There was evidence that Masaka DLG Procurement Plan and awarded contracts together with the award amounts dated August 2018, were published and pinned on the Procurement Notice Board for Masaka DLG. Detailed information was also available in Masaka District Local Government Procurement File .</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>There was evidence that Masaka DLG performance Assessment results and implications for the previous FY were pinned on Masaka DLG Notice Board indicating the scores in each area and justification for the score. They were also available on the district website: <a href="http://www.masaka.go.ug">www.masaka.go.ug</a>.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>There was evidence that Masaka DLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during the following meetings and communications:</p> <p>a) Letter addressed to All Senior Assistant Secretaries (SAS) dated 28th March 2018, Ref. No. CR/210/12 communicating Indicative Planning Figures for FY 2018/19;</p> <p>b) During the Budget Conference Indicative Planning Figures for 2016/17 were disseminated to LLG. These formed the Budget Framework Paper for 2017/18; and</p> <p>c) The Budget Conference Report for Masaka DLG for 2017/18.</p>	<p>1</p>

The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens

Maximum 2 points on this performance measure

- Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feedback on status of activity implementation: score 1.

There was evidence that the following discussions and meetings were held by Masaka DLG where the public was allowed to ask questions and leaders provided feedback on the progress of government programmes:

a) Baraza was held on 20th June 2018 at Kyamuyimbwa, Kabonera Sub County as evidenced by the letter from Kabonera Sub County to the CAO Masaka DLG dated 22nd June 2018 submitting the Baraza Report for Production and Marketing;

b) Office of the Prime minister in partnership with the office of the Resident District Commissioner Masaka District organised a Baraza to ensure transparency and accountability to the communities. The function was organised on 22/6/18 at Kyamuyimbwa P/S in Kabonera Sub County under the theme " Realising results through good service delivery";

c) First Quarter Report on PAF Monitoring to CAO Masaka DLG dated 06th October 2017, Ref. No. PU/103/2;

d) Second Quarter Report on PAF Monitoring Meeting held at Buwunga Sub County HQ dated 04th January 2018, Ref. No. PU/103/2;

e) Third Quarter Report on PAF Monitoring Meeting dated 15th February 2018, Ref. No. PU/103/2;

f) Fourth Quarter Report on PAF Monitoring Meeting held at Kyamuyimbwa Primary School, Kaboner Sub County dated 26th June 2018, Ref. No. PU/103/2;

g) Radio Programme on CBS Radio 88.8 CBS FM that is aired every second Thursday of the month. Heads of Departments, CAO and RDC attend to update Masaka DLG residents on the progress made, challenges faced in completing Government Programmes and answer questions from listeners; and

h) Radio Talk Show Programmes to sensitize the public on Government Programmes aired on Buddu FM on 15th March 2018 concerning Natural Resources/Forestry; on 17th March 2018 discussing Natural Resources/Lands; and on 22nd March 2018 discussing Natural Resources/Environment.

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"> <li>• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from the minutes of the TPC meeting held on 11/10/017 in the water boardroom where HODs and S/county staff were mentored on gender mainstreaming; Min. 04/DTPC/10/2017. Notes on guidance, gender survey tool and data collection tool on gender based violence were distributed to sector departments, sub-counties and communities. Eleven members of the Technical Planning Committee signed the receipt of tools and guide on 11-12/10/2017.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</li> </ul>	<p>From the LG Work Plan FY 2018/19 dated 16/7/2018; Output 108114 covered representation of women's councils and proposed funding of 26 women groups. The funding support was aimed to training women in proposal development and project management.</p> <p>According to the approved Work Plans for 2017/18, performance B13, the Quarterly report output 198107 shows that 100% of the planned gender mainstreaming activities were 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"> <li>Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>Evidence was from a sample of 5 screening reports. The mitigation measures were identified through screening processes. For example:</p> <ol style="list-style-type: none"> <li>Sinking boreholes at Kamwonzi, Kyentale, Kitunga; endorsed by CAO on 25/9/2017;</li> <li>Construction of 5 stance lined VIP latrine at Kasaala P/S in Katwadde Parish, Mukungwe S/county; endorsed by CAO on 25/9/2017;</li> <li>Construction of toilet in Marembo-Kyesiiga S/county: ESMP for water project, F/Y 2017/18; endorsed by CAO on 20/3/18;</li> <li>Construction of installation of 10 rainwater harvesting tanks at 10 locations; endorsed by CAO on 25/9/2017 and</li> <li>Construction of five stance latrine at Nkuke P/S in Kanywa Parish, Buwunga S/county; endorsed by CAO on 25/9/2017.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>No evidence to prove that the LG integrates environmental and social management and health and safety plans in the contract bid.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>Evidence that the LG had proof of ownership of land where all projects were implemented was obtained from the following sample of acceptance and agreement letters:</p> <ol style="list-style-type: none"> <li>On 8/2/2017 an agreement was signed by Kagolo Benedict of Kabanda LC 1, Kyesiiga S/C to offer land for construction of borehole, stamped by Chairperson Kabanda LC1;</li> <li>On 11/1/2016 an agreement was signed by Kasumba Ali of Kasana village to offer land for borehole construction. Signed and stamped by Chairperson Kasana LC 1;</li> <li>Undated. Acceptance to offer land for borehole construction by Bwanika Bashiru, Tel: 0751 007564;</li> <li>On 27/3/2017 an agreement was signed by Ssembatya of Nabulago LC1 to offer land for construction of borehole. The agreement was stamped by Chairperson, Nabulago LC 1 and</li> <li>On 9/11/2016 an agreement was signed by Nalongo Margret of Mitemula LC1 to offer land for construction of borehole. The agreement was stamped by Chairperson, Mitemula LC 1.</li> </ol>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>No evidence of completed ESM certification Forms at the time of this assessment, partly because of the insufficient fund allocation to Environmental Office to carry out monitoring.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>No evidence of prior environmental and social clearance of payments certificated was seen at the time of this assessment.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>No monitoring reports were seen at the time of this assessment, and therefore no monthly reporting</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</li> </ul>	<p>The LG Education Department budgeted for a Head teacher and a minimum of 7 teachers per school for FY 2018/19 to the tune of Ug Shs 5,120,542,386/= for the 738 teachers as per Performance Contract CR/156/2 of 15/07/2018.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>A copy of the school list and the staff list seen at the DEOs office, affirmed that the LG deployed a Head Teacher and a minimum of 7 teachers per school for the current FY 2018/19 in all the 78 schools. This meant 78 head teachers (56 substantive; 22 acting) being part of the 738 teachers deployed to the 78 schools in the district.</p> <p>In sampled schools e.g. Nyendo Misaali P. S. there was a Head teacher and 13 teachers for the 762 pupils; at St Gregory Butende P. S. a head teacher was deployed and 12 teachers for the 748 pupils in the school.</p> <p>Source of information:</p> <p>The payroll Vote 533 Masaka District for FY 2017/18 generated in July 2017 showing the schools and subsequent staffing in them indicating a head teacher and a minimum of 7 teachers for each school..</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"> <li>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> <li>o If 100%: score 6</li> <li>o If 80 - 99%: score 3</li> <li>o If below 80%: score 0</li> </ul> </li> </ul>	<p>The approved district teaching staff structure is currently 764 teachers. However the wage bill covers 738 teachers; a representative 96.5% of the staffing level.</p> <p>Evidence was derived from staff lists and Wage Estimates by Work Plan and Cost Center generated by 07.07.2018 on Vote 553 Masaka District FY 2018/19.</p> <p><i>N.B. There is a need to open the budget ceiling to accommodate an existing gap of 26 Grade III teachers who are needed to perfect the teaching staff requirements for the district.</i></p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The District Staff Structure for School Inspectors is 2 and one of whom is the Senior Inspector of Schools/District Inspector of Schools (the SIS/DIS). The SIS is substantively appointed. Evidence was the appraisal documents for the Senior Inspector of Schools seen at the DEO's office of 26/06/2018. The appraisal documents indicated the SIS was appointed on 06/07/2018.</p> <p>The vacancy for an IS was declared by the DEO to the CAO in the submission Ref Edu/156/4 of 10/10/2017. The CAO forwarded a recruitment request for an Inspector of Schools in a submission to the PS/MoPS in the Recruitment Plan for FY 2018/19 for the District Staff Recruitment of 25/01/2018 Ref CR/160/1. The inspector is within the wage bill provision.</p>	<p>0</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• Primary Teachers: score 2</li> </ul>	<p>A request for recruitment of 3 teachers was submitted to the CAO on 22/03/2018 for a replacement of 3 deceased teachers to fill the gaps in staffing within the department/schools..</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>• School Inspectors: score 2</li> </ul>	<p>The Inspector of schools in the Department was promoted to Senior Inspector of schools. This left a gap for an additional Inspector of Schools in the Department Customized Structure and within the wage bill. A request by the CAO to the PS/MPS for District Staff in the Recruitment Plan for FY 2018/19 of 25/04/2018 included an Inspector of Schools among the 6 staff members required by the 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"> <li>• 100% school inspectors: score 3</li> </ul>	<p>There was evidence that the senior inspector of schools appointed on 6/7/2015 ref: CR/D/14563, was appraised on 4/07/2018. The dully signed appraisal forms were available in his personnel file.</p>	<p>3</p>

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>There are six sub counties in the District. A sample of five head teachers from each sub county, picking the first five appraisal forms in the files showed that out of the 30 head teachers selected, only 15 were appraised.</p> <p>This gives 50% of head teachers appraised.</p> <p>NB: All performance Appraisal reports for Head teachers from Bukakkata Sub County were not available at the time of this assessment.</p> <p>Source of information: Files from the sub county chiefs containing all the appraisal forms for their Head teachers.</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"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>Communication of guidelines, policies and circulars issued at national level in the previous financial year was partially done. Some information was noted in minutes/reports of meetings with parents in some of the sampled schools where reference was made on issues of parent's involvement in school feeding and adherence to schools calendar. Otherwise the circular on MDD activities was not circulated.</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"> <li>• Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>Claim of dissemination of information on guidelines, policies and circulars issued by national level, including School Feeding and Schools Calendar and the subsequent discussions of them by the DEO/ his staff with head teachers at the beginning of term meetings for the three terms in the year was not confirmed as there was no clear evidence of the meetings and no minutes seen as proof.</p>	<p>0</p>
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>Inspections in Government Schools was done 3 times a year or a visit per term i.e.100% for the 78 government schools for the three terms. 80 of the more than 200 Private Schools were paid flying visits within the same period. The representative inspections done 100% for public schools and the 80% for private schools, give an average reoresentation of 90%.</p> <p>Evidence was from:</p> <ul style="list-style-type: none"> <li>- Inspection reports at the sampled schools.</li> <li>- Records of visits from the school visitor's books.</li> <li>- Inspection summaries from copies of Inspection Reports submitted to DES and notes of acknowledgement of receipt of reports from DES.</li> </ul> <p>N.B. Government schools are inspected at least once every term and the private schools are inspected once every other term.</p>	<p>10</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Evidence from reports of beginning of term meetings between schools and DEO's staff do refer to findings from inspections that schools have to attend to, to improve performance and/or adhere to accepted guidelines and procedures e.g, the school feeding issue.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>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</li> </ul>	<p>Inspection reports for 98 schools for Quarter I, II, and III were seen and had been submitted to DES.</p> <p>4th Quarter 2017/2018 report was submitted to CAO on communication Ref: EDU 305/2 of 24/11/2017 and received in office of the CAO on 24.11.2017. It was dispatched to DES on Ref; CR 209/2 on same day.</p> <p>Another report for Qtr 3 was submitted on 28/06/2018; the report for Qtr 4 was dispatched to DES on 30/07/2018.</p> <p>DES provided acknowledgement notes signed by DES staff and stamped at DES Headquarters however the report for Qtr 1 2018 was not seen..</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"> <li>Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>Inspection reports from schools do show follow ups as evidenced in some sampled schools e.g at a meeting called by the DEO on 30/09/2017 a discussion was held with 4 staff members in the DEO's office and 9 Head teachers from poorly performing schools as reported from the inspections held earlier. Minutes clearly indicate the issues raised, individual head teacher's discussions and the proposed way forward. Such reviews are done after all inspections are done every quarter.</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"> <li>Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> <li>List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul> </li> </ul>	<p>The list of government schools on EMIS are consistent with what the LG submitted to PBS. The MoES List though, has 84 additional private schools that are not on the LG PBS list.</p>	5
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The enrollment data the LG has is 29,314; EMIS on the other hand has 57,601 for the LG. The LG information therefore is inaccurate and inconsistent with EMIS.</p> <p>Checking on the sampled schools, indicated varying figures as well.</p> <p>Kyalusowe P. S. had 225 pupils and 253 on EMIS.</p> <p>Nyendo Misaali P. S. has 762 pupils but was not seen on EMIS.</p>	0
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that the Gender and Social Services Standing Committee responsible for Education met and discussed service delivery, inspection, performance assessment results and progress made during the following meetings:</p> <p>a) Meeting held on 31st January 2018 in the Lukiiiko Boardroom under Minute No. 04/Soc-Serv-Com/2018/01: Presentation of Sector Budgets and Work Plans for Community Development, Education and Health Sectors; and</p> <p>b) Meeting held on 16th April 2018 in the Water Boardroom under Minute No. 04/Soc-Serv-Com/2018/02: Presentation and Discussion of Annual Work Plans for FY 2018/19 for Community Development, Education and Health Sectors.</p>	2

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the Gender and Social Services Standing Committee responsible for Education Sector, presented issues that required Masaka District Council’s approval during the following meetings:</p> <p>a) Meeting held on 28th April 2018, under Minute No. 27/MSKDLC/April/2017/2018: Discussion and Approval of District Budget Estimates for FY 2018/19;</p> <p>b) Minute Extracts for Council sitting scheduled for 28th April 2018 dated 10th May 2018, Ref. No. COU/103;</p> <p>c) Minutes for District Council Meeting on 17th August 2017, under Minute No. 57/MSKDLC/August/2017/18: Presentation and Discussion of Standing Committee Reports, Sub Section 57.2: Gender and Social Services Sector Reports;</p> <p>d) Minutes of District Council Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation and Discussion of Sectoral Committee Reports for 2nd and 3rd Quarter and service delivery; and</p> <p>e) Minutes of District Council Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation, Discussion and Approval of Sectoral Budget Estimates for the FY 2018/19 and service delivery, Sub section 27.2: Gender and Social Services Sector Budget Estimates.</p>	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (estab- lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence that all 78 Government Primary Schools in the District had well established and functional SMCs. SMCs meetings were held once every term where deliberations on school budgets and other resource issues were made.</p> <p>Reports were submitted to DEO every term and evidence seen from minutes filed in DEOs office and minutes of SMC meetings held at Butende P.S., Nyendo-Misaali P. S. and St Maria Goreth Mpugwe P.S.</p>	<p>5</p>

<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all schools receiving non-wage recurrent grants</li> </ul> <p>e.g. through posting on public notice boards: score 3</p>	<p>Lists of all schools receiving non-wage recurrent grants were clearly displayed on the notice board at the entry to the DEOs Office.</p> <p>Information was verified by similar display in the sampled schools head teacher’s offices. Evidence was seen on handwritten copies of manila papers on walls of the head teacher’s offices. St Maria Goreth Mpugwe P.S., Butende P. S., Kyalusowe P.S.</p>	<p>3</p>
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Procurement and contract management

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>The Procurement Plan for FY 2018/19 originated by the DEO on 17/04/2018 was submitted to CAO on 17/04/2018 and received in PDU on 04/05/2018 (stamped and dated by PDU) beyond the recommended date of 30th April 2018.</p>	<p>4</p>
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Financial management and reporting



<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</li> </ul>	<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 timely. Details are as below:-</p> <p>(1) Construction of 2 Five-Stance lined Pit latrine at Bugere P/S and Nkuke P/S – Approved by the DEO on 19-Feb-2018, LPO d.d. 23-Feb-2018, Paid on 27-Feb-2018 vide EFT 16930553 Shs. 28,195,582 i.f.o Kamuzinda General Enterprises</p> <p>(2) Construction of 2-Classroom block and Office at Kinyerere P/S – Approved by DEO on 9-May-2018, LPO d.d. 9-May-2018, Paid on 10-May-2018 vide EFT 17674177 Shs.30,515,520 i.f.o Kyamulibwa Carpentry Workshop &amp; Construction</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>There was 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 to the District Planner was received on 26th July 2018 while the 3rd Quarter Report was received by the District Planner on 19th April 2018. Second Quarter Report received on 12th January 218 while the First Quarter Report was received on 16th October 2017. However, this is beyond the required date of submission – 15th July for consolidation.</p>	<p>0</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"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query</li> <li>score 4</li> <li>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</li> <li>o If all queries are not responded to score 0</li> </ul>	<p>There were no Management letters issued by the Internal Audit to the Education sector during the FY 2017/18. Only specific issues were raised to selected secondary schools (Service Delivery Units) and these were responded to accordingly.</p>	<p>4</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"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>The LG District Education Office in consultation with the Gender Focal Person designed a plan for dissemination of guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills etc The plan was designed on 10/07/2017. It was jointly signed by an Education Officer and a DCDO Gender on 11/07/2017.</p> <p>There however was no evidence of any information dissemination.</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"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>A document on 'Gender Mainstreaming in the Education Sector' designed by Lutaaya Joseph EO from the Education Department and Lillian Musisi from DCDO /Gender Focal Person on 10th July 2018 clearly set out guidelines of dissemination of information on sanitation for girls and PWDs in schools.</p> <p>In the sampled schools evidence was seen of washrooms for girls attached to toilets and ramps to toilets and classrooms for challenged learners. There were also iron handles on walls for support to the PWDs in toilets.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>The attendance records and membership lists found in the SMCs minutes checked in DEOs office and those in sampled schools indicated adherence to gender composition in a majority of the schools. At least 3 of the twelve members were female in most SMCs.</p> <p>In the sampled schools evidence on adherence to gender composition was seen at Butende P. S. with the representation of Mrs Cissy N. Bbuuka, Nambooze Clare and Kkombe Sylvia on the Foundation Body membership. Two of these members do meet the gender composition within the Foundation Body of the SMC for the school.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was evidence that the LG Education Department in collaboration with the LVEMP had passed on information on environmental management and in schools there was evidence of tree planting, waste management, and environment education etc. St Gregory Butende P. S. had clear evidence of environmental management.</p>	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There was no evidence of any infrastructure projects screening prior to approval for construction using the check list for screening projects in the budget guidelines and no mitigation actions were included for identified risks</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1</li> </ul>	<p>There was no evidence of environment officer's visits to the sites and no reports justifying checks on compliance to 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"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>The LG had an approved structure of 290 health workers. The current wage bills supported 197 workers making staffing level of 68%.</p> <p>Also, a copy of Masaka District Health Recruitment plan FY 2017/2018 dated 5th January 2018 from CAO to PS MOH with positions of ADHO –Environmental Health, Senior Medical Officer, Nurses and Mid Wives was availed at DHOs office.</p> <p>During the FY 2017/2018, only two positions on this recruitment plan were filled up due to low wage bill.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>There was no recruitment plan submitted by the DHO to HRM/CAO for this current FY 2018/19 due to 100% utilisation of the wage bill.</p> <p>However, a copy of Recruitment plan FY 2017/2018, dated 5th January 2018 from CAO to PS MOH with positions of ADHO –Environmental Health, Senior Medical Officer, Nurses and Mid Wives was seen at DHOs office and during the FY 2017/2018, only two positions on this recruitment plan were filled up due to low wage bill.</p>	0

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>All the 16 (100%) Health In-charges were appraised in FY 2017/2018 as follows;</p> <p>In-charge for Bukeeri H/CIII appraised on 2/08/2018, Buyaga H/CII on 25/07/2018, Makonzi H/CII on 27/08/2018 and Bukoto H/CIII on 26/07/2018.</p> <p>In-charge for Mazinga H/CII was appraised on 27/07/2018, Kitunga H/CII on 27th /07/2018, Bukakata H/CIII on 30/06/2018 and Kiyumba H/CIV on 7/08/2018.</p> <p>In-charge for Kamulegu H/CIII was appraised on 9/08/2018, Kyanamukaaka H/CIV on 23/07/2018, Mpugwe H/CIII on 7/08/2018, Kamwozi H/C on 8/08/2018, Buwunga H/C on 8/08/2018, Bugabira H/C on 30/07/2018, Zzimwe H/C on 2/08/2018 and Kyamuyimbwa H/C on 7/07/2018.</p> <p>Source of information: personnel files.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>Health workers updated staff list on deployment availed at DHOs office was consistent with the list in PBS for FY 2018/2019.</p> <p>Also, updated staff lists seen at sampled health facilities ( Bugabira HC II, Mpugwe HC III were consistent with the PBS list despite a few transfers of some workers to other facilities 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"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>All Copies of prioritised MOH policies, circulars and guidelines for the FY 2017/18 (Policy strategies for improving Health Services delivery 2016-2021, MoH Guidelines for Local Government Planning Process for Health Sector supplement and Guidelines for Ministry of Health Sector grant and Budget guidelines to Local Government) were NOT seen anywhere including the DHOs office. However, other non prioritised policies and circulars like Implementation of FY 2018/19 Procurement plans and cycles dated 11/6/2018 ADM .100/244/23 from PS MOH to all DHOs was availed at DHOs office and was circulated to all In-charges as evidenced by the distribution list and the meeting minutes dated 28/6/2018 under min.5.05.</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"> <li>Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>There were no minutes for the dissemination of the prioritised policies/ circulars/ guidelines availed at the DHOs office however, other meeting minutes dated 28/6/2018 under min.5.05 for a circular of Implementation of FY 2018/19 Procurement plans and cycles ref. ADM .100/244/23 from PS MOH to all DHOs was seen at DHOs office where all in-charges were invited for this dissemination meeting.</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 integrated support supervision reports seen at DHOs office, Quarter 1 dated 25th October 2017, Quarter 2 dated 12th January 2018, Quarter 3 dated 12th April 2018, and Quarter 4 dated 29th June 2018, showed that Kitovu Hospital Private Not For Profit (PNFP), Kyanamukaka HC IV and Kiyumba HC IVs were all supervised on quarterly basis as recommended. Masaka DLG has two Health Centre IVs and no government Hospital.</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>Copies of quarterly support supervisions; Quarter 1 dated 25th October 2017, Quarter 2 dated 12th January 2018, Quarter 3 dated 12th April 2018, and Quarter 4 dated 29th June 2018 seen at DHOs office for both Bukoto East Health Sub District and Bukoto Central Health Sub District showed that only 20 health facilities out of 21 Health facilities were supervised making 95% coverage on Support supervision.</p>	<p>2</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>Copies of quarterly Support supervision reports seen at DHOs office; Quarter 1 dated 11th August 2017, Quarter 2 not dated, Quarter 3 dated 23rd March 2018, and Quarter 4 dated 16th June 2018 for both District Health Team showed that all reports were discussed and came out with various recommendations and action points by the supervising teams.</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"> <li>• Evidence that the recommendations are followed</li> <li>– up and specific activities undertaken for correction: score 6</li> </ul>	<p>Quarter 1 supervision report dated 11th August 2017 for Bukoto East Health Sub District among others recommended that the ceiling for Kiyumba Health Centre IV Maternity Ward which had cracked be repaired. A follow -up was made and raised during Social services sector meeting dated April 26th 2018 where plans and a budget for its repair was secured and plans were under way to have it repaired.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>A copy of the list of Health facilities at the DHOs office that were consistently submitting HMIS to the DHO/MOH were the same as those on the list of health facilities in the PBS for FY 2017/18. However, additional health facilities were submitting to HMIS but not receiving PHC funds. These also included some Private For Profit (PFP) and Private Not For Profit (PNFP) facilities.</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that the Gender and Social Services Standing Committee responsible for Health, Education and Community Development, met and discussed service delivery, inspection, performance assessment results and progress made during the following meetings:</p> <p>a) Meeting held on 31st January 2018 in the Lukiiiko Boardroom under Minute No. 04/Soc-Serv-Com/2018/01: Presentation of Sector Budgets and Work Plans for Community Development, Education and Health Sectors; and</p> <p>b) Meeting held on 16th April 2018 in the Water Boardroom, under Minute No. 04/Soc-Serv-Com/2018/02: Presentation and Discussion of Annual Work Plans for FY 2018/19, for Community Development, Education and Health Sectors.</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the health sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>There was evidence that the Gender and Social Services Sectoral Committee that includes Health, Education and Community Development, presented issues that required District Council's approval during the following meetings:</p> <p>a) Meeting held on 28th April 2018, Minute No. 27/MSK DLC/April/2017/2018: Discussion and Approval of District Budget Estimates for FY 2018/19;</p> <p>b) Submission of Minute Extracts for Council sitting on 28th April 2018 dated 10th May 2018, Ref. No. COU/103;</p> <p>c) Minutes for District Council Meeting on 17th August 2017, Minute No. 57/MSK DLC/August/2017/18 was the Presentation and Discussion of Standing Committee Reports. Sub Section 57.2 discussed Gender and Social Services Sector Reports including Health Sector;</p> <p>d) Minutes of District Council Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation and Discussion of Sectoral Committee Reports for 2nd and 3rd Quarter and service delivery; and</p> <p>e) Minutes of District Council Meeting dated 26th April 2018 under Minute No. 28 MSKDLC/April/2017/2018: Presentation, Discussion and Approval of Sectoral Budget Estimates for the FY 2018/19 and service delivery, Sub section 27.2: Gender and Social Services Sector Budget Estimates including Health Sector.</p>	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>Copies of HUMC meeting minutes were availed in all the selected health facilities making 68.7% functional HUMC (Bugabira HC II dated; 30th September 2017, 21st December 2017, 16th March 2018 (75%), Mpugwe HC III dated 30th September 2017, 6th January 2018,7th May 2018 (75%) , St. Benedect Butende HC III dated 29th November 2017, 14th March 2018 (50%), Kako HC III dated 7th November 2017, 5th February 2018, 8th May 2018 (75%). This was an evidence that all the facilities had established HUMC boards. All facilities also were not holding regular meetings on quarterly basis as indicated by the meeting minutes that were seen in the sampled health facilities. These meetings among others items were also discussing PHC funds utilisation. Thus the mandatory quarterly meetings held were (75%+75%+50%+75%) divided by 4 making 68.7%.</p>	<p>0</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>A copy of PHC release distribution for health facilities for quarter one FY 2018/2019 was displayed at DHOs notice board.</p> <p>Also all the sampled health facilities had their PHC releases for Quarter 1 FY 2018/2019 displayed at their notice boards.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>A copy of Procurement and Disposal work plan submitted by Dr. Musisi on April 4th 2018 to CAO and received and stamped by Masaka District Local Government Central Registry on 6th April 2018 with different projects including renovation of Kiyumba HCIV Maternity, renovation of OPD at Kitunga HC II among others, was seen at the DHOs office</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>A copy of a procurement request dated 1st June 2018 generated by Dr Musisi (DHO) and received by PDU and signed by the CAO on 1st June 2018 for the renovation of Bukoto HC III Maternity was seen at the DHOs office.</p>	<p>2</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>1 contract and payment request sampled indicated that the DHO had certified and recommended suppliers before payment within less than 2 months delay. Details are as below:-</p> <p>(1) Construction of a Maternity Ward at Bukakata HC-III, 8 Staff Houses and 3-Stance lined pit latrine at Masaka HC-IV – Approved by the DHO on 12-Jun-2018, LPO d.d. 14-Jun-2018, paid on 20-Jun-2018 vide EFT 18320272 Shs.18,954,833 i.f.o. P&amp;D Traders and Constructors.</p> <p>There were limited development contracts awarded during the FY 2017/18.</p>	<p>4</p>
<p>Financial management and reporting</p>			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>There was evidence that the 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 to the District Planner was received on 19th July 2018 while the 3rd Quarter Report was received by the District Planner on 24th April 2018. Second Quarter Report received on 12th January 2018 while the First Quarter Report was received on 16th October 2017. This is beyond the required date of submission – 15th July for consolidation.</p>	<p>0</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul>	<p>There were no queries raised or Management letters issued by the Internal Audit to the Health sector during the FY 2017/18, hence no evidence that the sector had responded to any findings.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2</li> </ul>	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during their HUMC meetings met the gender composition as they showed both females and males members at an average of 50% females and 50% males. Selected Facilities and their composition included; Bugabula HC II one female and four men, St. Benedict Butende HC III five females and four males, Mpugwe HC III six females and six males, Kako HC III four females and six males making an average of 50%.</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>All sampled health facilities had no guidelines on sanitation management for facilities. However, they had separated pit latrines for both men and women.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>There were no reports availed on project screening for the infrastructure projects.</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2</li> </ul>	<p>There were no reports available that the District Environment officer or District Community Development officer had visited and monitored the infrastructure 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"> <li>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.</li> </ul>	<p>Medical waste segregation charts and colour coded bins for the medical waste collection were seen in all the sampled health facilities</p> <p>Also all selected facilities had medical waste disposal systems in place like rubbish pits and placenta pits.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>Masaka has 6 rural sub counties. The 2017 water atlas showed Masaka district with average safe water access at 70% while Sub Counties were as follows; Bukakata, Buwunga and Kabonera had 95%, Kyanamukaka-69%, Kyesiga-43% and Mukungwe-65%. Therefore, the sub counties of Kyanamukaka, Kyesiga and Mukungwe had average access below the district average.</p> <p>The revised 2018 AWP budget request dated 30/07/18 Ref. CR/107/1 indicated that the district targeted the sub counties with safe water access below district average as follows.</p> <ol style="list-style-type: none"> <li>1. Out of 4 planned deep boreholes, 2 are allocated to Kyanamukaka and Mukungwe sub counties with one each (50%).</li> <li>2. 12 rainwater harvesting facilities planned, 3 are in Kyanamukaka, 2 in Kyesiga and 3 in Mukungwe, making a total of 8 (64%).</li> <li>3. The only planned piped water extension will be implemented in Kyanamukaka SC (100%).</li> <li>4. Out of 20 planned deep Borehole rehabilitation, 4 are in Kyanamukaka and Kyesiga with two a piece, while Mukungwe has 5 making a total of 9 (45%).</li> </ol> <p>In terms of budget allocation, the department allocated combined total of UgX 271,.86,000 of the total developmet budget of UgX. 414,804,094= which was 65.6%.</p>	4



<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.</li> <li>o If 100 % of the water projects are implemented in the targeted S/Cs:</li> </ul> <p>Score 15</p> <ul style="list-style-type: none"> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul>	<p>According to AWP for FY17/18, the district water department targeted sub counties with average safe water access below the district average with 2 deep boreholes (Kyanamukaka 1 and Kyesiga 1), 5 rainwater harvesting tanks with 2 in Kyanamukaka, 1 in Kyesiga and 2 in Mukungwe, and one piped water extension in Kyanamukaka.</p> <p>The 4th quarter progress report for the FY17/18 dated 14/07/18 Ref. CR/213/1 indicated on page 75 and 103 that all these planned projects 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"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>The DWO prepared a supervision and monitoring plan for water projects in 6 S/Cs dated 15/01/18.</p> <p>Subsequent to this plan, it was evident from the monthly monitoring reports that were verified in the monitoring and supervision file that all projects had been monitored at least monthly. For example, the following reports were sampled;</p> <ol style="list-style-type: none"> <li>1. Supervision report on drilling of 4 boreholes dated 7th May 2018;</li> <li>2. Monthly monitoring report for Kitunga Borehole dated 30th July 2018; and</li> <li>3. Monthly monitoring report for the 4 stance pit lined latrine at Malembo landing site dated 27th July 2018.</li> </ol>	<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"> <li>Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>PBS sheet included in the 4th Quarter progress report FY17/18 dated 14th July 2018 included all projects that were accurate and consistent with the ones reported in the MIS forms. These were verified in their raw form in Form 1 and Form 4 that were also filed.</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"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The letter of undertaking between Masaka LG and MWE (Ref. CR/106/1) approved on 30th July 2018 indicated lists of projects consistent with those in the MIS forms.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted the department procurement plan for the FY18/19 with cover letter dated 19/04/2018 which was received by PDU on the 19th /April/2018. This was within the stipulated time frame of 30th April.</p>	<p>4</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>There was evidence of the letter appointing the contract manager (Mr. Musoke Rajab) dated 12/01/18 (Ref. CR/213/1) signed by the CAO.</p> <p>Following this appointment, the contract manager prepared a contract management plan for all the projects detailed in a document dated 15/01/2018 (Monitoring and supervision Plan for water sources in 6 sub counties).</p> <p>Noted in the file reviewed were; the construction supervision schedule for construction of a 4-stanza lined pit latrine at Malembo landing site and supply and installation of 10HDPE tanks at Institutions all dated 15th Jan 2018, among others.</p> <p>Also, the file accessed and reviewed had several monthly monitoring reports for projects completed from July, 2017 up to May 2018 covering all months. The dates on site visits were in tandem with the approved contract management plan.</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"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>The projects BOQs were reviewed including;</p> <ol style="list-style-type: none"> <li>BOQ for Deep Boreholes dated 30/10/17; and</li> <li>BOQ for the piped water supply extension in Kamuzinda, Kyanamukaka S/C dated 8/05/18.</li> </ol> <p>The projects designs were collaborated with field visits to facilities and found consistent with the BOQ. Some of the sites visited included; Kalugondo deep borehole in Buwunga S/C, Malembo lined pit latrine in Kyesiga S/C, Kitunga deep Borehole, Kamuzinda piped water extension and St. Lawrence Kindu Primary School rainwater harvesting tank.</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"> <li>If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>All completed projects were handed over by respective contractors as evidenced by the handover letters in the file addressed to the CAO through the DWO. Some of the handover letters included;</p> <ol style="list-style-type: none"> <li>1. Kamuzinda piped water extension dated 11/06/18 from R.B Mubiru Services;</li> <li>2. Rainwater harvesting tanks for Kidada Parent's P/S and Serinya P/S dated 10/02/18 by Pause Enterprises Limited; and</li> <li>3. 4 stanza lined pit latrine at Malembo landing site by Kabonera Traders Limited dated 11/06/18.</li> </ol>	<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"> <li>If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>The DWO duly certified all WSS projects and certificates of completion after the expiry of liability period were issued to contractors. Two sampled certificates included;</p> <p>Supply and installation of HDPE tanks issued to;</p> <ol style="list-style-type: none"> <li>1. Lusango General Traders and Constriction dated 5th Feb 2018; and</li> <li>2. Kamuzinda General Enterprises for Nyendo Misaali P/S and St. Paul's Bukinda P/S dated 2nd Feb 2018.</li> </ol> <p>There were however no completion reports prepared and could not be accessed.</p>	<p>0</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>According to the filed documents, the DWO timely certified and recommended suppliers for payment.</p> <p>Evidenced from 2 contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Supply and Installation of 3 HDPE Rain Water Harvesting Tanks at Kyanamukaaka and Kyesiiga Sub-counties – Approved by the DWO on 15-Mar-2018, LPO d.d. 28-Mar-2018, paid on 29-Mar-2018 vide EFT 17301198 Shs. 18,086,803 i.f.o. Bekabye General Enterprises</p> <p>(2) Supply and Installation of 2 HDPE Tanks at Sserinya P/S and Kidda Parents P/S – Approved by DWO on 22-Feb-2018, LPO d.d. 05-Mar-2018, paid on 06-Mar-2018 vide EFT 16986589 Shs. 10,965,746 i.f.o Pasue Enterprises</p> <p>Bekabye General Enterprises Limited submitted in a request for payment on the 14th March 2018 and was recommended for payment on the 15th March 2018.</p> <p>R.B Mubiri Services submitted in a request for payment on the 3rd Feb 2018 and was recommended for payment on the 7th Feb 2018 by DWO.</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 Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>There was evidence that the 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 to the District Planner was received on 14th July 2018 which is within the required dates of submission for consolidation. Third Quarter Report was received by the District Planner on 27th April 2018; Second Quarter Report received on 14th January 218 while the First Quarter Report was received on 16th October 2017.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</li> <li>o If sector has no audit query score 5</li> <li>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</li> <li>If queries are not responded to score 0</li> </ul>	<p>There were no queries raised or Management letters issued by the Internal Audit to the Water sector during the FY 2017/18, hence no evidence that the sector had responded to any findings.</p>	<p>5</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"> <li>• Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>There was evidence that the Standing Committee responsible for Works and Technical Services met and discussed service delivery, inspection, performance assessment results and progress made during the following meetings:</p> <p>a) Meeting held on 18th April 2018, the committee discussed Budget estimates, Annual Work Plans, Supervision and Monitoring of services; and</p> <p>b) Meeting held on 26th April 2018, under Minute No. 28/MSKDLC/April/2017/2018: Presentation and Discussion of Sectoral Committee the Committee Reports for the 2nd and 3rd Quarter Reports. Sub Section 28.1 and 28.2 where reports were discussed.</p>	<p>3</p>

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>There was evidence that the Works and Technical Services Sector Committee presented issues for District Council's approval during the following meetings:</p> <p>a) Meeting held on 28th April 2018, Minute No. 27/MSKDLC/April/2017/2018: Discussion and Approval of District Budget Estimates for FY 2018/19;</p> <p>b) Minute Extracts for Council sitting on 28th April 2018 dated 10th May 2018, Ref. No. COU/103;</p> <p>c) Meeting on 17th August 2017, under Minute No. 57/MSKDLC/August/2017/18: Presentation and Discussion of Standing Committee Reports, Sub Section 57.2 discussed Gender and Social Services Sector Reports;</p> <p>d) Meeting held in Lukiiko Hall at Masaka DLG Headquarters dated 19th October 2017 under Minute No. 5 MSKDLC/October/2017/2018: Presentation and Discussion of Standing Committee Reports. Sub Section 5.3: Works and Technical Services where Water Sector belongs; and</p> <p>e) Meeting dated 26th April 2018, under Minute No. 28 MSKDLC/April/2017/2018: Presentation, Discussion and Approval of Sectoral Budget Estimates for FY 2018/19.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>Notice board had information displayed including among others; AWP, Water and Sanitation Sector Grant releases per quarter, Budget Performance for all quarters (releases and expenditures/utilization), Bid Documents.</p> <p>Advocacy meetings were held in all sub counties as verified in the meeting minutes in the file and the above issues among others were discussed. However, the minutes were not dated and attendance lists were not attached.</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"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>Five projects were sampled and visited and were all found fully and well labelled. The five sampled projects included; Kalugondo Deep Boehole in Buwunga S/C, Malembo Landing Site lined pit latrine and Kitunga Deep borehole all in Kyesiiga S/C and St. Lawrence Kindu P/S in Kyanamukaka S/C and Kamuzinda piped water extension in Kyanamukaka. All these projects clearly had the name of project and contractor, funder and date completed engraved or written on the project facility. Most of them had even information on health.</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"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>There was no information on tenders and contract awards displayed on the District notice boards.</p> <p>According to the DWO, the information had been removed from the notice board following the expiry of display period and kept in the file. There was however no evidence that these were displayed on the notice board as required.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>Different applications from different communities for the FY18/19 were seen in file and also verified in the MIS forms.</p> <p>For the piped water and boreholes, the application forms had attached minutes, attendance list and contribution made or targeted for O&amp;M aspects.</p> <p>Application forms for rain water harvesting tanks did not require the members contributions first.</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"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>The completed projects especially deep Boreholes had functioning water and sanitation committees. This was evidenced by receipts in file from Community contributions (Community Capital Contribution), minutes of community meetings with selected committees, verification of water committees on ground with sitting minutes, among others. Some of the sites visited and verified included; Kalugondo deep borehole in Buwunga S/C, Malembo lined pit latrine in Kyesiga S/C, Kitunga deep Borehole, Kamuzinda piped water extension and St. Lawrence Kindu Primary School rainwater harvesting tank.</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"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>All projects were screened and screening reports filed. 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"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>There were no follow up reports seen and/or available for verification. However, environmental and social management plans were prepared for all projects as seen dated 20/03/18.</p>	<p>0</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>Contracts entered into had environmental Protection clause that was attached to it.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>Most of the completed projects had at least 50% of WSCs as women and taking up major positions as per the soft ware progress reports. For example, 2 of the 4 borehole projects sampled had more than 50% WSCs as women. These included;</p> <ol style="list-style-type: none"> <li>Kalinga that had 6 women out of 7-member committee. They took up positions including; chairman, secretary and Treasurer; and</li> <li>Kalugongo had 4 women out of 7 and with them taking up chairman and treasurer positions. Field visit at Kalugondo Borehole confirmed presence of the committee and its membership.</li> </ol>	<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"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>The only constructed sanitation facility; lined pit latrine at Malembo Landing Site was found to have 4 stances. This had only one access (ramp which was too steep) and the stances were not marked as per sex. No special stance was reserved for PWDs.</p>	<p>0</p>