



Local Government Performance Assessment

Mpigi District

(Vote Code: 540)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	72%
Educational Performance Measures	79%
Health Performance Measures	77%
Water Performance Measures	71%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>The Annual Performance Contract of the forthcoming year for Mpigi DLG was submitted on Sunday 29th July 2018 and Approved on 30th July 2018. This is in line with clarification given by OPM extending the submission deadline to 01st August and not June 30th</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Mpigi DLG budget submitted on 29th July 2018 was accompanied by a Procurement Plan. This is in line with clarification given by OPM extending the submission deadline to 01st August and not June 30th.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Mpigi DLG submitted the Annual Performance Report for the previous FY 2017/18 on 29th July 2018 and approved by MoFPED on 30th July 2018.</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>The Quarterly Budget Performance Report for all the four quarters of the previous FY were submitted by end of the FY 2017/18 as follows:</p> <p>4th Quarter Report was submitted on Thursday, 23 August, 2018 and approved on Thursday, 23 August, 2018.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG submitted to Internal Auditor General the "Status on implementation of the recommendations of the IAG's report for FY 2016/17" on the 24th April 2018 in a letter dated 23rd April 2018 ref: IA/17 signed by the district internal auditor. This was within the deadline of 30th April 2018.</p> <p>All issues raised had been responded to.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Mpigi 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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence that Mpigi DLG has a Physical Planning Committee in place to approve new investments due to the following discoveries:</p> <ol style="list-style-type: none"> 1. Copy of Appointment Letter from CAO dated 05th Sept 2017 Ref. No. CR. 202/2 titled: Appointment of Mpigi District Physical Planning Committee Members. However, the committee lacks the Physical Planner in Private Practice as required by the Physical Planning Act, 2010; and 2. The Plan Register was in place detailing the record of Plans submitted for approval together with the dates of submission with effect from 04th July 2017 to 12th January 2018. 3. Physical Planning Committee Minutes were on file for Meetings held as follows: <ol style="list-style-type: none"> a) PPC Meeting dated 30th March 217 held in Mpigi District Boardroom, under Minute No. MDPPC 06/03/2017 where Applications that had been submitted were considered and b) PPC Meeting dated 31st May 2018 held in Mpigi Boardroom under Minute No. MDPPC 005/05/2018, details Planning Applications that were either approved, Deferred or considered. 	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence or record in the Register obtained from Ministry of Lands, Housing and Urban Development (MoLHUD) indicating the submission of Mpigi District Physical Planning Committee Minutes to the Ministry of Lands, Housing and Urban Development for consideration.</p> <p>MoLHUD through a letter dated 31st July 2017 Ref. No. PPD/45/01, received by Mpigi District Central Registry on 07th August 2017 addressed to all CAOs and Town Clerks communicated that submission of PPC Meeting Minutes was a requirement by the Physical Planning Act, 2010, thus all PPC MUST submit minutes of their sitting. This had not been done by the time of assessment.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Mpigi DLG has no Approved Physical Development Plan in place. All projects are guided by the Budget Conferences, Annual Work Plans and Budget.</p> <p>Mpigi DLG has not recruited a District Physical Planner. In a letter to the Ministry of Public Service dated 15th January 2018, Ref. No. CR 156/4 received by Public Service on 21st February 2018, Mpigi DLG requested to fill the same position. However, in a letter dated 19th March 2018, Ref. No. ARC 6/293/06, received on 08th June 2018, the request was not granted. The position still remains vacant to date.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> Action area plan prepared for the previous FY: score 1 or else 0 	<p>Mpigi DLG has no Action Area Plan in place. The Process has not been embarked on due to the absence of the District Physical Planner and limited funds to the Acting Physical Planner.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that the following priority projects in the AWP were derived from the Budget Conference as contained in the Budget Conference Report dated 18th October 2017:</p> <p>Education Sector:</p> <ul style="list-style-type: none"> a) Construction of 1 No. Ferro Cement Tank (10,000 Litres) at Ggunda P/S in Kammengo Sub County; b) Construction of more teachers houses; c) Construction and Rehabilitation of more pit latrine stances; d) Construction of 8 No. 2 classroom blocks at Bume Primary school in Mpigi Town Council, Lubanda and Kikoota Primary Schools in Nkozi Sub County and Bujjuuko C/S Primary School in Muduuma Sub County; and e) Renovation of classroom blocks at Kituntu UMEA, Ggoli Boys and Luwunga Primary Schools. <p>Health Sector:</p> <ul style="list-style-type: none"> a) Upgrading of Mpigi HC IV to Mpigi Hospital status (Phase II); b) Completion of Maternity Ward at Mpigi HC IV; c) Construction of Staff Houses at selected health centres; 	<p>2</p>

d) Construction of 3 No. Placenta Pits at Mpigi HC IV, Bukasa HC II and Nabyewanga HC II;

e) Completion of a Maternity Ward at Nnindye HC III in Nkozi Sub County; and

f) Construction of 1 No. Incinerator at Mpigi HC IV.

Water Sector:

a) Design, feasibility study and construction of the solar mini water system;

b) Construction of more new water sources; and

c) Rehabilitation of Deep boreholes.

Roads and Engineering Sector:

a) Manual Routine maintenance of 65.98 Km of district, Urban and Community access roads;

b) Mechanised Routine maintenance of 128.72 km of district, Urban and Community access roads;

c) Maintenance of roads equipment;

d) Culvert installation and construction of head walls on 4 Community Access Roads;

e) Installation of 20 Lines of Culverts along roads during mechanized routine maintenance; and

f) Renovation of Mpigi DLG Administration Block.

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the following capital investments in the approved AWP were derived from the approved 5 Year Development Plan (2015/16 – 2019/20):</p> <p>Education Sector:</p> <ol style="list-style-type: none"> Construction of Ferro Cement Tank (10,000 Litres) at selected primary schools in Mpigi DLG; Construction of staff houses; Construction and rehabilitation of pit latrine at selected primary schools; Construction of classroom blocks at selected primary schools; and Renovation of classroom blocks at selected primary schools. <p>Health Sector:</p> <ol style="list-style-type: none"> Renovation works at Mpigi HC IV including Maternity Ward, Staff Houses and construction of Incinerator; Construction of Placenta Pits at Mpigi HC IV, Bukasa HC II and Nabyewanga HC II; and Construction of maternity ward at Nnindy Health Centre III in Nkozi Sub County. <p>Water Sector:</p> <ol style="list-style-type: none"> Design, feasibility study and Construction of the solar mini water system; Construction of new water sources; and Rehabilitation of Deep boreholes. <p>Roads and Engineering Sector:</p> <ol style="list-style-type: none"> Manual Routine maintenance of 65.98 Km of district, Urban and Community access roads; Mechanised Routine maintenance of 128.72 km of district, Urban and Community access roads; Culvert installation and construction of head walls on Community Access Roads; and Renovation of Mpigi DLG Administration Block. 	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project Profiles for the priority projects in the AWP as per LG Planning guideline were developed and discussed in TPC meetings held on 24th August 2017 under Minute No. 4/8/2017 and on 22nd February 2018 under Minute No. 4/2/2018.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Mpigi DLG Annual Statistical Abstract 2017/18 dated July 2016 was presented to TPC on 13th October 2016 under Minute No. 24/10/16-17, to support budget allocations and decision making.</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 all Infrastructure projects implemented by Mpigi DLG in the previous FY were derived from the annual work plan and budget approved by the LG Council as follows:

Education Sector:

- a) Construction of 5 Stance Pit Latrines at Buwungu, Kituntu, Bukibira and Nseke Primary Schools;
- b) Construction of 4 Unit Staff Houses; and
- c) 2 No. Stance Pit Latrines at Nsumba and St. Peters' Katuro in Muduma Sub County.

Health Sector:

- a) Upgrading of Mpigi HC IV to a Hospital Status; and
- b) Construction of a Pit Latrine at Ggolo HC III.

Water Sector:

- a) Construction of 8 new boreholes; and
- b) Rehabilitation of 14 boreholes in Mpigi DLG.

Other projects:

- a) Renovation of Mpigi DLG Administration Block; and
- b) Rehabilitation of Roads in the district.

All the above projects were derived from the copy of the AWP that was pinned on the Notice Board dated 14th August 2017 and the approved Budget for Mpigi DLG.

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<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> <p>a) Construction of 4 Unit Staff Houses and Construction of 2 Stance Lined Pit Latrines at Nsumba COU Primary School in Kammengo Sub County by M/s Kitcom General Services was completed on 18th April 2018;</p> <p>b) Construction of 3 No. 5 Stance Lined VIP latrines at Nseke, Kituntu UMEA and Buwungu Primary Schools by M/s Bekabye General Enterprises. Start date: 20th November 2017 and Completion date was 30th January 2018; and</p> <p>c) Construction of 4 Unit Staff Houses and Construction of 2 Stance Lined Pit Latrines at St. Peters' Katuro in Muduma Sub County by M/s J.E.S and E Technical Services Limited was completed on 21st February 2018.</p> <p>Health Sector:</p> <p>a) Construction of a 2 Stance Lined Pit Latrine with a bathroom at Ggolo HC III in Nkozi Sub County by M/s Kahora Technical Services Limited. Start date was 19th Feb 2018 and completed on 30th June 2018; and</p> <p>b) Upgrading of Mpigi HC IV to a Hospital Status still on going.</p> <p>Water Sector:</p> <p>a) Drilling of 8 new hand pump deep boreholes in Mpigi DLG by M/s East Africa Boreholes Ltd was completed on 24th May 2018; and</p> <p>b) Extending the Water Works from Kyewanise to Bukasa Rural Growth Centre in Mpigi District by M/s E-Power Solutions Ltd was completed on 18th June 2018.</p>	
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The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

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

There was evidence from the Completion Certificates that all investment projects implemented in the previous FY were completed within approved budget as follows:

Completion Certificates for the following projects in the Education Sector were availed indicating as follows:

1. Construction of 4 Unit Staff Houses and 2 Stance Pit Latrines at Nsumba C.O.U. Primary School in Kammengo Sub County by M/s Kitcom General Services. The budget was UGX 81,000,000 while the actual payment was UGX 83,400,000, thus 102.96%; and

2. Construction of 4 Unit Staff Houses and 2 Stance Pit Latrines at and St. Peters' Katuro in Muduma Sub County was awarded to Ms J.E.S. & S Technical Services Limited. The budget was UGX 78,280,050 while the actual payment was UGX 90,804,858, thus 112.1%.

Completion Certificates for the following projects in the Health Sector were availed:

1. Construction of a 2 Stance Pit Latrine with a bathroom at Ggolo HC III in Nkozi Sub County was awarded to Ms Kahora Technical Services Limited. The budget was UGX 11,020,000 while the actual payment was UGX 11,020,000 thus 100%.

Completion Certificates for the following projects in the Water Sector were received:

1. Construction of 8 new boreholes was awarded to Ms East Africa Boreholes Ltd. The budget was UGX 199,633,240 while the actual payment was UGX 199,633,240 thus 100%; and

2. Extending the Water Works from Kyewanise to Bukasa Rural Growth Centre in Mpigi District was awarded to Ms E-Power Solutions Limited. The budget was UGX 111,045,080 while the actual payment was UGX 111,045,080, thus 100%.

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was no evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY since there was no reviewed list of assets and projects in need of maintenance and attendant cost attached for Mpigi DLG.</p>	<p>0</p>
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<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"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>Most HoDs positions were substantively filled. These included;</p> <p>Senior Community Development Officer appointed on 12/05/2008, ref: CRD 11118, Senior Civil Engineer appointed on 12/02/2018, ref: MPG/P/10499, Internal Auditor appointed on 2/02/2018, ref: MPG/P/10250.</p> <p>Principal Planner appointed on 2/02/2018, ref: MPG/P/10509, District Production and Marketing Officer appointed on 9/12/2014, ref: MPG/P/10249, DHO appointed on 12/10/2005 ref: CR 10436.</p> <p>Senior Lands Management Officer appointed on 7/08/2013, ref: MPG/P/10498, CFO appointed on 2/02/2018, ref: MPG/P/10497 and DEO appointed on 1/04/2015, ref: MPG/P/10543.</p> <p>However, District Engineer, Principal Internal Auditor and Natural Resources Officer were in acting capacity at the time of assessment.</p> <p>Source of information: Personnel files and the approved and adopted staff structure 2017 from MoPS dated 18/07/2017</p> <p>Ref: ARC/135/306/01.</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"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>All 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>District Production and Marketing Officer signed on 14/08/2018 and on 24/07/2018;</p> <p>Internal Auditor signed on 14/08/2018 and on 25/07/2018;</p> <p>DCDO signed on 14/08/2018 and on 27/07/2018;</p> <p>Principal Planner signed on 15/08/2018 and on 27/07/2018;</p> <p>DEO signed on 13/08/2018 and on 25/07/2018;</p> <p>Senior Lands Management Officer/ Ag. DNRO signed on 14/08/2018 and on 27/07/2018;</p> <p>DHO signed on 14/08/2018 and on 27/07/2018;</p> <p>Principal Human Resource Officer signed on 14/08/2018 and on 24/07/2018;</p> <p>CFO signed on 14/08/2018 and on 27/07/2018;</p> <p>Senior Civil Engineer/ Ag. District Engineer signed on 13/08/2018 and on 27/07/2018;</p> <p>and DCAO signed on 15/08/2018 and on 5/07/2018 respectively.</p> <p>Copies of fully endorsed annual performance Agreements and Performance Assessment reports by CAO were available in individual files</p>	<p>2</p>
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<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>According to CAO's submissions dated 17/10/2017, 10/11/2017, 3/01/2018, 10/4/2018 and 28/05/2018 ref: CR 214/2/1 'Declaration of vacant posts' and DSC minutes extract dated 8/1/2018, 23/1/2018, 25/01/2018, 28/3/2018 and 29/3/2018, all submissions by CAO for staff recruitment 2017/2018 were considered.</p> <p>From the Health department (2) clinical Officers, Administration (1) Driver, Natural resources (2) forestry Officer and Staff surveyor vacant positions declared. Others were Internal Auditor, Finance Officer, Assistant Engineering Officer, Senior Nursing Officer, Senior Accounts Assistants and Principal Internal Auditor.</p> <p>Clinical Officers (2), Staff surveyor, Forestry Officer and Driver were all appointed on 9/04/2018, ref: MPG/P/10673, MPG/P/10675, MPG/P/10674, MPG/P/10672, MPG/P/10676 respectively.</p> <p>Internal Auditor and Finance Officer were appointed on 2/02/2018, ref: MPG/P/10250 and MPG/P/10187 respectively. Senior Accounts Assistants (2) were appointed on 15/05/2018, ref: MPG/P/10143 and MPG/P/10254 respectively.</p> <p>Assistant Engineering Officer sat for interviews and waiting for results. File still with DSC, Sen. Nursing Officer, this was a desk promotion and the file is still with DSC. Principal Internal Auditor, this post was advertised and they were still in the recruitment process.</p>	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>All staff submitted for confirmation were considered as follows:</p> <p>CAO's submissions dated 3/07/2017, 27/10/2017, 30/01/2018 and 12/03/2018 titled ' Confirmation in Appointment' of the various staff were considered by DSC as per the DSC minutes to CAO dated 20/07/2017, 28/11/2017, 28/03/2018 and 5/06/2018 and DSC minute extracts of 13/07/2017,20/07/2017, 16/11/2017, 20/11/2017, 28/02/2018, 12/03/2018 and 14/03/2018. All cases were addressed.</p> <p>Source of information: DSC files.</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>CAO's submissions dated 3/07/2017 to DSC for disciplinary action was considered as per DSC letter dated 1/08/2017 and DSC minute extracts of 20/07/2017. All issues were resolved- staff terminated.</p> <p>Cases in CAO's submissions dated 2/10/2017 and 15/03/2018 were handled as per DSC letter dated 13/4/2018 and DSC minute extracts of 11/4/2018 and 12/4/2018. Officers were reprimanded and re-instated.</p> <p>Cases in CAO's submissions (5) dated 30/04/2018 of abandonment of duty were forwarded to DSC. DSC invited the concerned staff (5) but they failed to turn up for hearing.</p> <p>Source of information: personnel files and DSC file.</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>Staff Surveyor assumed duty on 19/04/2018, Clinical officer (Kyali HCIII) and Clinical officer(Bunjako HCIII) assumed duty on 27/04/2018, Forestry officer assumed duty on 26/04/2018 and Driver assumed duty on 11/04/2018</p> <p>All the above appointed staff accessed payroll in May 28, 2018 as per their first payslips.</p> <p>Others appointed but not listed above, were appointed on promotion and had already accessed payroll.</p> <p>Source of information: personnel files and 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"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>The list printed out indicated 7 pensioners/ retired officers in 2017/2018 as follows:</p> <p>Education officer retired on 10/07/2017 and accessed payroll on 3/08/2018, Head teacher 20/10/2017 and 19/02/2018, Ass. Education officer 26/09/2017 and 16/03/2018, Head teacher 14/07/2017 and 24/04/2018, Nursing Assistant 1/07/2017 and</p> <p>20/08/2018, Records Assistant 1/05/2017 and 20/08/2018, Chief Finance Officer 1/07/2017 and 14/06/2018.</p> <p>All the staff that retired during FY 2017/2018 accessed payroll after two months after retirement as seen above.</p> <p>The explanation was that pension management was not fully decentralized; there were delays in making approvals by MoPS.</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"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Extract of actual Own Source Revenue (OSR) collections as per Final Accounts submitted to MoFPED:</p> <p>- FY 2016/17 was Shs.290,959,417 and FY 2017/18 was Shs.389,918,834 hence an increase of Shs.98,959,417 representing 34% increase.</p>	<p>4</p>

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Actual OSR collections for FY 2017/18 Shs. 389,918,834 against ORIGINAL approved budget of Shs. 671,237,200 represents 42% budget under-realisation.</p> <p>The budget was revised to Shs.399,918,834 and approved by Council (2.5% under-realisation). The revision by Shs. 10,000,000 was cosmetic.</p> <p>The following were reasons for budgetary revisions:-</p> <p>(i) Political pronouncements on Park Fees, Market dues and Fishing activities and</p> <p>(ii) Environmental regulation by both Parliament and NEMA over Sand mining.</p>	<p>0</p>																											
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The remittance schedules and payment vouchers evidenced the transfer of LST shares to the LLGs.</p> <p>Total LST FY 2016/17 was Shs.94,231,434 and total transfers to the 7 LLGs for FY 2017/18 was Shs. 22,917,938. This represented 24% compared to the mandatory 65%.</p> <p>Analysis of transfers to Sub-counties:</p> <table border="1" data-bbox="719 1137 1406 1697"> <thead> <tr> <th>Sub-County</th> <th>Amount (Shs)</th> <th>Receipt No</th> </tr> </thead> <tbody> <tr> <td>Buwama</td> <td>3,466,036</td> <td>2761</td> </tr> <tr> <td>Kamengo</td> <td>3,002,250</td> <td>4653</td> </tr> <tr> <td>Kiringente</td> <td>2,752,875</td> <td>3368</td> </tr> <tr> <td>Kituntu</td> <td>2,143,851</td> <td>6001</td> </tr> <tr> <td>Mpigi T/C</td> <td>5,886,392</td> <td>1841</td> </tr> <tr> <td>Muduuma</td> <td>2,420,392</td> <td>3311</td> </tr> <tr> <td>Nkozi</td> <td>3,246,142</td> <td>3665</td> </tr> <tr> <td>Total</td> <td>22,917,938</td> <td></td> </tr> </tbody> </table>	Sub-County	Amount (Shs)	Receipt No	Buwama	3,466,036	2761	Kamengo	3,002,250	4653	Kiringente	2,752,875	3368	Kituntu	2,143,851	6001	Mpigi T/C	5,886,392	1841	Muduuma	2,420,392	3311	Nkozi	3,246,142	3665	Total	22,917,938		<p>0</p>
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<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total Council expenditures for FY2017/18 was Shs.118,376,280 compared against OSR for FY2016/17 Shs. 290,959,417 i.e. 40% 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"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG has substantive Senior procurement and procurement officers with appointment letters. Evidence of the appointments was obtained from File No. MPG/P/10282. The Senior Procurement Officer was appointed on 7/12/2007, Ref: CR/D/10215; DSC MIN. No. 69/2007. The procurement officer was appointed on 7/12/2007; Ref: CR/D/12571; DSC MIN. No. 71/2007.</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence that the TEC produced reports to the Contracts Committee was from the minutes of TEC meeting dated 13/3/2018, Ref. Mpigi540/wrks/17-18, which was held in the health department board room. The meeting was about evaluation of technical proposals for firms that responded to offer services for designing of proposed plan for upgrade of Mpigi Health Centre IV. The minutes of the meeting were endorsed by 4 members of TEC on 14/3/2018 and the reports were submitted to the Contracts Committee.</p>	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. From Ref. file Mpigi540/MDCC/17-18, several meetings were held on various dates and minutes were endorsed by members of Contracts committee. Examples included meeting ref. no. 01/17-18 dated 24/7/2017; Meeting ref. no. 02/17-18 dated 4712/17, Meeting ref. no. 03/17-18 dated 29/12/2017, and Meeting ref. no. 8/17-18 dated 21/3/2018.</p>	<p>1</p>
			<p>2</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>From the submission of approved procurement and disposal plan 2018/2019, Ref. CR. 214/3/1/1, dated 11/7/2018 endorsed and stamped by PPDA and Ministry of Finance, Planning and Economic Development Registry on 13/7/2018 and the contracts register endorsed by the Procurement Unit on 3/9/2018, all infrastructure projects in PDP FY 2018/19 were captured from district AWP and budget. For example:</p>
<p>Maximum 2 points on this performance measure.</p>		<ol style="list-style-type: none"> 1. MPIG 540/wrks/18-19/00001: Drilling of 6 deep borehole to various parishes under PAF was awarded on 20/7/2018; 2. MPIG 540/wrks/18-19/00005: Construction of 2 – classroom block with an office and supply of 10,000 litre water tank to Kikoota UMEA P/S, Nkozi S/C under SFG was awarded on 20/7/2018 and 3. MPIG 540/wrks/18-19/00010: Construction of 4-unit teacher’s house and 2-stance lined pit latrine and supply of 5000 litre tank at Buwanda P/S in Buwama S/C under SFG was awarded on 20/7/2018.
		<p>b) Evidence from sample of actual procurement in the approved Procurement and Disposal Plan for FY 2017/2018, Ref. CR. 214/3/1/, dated 11/7/2018 endorsed and stamped by PPDA and Ministry of Finance, Planning and Economic Development Registry on 13/7/2018 LG made procurements as per plan. For example:</p>
		<ol style="list-style-type: none"> 1. Project file no. MPIG 540/wrks/17-18/00004: Drilling of 8 hand pump deep boreholes and mini boreholes to various parishes; open bidding; awarded on 24/7/2017 and completed;
		<ol style="list-style-type: none"> 2. Project file no. MPIG 540/wrks/17-18/00002: Construction of 4 unit teacher’s house and a 2- stance lined pit latrine at Katuulo P/S, Muduuma S/County; open bidding; awarded on 24/2017 and completed;
		<ol style="list-style-type: none"> 3. Project file no. MPIG 540/wrks/17-18/00005: Connection of water pipeline extension to Kikondo, Kiringente S/county; Open bidding; awarded on 25/7/2017 and completed and
		<ol style="list-style-type: none"> 4. Project file no. MPIG 540/wrks/17-18/00008: Construction of a 2-stance lined pit latrine with a bathroom at Ggolo H/C III, selective bidding; awarded on 19/1/2018 and completed.

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>Evidence is from the contracts register F/Y 2018/19 signed and stamped by the PDU on 03/09/2018, all 8 (100%) out of 8 investment/infrastructure projects had their bid documents prepared by August 30.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>Evidence obtained from the procurement office showed that the LG had updated contract register signed and stamped on 15/7/2018 by PDU and that all procurements had complete procurement files for FY 2017/2018. For example, below is a sample of procurement requisitions (LG PP Forms) of different user departments which were approved by the CAO:</p> <ol style="list-style-type: none"> 1. MPIG 540/WRKS/17-18/00001, dated 10/4/2018; signed by District Engineer 18/4/2018 and CAO on 19/4/2018; 2. MPIG 540/wrks/17-18/00016/02, dated 10/7/2018, dated 13/6/2018; signed 13/3/2018 by District Engineer and CAO on 18/6/2018 and 3. MPIG 540/Wrks/17-18/00004, signed by the district water officer 24/5/2018 and Internal Auditor on 28/5/2018. 	<p>2</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): <p>score 2.</p>	<p>Evidence that the LG adhered with procurement thresholds was obtained from sample of 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"> 1. MPIG 540/Wrks/17-18/00001: Construction of a 4 unit teachers house and a 2-stance lined pit latrine at Nsumba C/U P/S; Open bidding; UGX 79,320,072; Signed 24/4/2018; signed by District Engineer 18/4/2018 and CAO on 19th/4/2018; 2. MPIG 540/wrks/17-18/00016/02: Construction of piped water to Bukasa rural growth centre; UGX 111,045,080/=; Open bidding; signed 13/3/2018 by District Engineer and CAO on 18/6/2018; 3. MPIG 540/Wrks/17-18/00004: Drilling of 8 hand pump deep boreholes and mini borehole to various parishes; UGX 210,215,000; Open bidding; signed by district water officer 24/5/2018 and Internal Audit 28/5/2018; 4. MPIG 540/Supls/17-18/00008: Supply of 7692 tree seedlings under LVEMP II (Terminalia seedlings); UGX 19,999,200/=; Selective bidding; signed on 29/1/2018 and 5. MPIG 540/Wrks/17-18/00015: Renovation of Mpigi District Block; UGX 185,425,200/=; Open bidding; signed 14/2/2018 by District Engineer. 	<p>2</p>
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All the works projects implemented in FY 2017/2018 were certified with the certificate of practical completion. The certificates were prepared by endorsed by the district engineer or head of user department, verified by the internal auditor by the CAO. For example:</p> <p>1. Interim payment Certificate No. 1, LRR 17-18; MPIG 540/Wrks/17-18/00015; dated 31/5/2018 was endorsed by District Engineer, verified by the audit department and approved by CAO on 5/6/2018;</p> <p>1. Payment Certificate 1 was issued for Project MPIG 540/wrks/17-18/00004, Contract No. DWDCG/17-18; endorsed by District Water Officer, on 24/5/2018, verified by the internal audit auditor on 28/5/2018 and approved by the CAO on 30/5/2018 and</p> <p>2. Interim payment certificate dated 27/8/2018 was issued for Project MPIG 540/wrks/17-18/00016, endorsed by District Engineer, on 27/8/2018, verified by the internal audit auditor on 30/8/2018 and approved by the CAO on 31/8/2018.</p>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards were installed by the time of this assessment. All works for current FY year have been awarded. However none of the 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"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>Treasury Single Account (TSA) bank reconciliations were performed daily on the IFMS as required. Sampled periods for FY 2017/18 included: Apr-18, May-18 and Jun-18 and all statement lines had been reconciled (see GL reconciliation Summary Report) with exception of 1 line in Jun-18 of Shs. 91,526 that was to be cleared by MoFPED. Last reconciled date for FY 2018/19 was 24th August 2018, hence up to-date.</p> <p>The District General Fund Account had been reconciled to Jul-18 except for the bank charges of Shs.81,400 that required MoFPED to upload the funding budget for the FY 2018/19.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payment to suppliers on time and sampled invoices indicated none exceeded 2 months delay:</p> <ol style="list-style-type: none"> Supply of Stationary – Delivered on 29th May 2018. Approved by CAO and paid on 4th June 2018, EFT 18010584 of Shs. 2,184,000 i.f.o Direct Establishments Ltd. Advertising Services – Provided on 24th April 2018, Approved by CAO on 5th May 2018, Paid on 8th May 2018 EFT 17658424 of Shs. 4,300,000 i.f.o New Vision Printing & Publishing. 	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has a substantive Senior Internal Auditor: 1 point. LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Ms. Nakku Christine Kyanalaba was appointed as Internal Auditor (Scale U4) by DLG as per appointment letter ref: MPG/P/10250 d.d. 2nd Feb 2018 but was assigned duties of Principal Internal Auditor (Scale U2) w.e.f 18th July 2018 vide correspondence ref: MPG/P/10198 (Copies obtained). Hence the LG has no substantive Principal Internal Auditor.</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"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Four quarterly Internal Audit reports for FY 2017/18 were produced and submitted to the CAO on the following dates: -</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date Submitted</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>28th Jul 2017</td> </tr> <tr> <td>2nd</td> <td>30th Oct 2017</td> </tr> <tr> <td>3rd</td> <td>30th Apr 2018</td> </tr> <tr> <td>4th</td> <td>27th Aug 2018</td> </tr> </tbody> </table>	Quarter	Date Submitted	1st	28th Jul 2017	2nd	30th Oct 2017	3rd	30th Apr 2018	4th	27th Aug 2018	<p>2</p>
Quarter	Date Submitted												
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<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The LG had submitted 3 out of the 4 quarterly reports to the Council and LGPAC of which 2 of these had been discussed hence no evidence on the implementation status of ALL Internal audit findings for the FY 2017/18.</p>	<p>0</p>										
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LGPAC had discussed only the 1st and 2nd quarterly reports during a meeting held on 7th June 2018 as per Min.7/6/2018. Discussion of the 3rd quarter report was scheduled for the 10th Sep 2018 while the 4th Qtr report was not yet received by Clerk to Council.</p>	<p>0</p>										

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG maintained a Fixed Asset Register as of 30th June 2018 in the format prescribed in the LG finance and accounting manual for all the types of assets that included Land, Vehicles, Fixtures and Furniture. (Sample registers were obtained).</p> <p>The LG maintained a soft copy of the asset register that included cost information for acquisitions made during the FY 2017/18 as evidenced from the financial statements as at 30th June 2018.</p>	4
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> Unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	<p>Mpigi 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</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Mpigi DLG met and discussed service delivery related issues during the following council meetings:</p> <p>a) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation of Sectoral Committee Reports;</p> <p>b) Meeting dated 29th May 2018 under Minute No. 6/5/2018: Presentation and Discussion of Sectoral Committee Reports;</p> <p>c) Meeting dated 07th March 2017 under Minute No. 6/03/2018: Presentation and Discussion of the Supplementary Budget for Council to renovate the Administration Block;</p> <p>d) Meeting dated 06th December 2017 under Minute No. 7/12/2017: Presentation and Discussion of Sectoral Committee Reports; and</p> <p>e) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation and Discussion of Sectoral Committee Reports.</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"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a letter from CAO dated 14th June 2018 Ref. No. MPG/P/10085 that designated Ms Margret Namusoke Erasu the Senior Community Development Officer to coordinate response to feed-back (grievance/complaints) from the public.</p> <p>In a letter dated 19th July 2018, Ms Margret Namusoke Erasu accepted the responsibilities and communication was made to the LLG and SAS in Mpigi DLG.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>The Grievance Handling System is not yet in place since it was a recent appointment. Grievance Handling Committees at Sub Counties were yet to be formulated, No Complaints and Compliments Register seen, No public display had been made.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Mpigi DLG Payroll and Pension Schedules were publicized and pinned on the District Notice Board dated August 2018.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>Mpigi DLG Procurement Plan and awarded contracts with their respective amounts were published and pinned on Mpigi District Procurement Notice Board dated 30th June 2017, daily News Papers and the District Procurement File.</p> <p>These documents indicated the subject of procurement, currency, estimated cost, currency, source of funding, start dates.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>LG Performance Assessment Results were available on the notice board and district website: www.mpigi.go.ug.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Guidelines were communicated to LLG as follows:</p> <p>a) During the Budget Conference dated 18th October 2016, Indicative Planning Figures for 2016/17 were disseminated to LLG and they formed the Budget Framework Paper for 2017/18;</p> <p>b) Meeting dated 28th February 2017 under Minute No. 40/01/16 –7, when the first IPFs were distributed; and</p> <p>c) Through the Internal Memo dated 15th March 2017 that communicated the Second Budget Call Circular.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that Mpigi DLG during the previous FY conducted discussions as follows:</p> <p>a) Community Voice for Action conducted Open Foras where the District officials were invited to give feedback on service delivery in Nkozi town, funded by World Vision;</p> <p>b) Equal Opportunities Commission initiated by the local people in Nkozi also invited District officials to give feedback on service delivery; and</p> <p>c) Radio Programme on Community Radio (Radio Buwama 103.7 FM) where all Government Programmes such as Uganda Youth Programme (UYP) and Uganda Women Entrepreneurship Programme (UWEP) and other Projects in Mpigi DLG are communicated to the people weekly on Thursdays by the Heads of Departments and the RDC. Youth are educated on Youth Livelihood programme modalities while the women are educated on UWEP among others.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from a document showing planned activities for FY 2017/18 and a standalone gender analysis report 2017/2018 which was signed and stamped by the Senior Community Development Officer on 27/2/2018. The GFP and CDO provided guidance and support to sector departments.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The 2018/2019 annual work plan of activities and quarterly budget estimates for Children and youth was prepared. Activities include participation in the international youth day, mobilisation and sensitisation on YLP, mentoring women and men, among others.</p> <p>Basing on the approved budget estimates of FY 2017/2018 dated 7/7/2017, ref. CR.106/1 the total budget for gender activities, projects and plans was UGX 54,314,500/= (UGX 1,036,651,318/= included the conditional grants). Of this the actual amount received and acknowledged by the DCDO on 10/05/2018 was UGX 45,120,500/=. The money received covered 17 (67%) out of 24 planned activities planned were implemented.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence was from environmental screening reports, endorsed by Environmental Officer. All the reports were for projects implemented by water department. For example:</p> <ol style="list-style-type: none"> 1. Drilling of Muge Deep borehole, Nkozi S/county, 10/6/ 2016; 2. Drilling of Bugoma deep borehole, Buvuma S/county, 18/6/2016; 3. Drilling of Busaango borehole, Muduma S/county, 7/6/ 2016; 4. Drilling of Magagu deep borehole, Kituntu S/county, 10/6/ 2016 and 5. Drilling of deep borehole at Kitakusa village, Kituntu S/county, 10/6/ 2016. 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Evidence was from the Environment and Social Mitigation Forms for various projects. For Example, Rehabilitation of 20.3 km of community access roads in Mpigi, Butambara districts under the CAII P2, Batch C, lot 04, signed and stamped by Environment Officer 30/3/2017. Contractor name: KWED Ltd. The form provides the description of 5 mitigation measures, location of each site, percent work done and amount completed.</p>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>Evidence was from a letter titled 'Revival of lease/plot 115 block 94 Mawokota' addressed to the CAO on 2/9/2014. The purpose of the letter was to request for negotiations with CAO with a view to formalizing the continuation of the tenancy of the plot by the government.</p> <p>All other projects were either implemented on land owned by the Buganda land Board, or on existing schools or health centres.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The environmental and social mitigation certifications seen were endorsed by Environmental Officer but not endorsed by the CAO. For example:</p> <ol style="list-style-type: none"> 1. Connection of water pipeline extension of Kikondo, Kiringete S/county, endorsed on 7/7/2017; 2. Rehabilitation of 20.3 km of community access roads in Mpigi, Butambara districts under the CAII P2, Batch C, lot 04, endorsed on 30/3/2017; 3. Construction of 9 Deep boreholes, endorsed on 10/6/ 2016; 4. Construction of 12 motorised shallow wells, endorsed on 27/4/2015 and 5. Construction of 7 deep boreholes, endorsed on 24/2/2015. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence that contract payment certificated included environmental and social clearance.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>Evidence was based on a sample of 5 quarterly monitoring reports the objectives of the monitoring were to ensure adherence on PAF-NR activities to the environmental safeguards by the contractor as provided under the World Bank construction guidelines. For example:</p> <ol style="list-style-type: none"> 1. Quarter 4 of FY 2017/2018, dated 20/7/2018; received 4/9/ 2018; 2. Quarter 2 of FY 2017/2018, dated 4/2/ 2018; received 13/2/2018; 3. Quarter 1 of FY 2017/2018, submitted to office of the CAO on 13/10/17; 4. Quarter 3 of FY 2017/2018, submitted to office of the CAO on 24/04/18 and 5. Quarter 3 of FY 2016/2017, submitted to office of CAO on 3/7/17. 	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>There was evidence to confirm that the LG Education Department budgeted for a Head teacher and a minimum of 7 teachers per school (or a minimum of a teacher per class for schools with less than P 7) for FY 2018/2019. The LG budgeted for 110 head teachers and 1,022 teachers with a teacher per class in all schools in the district for the current FY within a budget of Ug Shs 6,781,843,028/-.</p> <p>Source of evidence:</p> <p>This information was derived from:</p> <ul style="list-style-type: none"> The existing list of schools. The Staff Lists. Wage Estimates by Work Plan and Cost Centre for Mpigi District. The DEO's Performance Contract of 13/08/2018 Ref MPG/P/10543. 	4

<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>There was evidence that the LG Education Department deployed a head teacher and minimum 7 teachers per school for the 110 schools in the district for the current FY.</p> <p>Source of evidence:</p> <ul style="list-style-type: none"> - This was evidenced from the list of schools. - Staff lists at the DEO's office. - Further evidence was in the sampled schools. The situation was as follows: <ul style="list-style-type: none"> - Ssenene P. S. 1 Head teacher and 6 Teachers. - St John Bosco Katende 1 Head Teacher and 32 Teachers. 	<p>4</p>
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG has filled the structure of primary teaching staff with 1,022 teachers out of 1,047 teachers required within the district established structure in the wage bill. Representing 97.6% of the structure.</p> <p>Source of evidence:</p> <p>This information was derived from:</p> <ul style="list-style-type: none"> - The existing list of schools - The Staff Lists. - Wage Estimates by Work Plan and Cost Centre for Mpigi District for FY 2018/19. 	<p>3</p>

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There was evidence to prove that the LG Education Department has 2 inspector positions within the staffing structure and wage bill one of which is filled. There is need to fill the other position of Inspector of Schools that the DEO has declared to the CAO in his communication of "Proposal to fill vacant positions in Education Department" of 05/07/2018.</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence to confirm that the DEO submitted to the CAO a proposal declaring 20 vacant positions for Primary Teachers. There was a request to have them filled in the Education Department. The Recruitment Plan dated 05/07/2018 was received in the District Registry on 28/08/2018.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>There was evidence to prove that the DEO submitted to the CAO a proposal for 1 (one) vacant position of an Inspector of Schools to be filled in the Education Department. The Recruitment Plan dated 05/07/2018 was received in the District Registry on 28/08/2018.</p>	<p>2</p>

Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score <p>3</p>	<p>The Education department had two inspectors of schools but one retired. The only inspector available was appraised on 29/06/2018 evidenced from Appraisal forms in her personnel file, ref: CRD 10852.</p> <p>The period of assessment was from 1/07/2017- 30/06/2018. She also signed the performance plan 2018/2019.</p> <p>Source of information: Personnel file</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>All the 14 head teachers sampled (random sampling) were appraised as follows:</p> <p>Head teacher of Kyagalanyi P/S signed Performance Report on 22/01/2018.</p> <p>Head teacher of Nkambo P/S signed Performance Report on 16/01/2018.</p> <p>Head teacher of St.Damiano P/S signed Performance Report on 22/01/2018.</p> <p>Head teacher of Kafumu P/S signed performance Report on 9/01/2018.</p> <p>Head teacher Muge P/S signed Performance Report on 16/01/2018.</p> <p>Head teacher of St. Charles Lwanga P/S signed Performance Report on 29/12/2017.</p> <p>Head teacher of Katulo P/S signed Performance Report on 16/01/2018.</p> <p>Head teacher of Buwungu P/S signed Performance Report on 16/01/2018.</p> <p>Head teacher of Besania C/U signed Performance Report on 29/12/2017.</p> <p>Head teacher of Kibuuka memorial signed Performance Report on 19/12/2017.</p> <p>Head teacher of Kikondo P/S signed Performance Report on 18/12/2017.</p> <p>Head teacher of Kigwanya P/S signed Performance Report on 7/12/2017.</p> <p>Head teacher of Nabyewanga P/S signed Performance report on 9/01/2018.</p> <p>Head teacher of Kanyike P/S signed Performance report on 9/01/2018.</p> <p>Source of information: Individual personnel files.</p>
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<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence of communication of Guidelines, Policies and Circulars issued at National level that were disseminated to schools in the Head teachers and District Staff beginning of term meetings e.g. Beginning of Term II Meeting in the minutes, the DEO in his communication referred to 3 circulars in Minute 05/02/2018 bullet 5,6,7 and 8.</p> <p>Evidence was further seen in schools sampled, SMC minutes where the same issues were discussed.</p>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>Evidence was noted in Minute 05/February/2018 of the Head teacher's beginning of term meeting and stated by the DEO. Indicated in bullet 4-7 of the minutes.</p>	<p>2</p>

<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspections in Government Schools was 100% for the 110 government schools for the three terms and 83% for the 200 Private Schools for the same period. The average for the two private and government inspections is 91%.</p> <p>Evidence was from inspection reports at the sampled schools: St John Bosco Katende P./ S. inspected on 07/06/2017 by Mutyaba David; on 17/07/2017 by DEO; on 30/10/2017 by Nanziri Grace; Oringa James inspected on 20/02/2018 and on 23/07/2018 by Namutebi Faridah..</p> <p>Senene P. S.was inspected by Oringa Charles on 04/07/2017, 02/11/2017 and 01/08/2018,and by DEO on 12/07/2017 and 19/10/2017 by Kamyia Charles 24/07/2018.</p> <p>Sources of Information were:</p> <ul style="list-style-type: none"> -Records of visits from the school visitor’s book. -Copies of Inspection reports at DEOs office. -Summaries of inspection reports submitted to DES and notes of acknowledgement of receipt of reports from DES. <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"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was evidence that inspection results are discussed and used to make recommendations as evidenced from inspection reports at DEOs office and those at DES regional Office.</p> <p>Inspector’s comments at sampled school:</p> <ul style="list-style-type: none"> - Inspector’s comments on St John Bosco School on 04/07/2017 - A repeat of same on 02/11/2017 on a second round of inspection after realizing the school administration had not taken action on what had earlier been suggested. 	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>There was evidence of submission of School Inspection Reports to DES as evidenced by the acknowledgement notes from DES Regional Office</p> <p>Evidence was justified by:</p> <ul style="list-style-type: none"> - The acknowledgement notes for receipt that were stamped by DES on submission of the reports by the DEOs office on the following dates: - 01/02/2018; - 01/06/2018; - 31/08/2018 	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence to prove that inspection reports from schools do show follow ups on recommendations made as evidenced in some sampled schools e.g at Senene P. S. The inspection report by Nanziri J. Grace on visiting the school on 24/07/2017 commented as a reminder the use of daily attendance board for daily recording of pupil's attendance a situation that had come up in the earlier inspection reports.</p>	<p>4</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>A list of 110 schools submitted is correct, reliable and corresponds to EMIS and PBS information as far as government schools are concerned. As evidenced from a print-out of the schools list from the soft copy of the enrollment details for input into PBS of 07/03/2018 from the DEO to the District Planner that was endorsed by the CAO and received by the District Planner on the same date.</p>	<p>5</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The enrollment data of 38,483 pupils submitted by the District for EMIS is consistent with the EMIS and PBS. Evidence was a copy of the list of schools forwarded by the DEO to the District Planner as 'Submission of Enrollment Details for PBS' of 07/03/2018 and received on 07/03/2018 the same copy was received and stamped in the office of the CAO on the same date.</p> <p>Information from some of the sampled schools indicated the same consistence in enrollment. Ssenene P. S. 329 pupils; Sacred Heart of Jesus Ggoli Boy's P. S. 287 pupils and St John Bosco Katende P. S 1,613 pupils.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Standing Committee responsible for Production, Health and Education met and discussed service delivery, inspection, performance assessment results and progress during the following meetings:</p> <p>a) Meeting held on 15th August 2017, under Min. No. 03/08/2017;</p> <p>b) Meeting held on 01st November 2017, under Minute No. 03/11/2017;</p> <p>c) Meeting held on 28th February 2018, under Minute No. 03/02/2018; and</p> <p>d) Meeting held on 02nd May 2018, under Minute No. 3/5/2018.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Education Sector Committee presented issues that required Mpigi District Council’s approval during the following meetings:</p> <p>a) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation of Sectoral Committee Reports;</p> <p>b) Meeting dated 29th May 2018 under Minute No. 6/5/2018: Presentation and Discussion of Sectoral Committee Reports;</p> <p>c) Meeting dated 07th March 2017 under Minute No. 6/03/2018: Presentation and Discussion of the Supplementary Budget for Council to renovate the Administration Block;</p> <p>d) Meeting dated 06th December 2017 under Minute No. 7/12/2017: Presentation and Discussion of Sectoral Committee Reports; and</p> <p>e) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation and Discussion of Sectoral Committee Reports.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that All Government Primary Schools in the District have well established and functional SMCs with meetings held at least once every term. School budgets and other resource issues were presented in Head Teacher's reports to the committees, deliberated upon and agreed on. The minutes of SMCs with Head teachers' reports were submitted to DEO every term.</p> <p>Evidence from sampled schools indicated as follows:</p> <ul style="list-style-type: none"> a) St John Bosco Katende SMC meeting held on 29th Sept 2017; b) St Anne Ggoli P. S meetings were held on 21st August 2017 and on 06th August 2018; c) Senene P. S. SMC meeting held on 30th July 2018 and 06th August 2018; d) Sacred Heart of Jesus Ggoli Boy's P.S. SMC meeting held on 27th August 2018; and e) St Anne Ggoli Girl's School SMC meeting held on 21st August 2017. 	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>Lists of all schools receiving non-wage recurrent grants were visibly revealed on the notice board at the entry to the DEOs Office.</p> <p>Information was verified by the similar displays in sampled schools head teacher's offices. The schools expressed a problem of people tearing off the documents from school walls as they do not have secure display facilities. What was seen were copies on manila papers in the offices.</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was evidence of Procurement requests submitted to CAO on 23/04/2018 were in line with the approved sector Annual Work Plan.</p> <p>A copy was forwarded to the Finance Officer and Head of PDU on the same date.</p> <p>There was evidence of acknowledgment of receipt by a stamp on the copy for the DEO's office from Central Registry on the same date. (23/04/2018).</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of 4 Unit staff Houses and 2-stance toilet at Nsumba C.U PS – Approved by DEO on 19th April 2018; LPO d.d. 27th April 2018 and paid on 9th May 2018 Shs.40,095,098 vide EFT 17671125 i.f.o Kit Com General Services.</p> <p>(2) Construction of 4 Unit Teachers' Houses and 2-stance lined pit latrine at Katuulo PS – Approved by DEO on 12th February 2018; LPO d.d. 14th March and paid on 21st March Shs.69,904,084 vide EFT 17152783 i.f.o. J.E.S & E Technical Services.</p>	<p>3</p>

<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was evidence that 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>The 4th Quarter Report was submitted on 18th July 2018 while the 3rd Quarter Report was submitted on 20th April 2018. 2nd Quarter Report was submitted on 24th January 2018 while the 1st Quarter Report was submitted to the District Planner on 12th October 2017. This was beyond the stipulated time of 15th July.</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"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>One Management Letter issued by Internal Audit in the 4th quarter on 26th July 2018 had all queries responded to by the DEO on 17th August 2018.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the Local Government Education Office in Mpigi has started on the trainings for Senior Male and Female teachers to disseminate information about guidance to girls and boys on personal hygiene, reproductive health and life skills in schools. Training was done for 43 head teachers from Buwama Sub County on 26/06/2018 at Maggya P. S.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was evidence of a training conducted on 26/06/2018 at Maggya P. S. in Buwama Sub County with an attendance of 43 teachers from 42 schools (the host school had 2 participants). This was a beginning of a planned series of trainings on management of sanitation for girls and people with Disabilities in Primary Schools. The training sessions were to be conducted for schools by sub county.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The District was in the process of renewal of SMCs and only two of the 5 sampled schools had an indication of adherence to gender consideration in School Management Committee composition. This was in:</p> <ul style="list-style-type: none"> - St John Bosco Katende Primary School. - Senene P. S. 	<p>0</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>Information passed on was instructions for schools on compound management, beautification and tree planting for school land demarcation. This was by the DEO and no liaison with Environment Officer was evidenced. No specific guidelines have been given so far.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was no evidence of screening infrastructure projects before approval for construction in as much as the district had some planned projects.</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>Records of staff visits in the sampled schools were seen in the school visitor's books; however there were no reports seen as evidence of checking for compliance to proposed mitigation actions neither at the DEO's office nor at the schools.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The Local Government had an approved structure of 394 health workers. The current wage bill only supported 280 staffs making 71% staffing level. However, a copy of Mpigi District Health Recruitment plan for Financial Years 2018/2019, 2019/2020 and 2020/2021 seen at District Health Officers office was submitted to Intra-Health/ Ministry of Health to fill up the vacant positions despite the current wage bill being fully utilised.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A copy of a comprehensive Health Recruitment plan for Mpigi District Health Department for Financial Years 2018/2019, 2019/2020 and 2020/2021 dated 11th August 2017 generated by District Health Officer and the Chief Administrative Officer was seen at District Health Officers office and was submitted to Intra-Health Uganda/ MOH to fill up the vacant positions. Vacancies included Key positions like Assistant District Health Officer- Environment Health, Nursing Officers, Mid wives and some support staffs.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>All the 19 healthy facility in-charges were appraised during FY 2017/2018 by the SAS as evidenced in their appraisal forms in their personnel files. These included:</p> <p>In-charges for Mpigi H/C, Ggolo H/C II, Buwama H/C III, Kyaali H/C II, Kyaali H/C III, Nabyewanga H/C II, Ggolo H/C III, Mpigi H/C IV, Bunjako H/C III, Nsaamu H/C II, Muduuma H/C III, Kiringente H/C III, Bumoozi H/C II, Nnindye H/CIII, Kampiringisa H/C III, Muduuma H/C, Namulindwa H, Kajumba Waako 14/06/2018 and Nabiryo S.</p> <p>Source of information: Personnel files.</p>	8
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers list on deployment (updated staff list) seen at DHOs office was accurate and consistent with the list in PBS FY 2018/2019.</p> <p>Also staff lists seen at the sampled health facilities (Mpigi HC IV, Butoolo HC III, Kampiringisa HC III, were consistent with the PBS list despite a few transfers of some workers to other facilities. The transfers list was also seen at the DHOs office in the transfers file.</p>	4
Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Only one guideline out of the three prioritised policies ie. Ministry of Health Sector grant and Budget guidelines to Local Government was sent on line as an email as an attachment from Dr Nassanga (DHO) dated 12th, and 16th October to facility in-charges of Nkozi Hospital and Mpigi HC IV. Other prioritised policies like Policy strategies for improving Health Services delivery 2016-2021 and MoH guidelines for Local Government Planning Process for Health Sector supplement were not seen at DHOs office and were not disseminated to facilities. However, other non prioritised policies like the Surge Initiative Policy were distributed to In-charges as seen on the distribution list at the DHOs office.</p>	0

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office. However some minutes of meetings about other un prioritised policies were seen including:</p> <p>A copy of report minutes dated 22nd September 2017 and among other things, discussed about new HIV treatment and prevention policy.</p> <p>Also a copy of a letter from the DHO inviting Health workers for training on the roll out of consolidated HIV guidelines dated 7th July 2017 was also availed by the DHOs office.</p>	0
<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 availed at DHOs office dated 14th August 2017, 18th November 2017, 1st January 2018, 29th May 2018, and 22nd June 2018 showed that Nkozi Hospital (Private Not For Profit - PNFP) the only hospital and Mpigi Health Centre IV were supervised. Mpigi DLG has only one Health Centre IV and no government Hospital.</p>	3
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>Copies of quarterly support supervisions reports: Quarter 1, Quarter 2, Quarter 3, and Quarter 4 availed at DHOs office for both Health Sub Districts(HSDs); Mawokota North and Mawokota South showed that only 21 health facilities out of 24 Health facilities were supervised making 87%of facilities supported during the FY 2017/18.</p>	2

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of Support supervision reports availed at DHOs office; July –September 2017 report, Copy of support supervision report dated 13th November 2017, copy of 3rd quarter support supervision report dated 13th march 2018, and a copy of report dated 12th June 2018 showed that all these reports were discussed and came out with various recommendations and action points.</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>A copy of quarter 4 support supervision report April-june 2018 seen at DHOs office generated among others a recommendation to facilities to start using the requisition and issue system of updating the stock cards regularly whereby an action was taken by the DHO and a circular to this effect for its implementation came up dated 19th June 2018 under management of essential supplies and medicines in Mpigi district for all in-charges and currently its being implemented by all health facilities.</p> <p>Also a copy of Performance review Meeting dated 8th November 2017 came up with among other recommendations the adherence to test and treat policy for those facilities that were not adhering and a circular to this effect on adherence to test and treat policy dated 2nd July 2018 written to in-charges was availed at DHOs office as a result.</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"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were consistently submitting HMIS to the DHO/MOH were the same as those in the PBS that were receiving PHC. However, on HMIS list, there were extra health facilities that submitted reports but not receiving PHC funds.</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"> • Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Standing Committee Meetings responsible for Production, Health and Education met and discussed service delivery, inspection, performance assessment results and progress during the following meetings:</p> <p>a) Meeting held on 15th August 2017, under Min. No. 03/08/2017;</p> <p>b) Meeting held on 01st November 2017, under Minute No. 03/11/2017;</p> <p>c) Meeting held on 28th February 2018, under Minute No. 03/02/2018;</p> <p>d) Meeting held on 02nd May 2018, under Minute No. 3/5/2018</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"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that the Health Sector Committee presented issues that required Mpigi District Council's approval during the following meetings:</p> <p>a) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation of Sectoral Committee Reports;</p> <p>b) Meeting dated 29th May 2018 under Minute No. 6/5/2018: Presentation and Discussion of Sectoral Committee Reports;</p> <p>c) Meeting dated 07th March 2017 under Minute No. 6/03/2018: Presentation and Discussion of the Supplementary Budget for Council to renovate the Administration Block;</p> <p>d) Meeting dated 06th December 2017 under Minute No. 7/12/2017: Presentation and Discussion of Sectoral Committee Reports; and</p> <p>e) Meeting dated 30th August 2017 under Minute No. 7/8/2017: Presentation and Discussion of Sectoral Committee Reports.</p>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were availed in all the selected health facilities (Mpigi Health Centre IV, Butoolo Health Centre III, Ggoli Health Centre III, St. Monica Health Centre III, and Kampiringisa Health Centre III). Meetings were held regularly on quarterly basis as indicated by the dates of these meeting minutes and among others PHC utilisation was discussed.</p>	<p>6</p>

<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Copy of PHC fund distribution list of health facilities and funds releases for FY 2017/18 and Quarter 1 2018/19 were properly displayed on noticeboard of the DHO.</p> <p>Sampled facilities (Mpigi HC IV, Ggooli HC III, Butoolo HC III, St. Monica HC III and Kampiringisa HC III had their PHC funds releases displayed on their notice boards.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector an- nual work plan and budget on time by April 30 for the current FY: score 2 	<p>A copy of procurement plan seen at the DHOs office that was submitted to the DPU, was generated on 15th May 2018 by Dr Nassanga (DHO) and received by the DPU on 16th May 2018 which was beyond the recommended time of 30th April.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 27th august 2018 generated by Dr Nassanga (DHO) and received by DPU on 31st August 2018 was seen at the DHOs office.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>2 contracts and payment requests sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <ul style="list-style-type: none"> * Construction of a General Operating Theatre at Mpigi HC-IV was approved for payment by the DHO on 14th June 2018, LPO was issued on 20th June 2018 and paid on 22nd Jun 2018 vide EFT 18351131 i.f.o J.E.S & E Technical Services * Consultancy for the design of proposed plan for upgrading of Mpigi HC-IV was approved for payment by the DHO on 21st June 201, LPO was issued on 23rd June 2018 and paid on 23rd June 2018, Shs. 186,780,881 i.f.o PAN Modern Consult 	<p>4</p>
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Financial management and reporting

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was 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>The 4th Quarter Report was submitted on 17th July 2018 while the 3rd Quarter Report submitted on 19th April 2018. 2nd Quarter Report submitted to the District Planner on 18th January 2018 and the 1st Quarter Report submitted to the District Planner on 10th October 2017. This is beyond the stipulated time for submission i.e. 15th July.</p>	<p>0</p>
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<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The Health Sector responded to the 2 Management Letters issued by Internal Audit as follows: -</p> <table border="1"> <thead> <tr> <th>Qtr</th> <th>Date Issued</th> <th>Date Responded</th> </tr> </thead> <tbody> <tr> <td>2nd</td> <td>25-Jan-2018</td> <td>26-Feb-2018</td> </tr> <tr> <td>4th</td> <td>30-Jun-2018</td> <td>16-Aug-2018</td> </tr> </tbody> </table>	Qtr	Date Issued	Date Responded	2nd	25-Jan-2018	26-Feb-2018	4th	30-Jun-2018	16-Aug-2018	<p>2</p>
Qtr	Date Issued	Date Responded										
2nd	25-Jan-2018	26-Feb-2018										
4th	30-Jun-2018	16-Aug-2018										
<p>Social and environmental safeguards</p>												
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 40% females and 60% males.</p>	<p>2</p>									

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had no Sanitation management guidelines in place.</p> <p>However, placenta pits and incinerators for burning the medical waste and rubbish pits were in Mpigi HC IV. All health facilities also had pit latrines well labeled for females and males.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>Only a copy of environmental and social impact screening report for the proposed upgrading of Mpigi HCIV into a hospital drawn by the contractor (PAN MODERN CONSULT LTD) of June 2018 was seen at the DHOs office.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited and monitored the site.</p>	<p>0</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: <p>score 4.</p>	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities.</p> <p>Also sites for medical waste disposal like placenta pits, rubbish pits to manage the waste were also seen in the sampled facilities.</p>	<p>4</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Uganda water supply Atlas 2017 shows Mpigi with 80% Average access (84% Rural, 61% Urban) while the MWE districts water supply data base shows 84% and 62% for rural and urban access respectively with 80% average.</p> <p>Given the above, 2 sub counties out of 6 (Buwama 65% and Nkozi 75%) had access below the district average.</p> <p>According to the 2018/19 AWP submitted to the MWE dated 27th July 2018, the district has targeted to construct 2 deep B/Hs in Nkozi and 1 in Buwama sub counties making it 3 out of planned 6 Boreholes (average 50%).</p> <p>There is also a planned feasibility study and design for piped water system in Nkozi sub county.</p> <p>Korea International Cooperation Agency(KOICA), a development partner has also targeted to extend 7km of piped water in Nkozi S/C.</p> <p>In terms of Budget, the department allocated 132,084,000UgX out of the total development budget of 260,940,408UgX making it 51%.</p> <p>Though the above indicates that the district water department targeted the sub counties with safe water access below the district average, the overall allocation was just average and below 60%.</p>	0

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>According to AWP FY 2017/18, 9 deep boreholes were targeted in the district (Nakabiso in Kiringente S/C, Mbazzi in Muduuma S/C Kikota in Nkozi S/C, Manyoogaseka in Kiringente S/C, Lulumba in Muduuma, Buwere in Buwama S/C, Buzirango in Nkozi S/C and Kwaba in Kammengo S/C) with 8 under the DWSCG and 1 under DDEG.</p> <p>Out of the targeted 9 deep boreholes, 3 were in Nkozi S/C while 1 was in Buwama S/C (sub counties with safe water access below district average).</p> <p>All 4 planned Boreholes in the sub counties with safe water coverage below the district average were implemented and are functional as per the 4th Quarter supervision and Monitoring Report dated 25th May 2018 page 1 and also confirmed in the Report for the coordination of water and sanitation activities in the district FY17/18 page 4 dated 29th /June 2018.</p>
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<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>A file with monthly monitoring progress reports for the 9 deep borehole projects for FY17/18 was reviewed.</p> <p>The monitoring reports indicated that all the 9 projects had been monitored by the DWO at least monthly as per the approved supervision schedule. These were monitored between the period starting 26th June 2017 to 28th July 2018. Some of the monitoring reports sampled included;</p> <ol style="list-style-type: none"> 1. Report on monitoring and supervision of water and sanitation activities in the district dated 28th September 2017. 2. Report on monitoring and supervision of water and sanitation activities in the district for 4th Quarter dated 25th May 2018. 3. Report on coordination of water and sanitation activities in the district FY17/18 dated 29th June 2018. 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The data contained in the District Annual Work Plan and progress reports regarding projects that were implemented was accurate and consistent with the one obtained from the Ministry of Water and Environment. The projects included;</p> <ol style="list-style-type: none"> 1. DWD 66252 Nakabiso borehole; 2. DWD 66299 Mbazzi borehole; 3. DWD 66300 Kikota borehole; 4. DWD 66301 Manyogaseka borehole; 5. DWD 66302 Lulumba borehole; 6. DWD 66303 Buwere borehole; 7. DWD 66304 Buzirango borehole; and 8. DWD 66335 Kwaba borehole 	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The list of water facilities as presented in MIS reports verified in the file (Form 1s) was consistent with the list on the PBS sheet submitted to the MWE in the district work plan.</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>User department procurement work plan was submitted on 14th May 2018 and was received on the 24th May 18 by the procurement department. This way after the 30th April target.</p> <p>The District Water Officer indicated that the 30th April 2018 deadline was never met since the Annual Work Plan hadn't been approved by Council.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>Letter appointing contract manager (Mr. Ssekalegga Joseph) seen dated 25th August 2017 Ref.CR214/3/1/1 signed by the CAO.</p> <p>Contract Implementation Plan for all projects was prepared and was seen dated 18/09/17. The plan was shared with the CAO, head PDU and secretary works and technical services.</p> <p>Monthly site visits were made to all sites and report on findings recorded in the Site Books. These were verified in contracts file.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The BOQs for each deep Borehole and piped water extension works were reviewed in files. The 5 sampled projects including; Buwela A Borehole, Busilango Borehole, Nakabiso Borehole, Katende-Kikondo Piped water extension and Lulumba bore hole were found to have been constructed as per the designs and BOQs.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>The contractor (East Africa Boreholes Ltd) submitted the final completion report for all projects completed on the 11/05/18 to the DWO that formed part of the hand over report.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>DWO certified all projects undertaken as verified in a letter dated 2nd /11/2017 titled Certificate of Practical Completion under Ref. CR/210/12) for piped water extension of Katende-Kikondo and letter dated 11/05/2018 for deep boreholes.</p> <p>DWO also prepared and filed completion reports as seen in file dated 25/05/18 (Report on Monitoring and supervision of water and sanitation activities in the district for 4th quarter FY17/18 and another one dated 29th June 2018 titled "Report on the coordination of water and sanitation activities in the district FY17/18.</p>	<p>2</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>DWOs timely (as per contract) certified and recommended suppliers for payment. For example, from the sampled requests in the files, the following requests were recommended as follows:-</p> <p>Payment request for construction of deep boreholes was made on the 18th /05/2018 by East African Boreholes Ltd and was forwarded for payment by the DWO to the CFO on the 24th /05/2018.</p> <p>Payment request for the Piped water extension of Katende-Kikondo was made on the 3rd Nov 2017 and recommended for payment on 08th Nov 2017.</p> <p>Rehabilitation of borehole was approved by the DWO on 9th April 2018, LPO d.d. 21st May 2018 and paid on 25th May 2018 of Shs.2,668,203 vide EFT 17967372 i.f.o Mpigi District Hand Pump Services</p> <p>Repair of M/V Reg. No LG 0146-34 (Hilux) supplier invoice submitted on 19th April, Approved by DWE on 18th May and paid on 23rd May of Shs.11,910,080 vide EFT 17880915 i.f.o Saint Services Ltd</p>	<p>3</p>
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Financial management and reporting

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was evidence that 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>The 4th Quarter Report was submitted on 16th July 2018 while the 3rd Quarter Report submitted to the District Planner on 09th April 2018. 2nd Quarter Report submitted to the District Planner on 05th February 2018 and the 1st Quarter Report submitted to the District Planner on 23rd October 2017. However, this is beyond the stipulated time of 15th July.</p>	<p>0</p>
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<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 <p>If queries are not responded to score 0</p>	<p>The Water Department responded to the 2 Management Letters issued by Internal Audit as follows: -</p> <table border="1"> <thead> <tr> <th>Quarter Responded</th> <th>Date Issued</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>2nd 2018</td> <td>25-Jan-2018</td> <td>13-Mar-2018</td> </tr> <tr> <td>4th 2018</td> <td>30-Jun-2018</td> <td>28-Aug-2018</td> </tr> </tbody> </table>	Quarter Responded	Date Issued	Date	2nd 2018	25-Jan-2018	13-Mar-2018	4th 2018	30-Jun-2018	28-Aug-2018	<p>3</p>
Quarter Responded	Date Issued	Date										
2nd 2018	25-Jan-2018	13-Mar-2018										
4th 2018	30-Jun-2018	28-Aug-2018										
<p>Governance, oversight, transparency and accountability</p>												
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>Sectoral Committee Meetings for Finance, Works, Water and General Purpose were held and discussed service delivery, inspection, performance assessment results and progress made under the following minutes:</p> <p>Meeting held on 24th August 2017, under Min. No. 4/8/2017; and</p> <p>Meeting held on 22nd February 2018, under Minute No. 4/2/2018.</p>	<p>3</p>									

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>Water Sector Committee presented issues for District Council's approval during the following meetings:</p> <p>Minutes for District Council Meeting on 30th August 2017 were seen and service delivery was discussed under Minute No. 7/8/2017 on Sectoral Committee Reports;</p> <p>Minutes of District Council Meeting dated 29th May 2018 under Minute No. 6/5/2018 discussed sectoral Committee reports and service delivery,</p> <p>Minutes of District Council Meeting dated 06th December 2017 under Minute No. 7/12/2017 discussed sectoral Committee Reports,</p> <p>Minutes of District Council Meeting dated 30th August 2017 under Minute No. 7/8/2017 discussed sectoral committee reports and service delivery</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>Notice board had information displayed including among others; AWP, Contracts entered into and Financed under the DWSCG, Budget Performance for the first 3 quarters (releases and expenditures), Bid Documents.</p> <p>Advocacy meetings were held in all sub counties as verified and summarized under report titled "Report on Planning and Advocacy meeting at Sub Counties for FY17/18" dated 2/10/17.</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>There was inconsistency in labelling. For example; three of the sampled five projects had clearly labeled information including; contractor, name of project, date of construction. Two had one or two labels missing as detailed below.</p> <p>Buwela A deep Borehole had; Name, Source of fund, Date, contractor, DWD Ref No.</p> <p>Buzilango deep Borehole had; Name, date and Source of fund. Had no contractor name.</p> <p>Nakabiso Deep Borehole had all; Name, Source of fund, Date, contractor</p> <p>Lulumba deep bore hole had; Name and date only. Source of fund and contractor name were missing.</p> <p>Extension of Piped water for Katende-Kikondo had a site board with all labels including; project name, Funder, contractor and contract number, client and supervisor.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>This information on tenders and contract awards (indicating contractor name /contract and contract sum) was displayed on the notice board.</p>	<p>2</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>File with community applications was seen and verified. Most applications were accompanied by minutes from respective community meetings, land agreement for the site, steering committee names and receipt for community contribution.</p>	<p>1</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>The report on coordination of water and sanitation activities in the district FY17/18 dated 29th June 2018 on page 1 indicated that all water and sanitation committees had been fully established and are functional.</p> <p>The software file also contained information on O&M Plans, evidence of collection of funds by committees, among others.</p> <p>All five sites sampled were fenced.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>All projects were recommended by DWO for screening by District Environment Officer and were screened by the Ag. District Environment Officer (John Kiggundu) and screening reports filed under document dated 5th July 2017 following the template format.</p> <p>No EIA was required for all projects undertaken.</p>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>Follow up visits were conducted on the projects by the Ag. District Environment Officer and required actions to be made written in the instructions section on the site books. Certificate of Environmental and Social Mitigation compliance was issued upon completion of projects on the 21st May 2018.</p>	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Bids and contracts entered into had environmental Protection clause. One sampled contract titled “drilling contract for 8 deep Boreholes FY17/18” had a clause on environmental protection.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Out of the 8 projects for deep bore holes, 5 WSCs had 3 women each out of the 5-member committee while 3WSCs had 2 women each (Ref. Report on coordination of W&S activities in the district for the FY 17/18, dated 29th June 2018).</p> <p>In all committees, women took up key positions especially Treasurer.</p> <p>Less than 3 women on WSCs was due to them declining to take up positions.</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>No public sanitation facilities were implemented in the last financial year 2017/18.</p>	<p>0</p>