



Local Government Performance Assessment

Nebbi Municipal Council

(Vote Code: 794)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	73%
Educational Performance Measures	70%
Health Performance Measures	82%
Water Performance Measures	0%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • 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>Nebbi Municipal Local Government submitted a Final Annual Performance Contract of FY 2018/2019 to the Permanent Secretary of Ministry of Finance Planning and Economic Development on 03rd August 2018 which was past due the mandatory timeline of 1st August 2018. Also, submission letter of a hard copy of the financial Performance Contract for Vote 794-Nebbi Municipal Council was seen dated 03rd August 2018 with reference CR/218/1.</p> <p>Late submission was attributed to System failure (PBS), Un user-friendly systems because of Migration of OBT to PBS, Lack of timely correspondence at the Central government budget desks, un timely changes in guidelines and policies one in particular was the grant guidelines for education and health on 16th July to 31st 2018 under the new guidelines from World Bank (Inter-Governmental Fiscal Transfer Programme for Results) affected the entire planning and budgeting process</p>	No
Supporting Documents for the Budget required as per the PFMA are submitted and available			

<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • 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>Nebbi Municipal Local Government did submit a budget and procurement plan for FY 2018/2019 to the Permanent Secretary Ministry of Finance Planning and Economic Development (MoFPED) on 03rd August 2018 which was past due the mandatory timeline of 1st August 2018.</p>	<p>No</p>
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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>Nebbi Municipal Local Government did submit an Annual Performance Report for the FY 2017/2018 on 23rd August 2018 later than the mandatory time line of 31st July of 2018. According to Town Clerk the late submission was attributed to failure of Program Based System (PBS)</p>	<p>No</p>
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<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>Nebbi Municipal Local Government did submit all its quarterly budget performance reports for all the four Quarters to the Permanent Secretary Office of the Prime Minter. However the 4th Quarter was submitted later than the required mandatory timeline of July 31st 2018. Submission dates for quarterly performance were as follows; -</p> <p>1st Quarter was submitted on (17th January 2018)</p> <p>2nd Quarter on (19th March 2018)</p> <p>3rd Quarter on (03rd May 2018)</p> <p>4th Quarter (23rd August 2018).The officer in charge of the planning unit of Nebbi Municipal Council noted that at the time of submission the Officer in charge at the Central budget desk was out of office to South Africa and there was no other officer delegated which delayed the submission</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • 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>Nebbi Municipal Council submitted to the PS/ST, MOFPED on the status of implementation of the Internal Auditor General's findings for FY 2016/2017 through the Senior Internal Auditor's letter referenced NTC/IA/252/2 and dated 1st December, 2017. This was in response to the 21 (twenty one) queries that were raised by the Municipal Council Senior Internal Auditor for which all the 21 queries were followed up and cleared.</p> <p>The MOFPED and the Internal Auditor General acknowledged receipt of the Senior Internal Auditor's letter on 13th April, 2018 by date stamping on copies.</p> <p>As for the 4 (four) queries raised by the OAG during FY 2016/2017, the Senior Internal Auditor provided information to the PS/ST on the status of implementation of Auditor General's findings through letter dated 15th February, 2018 and referenced NTC/IA/252/2. The MOFPED and the Internal Auditor General acknowledged receipt of the Senior Internal Auditor's letter on 13th April, 2018 by date stamping on copies.</p> <p>The information provided to the PS/ST on the status of implementation and response thereto was done within the deadline of 30th April, 2018.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Nebbi Municipal Council obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>Yes</p>

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

All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

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

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

There was evidence of appointment of the Municipal Physical Planning Committee members as observed from the letters of appointment; for instance Municipal Environmental Officer- Mr Okethwengu Richard Ojuku was appointed on 5th January 2018, Senior Assistant Engineering Officer Mr Olore Kasmaba Joseph 5th January 2018, Architect Mr Okethwengu Francis on 05th January 2018, Senior Physical Planner Ms Oyeny Flavia Rhodah on 5th January 2018, District Staff Surveyor Mr Onen Paul on 5th January 2018 .

There was also evidence that the Municipal Physical Planning Committee was functional as evidenced from the meetings held for example; One meeting was held on 06th April 2018 and among the issues discussed were building plan approval for 17 application under minute 05MIN 05/02/PCCM/2017/2018. Secondly on the agenda was development matters under Minute 04/2/PCCM/2017/2018 which included titling applications and land registration process for freehold land application.

Another meeting was held on 13th September 2017 and among the issues discussed were building plan approval for 9 application under minute 05MIN/01/PCCM/2017/2018. Secondly on the agenda there was also development matters under minute MIN04/01/PCCM/2017/2018 which included titling applications and land registration process for 6 applications for instance water school Uganda along Pakwach road, in Nyangam Lower Village , Namrodho Ward, Thatha Division, Nebbi MC the land use was commercial among others. There was also an issue of illegal developers of which 14 cases were presented.

There was also evidence of plan register for development application for FY 2017/2018 of which records of development application were received and profiled. Some of the development application were for instance; a residential development application was lodged in by Okway Rwoth Justine it was received on 27th June 2018 and approved, Oil Energy planned construction of fuel station it was received on 6th April 2018 was also approved among others, an indication that the Physical Planning Committee was functional.

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that Nebbi Municipal Local Government had submitted 2 sets of minutes for the Municipal Physical Planning Committee to Ministry of Lands Housing and Urban Development in the previous Financial Year (2017/2018). As observed one set was received in the Office of the Physical Planning Commissioner on 30th November 2017 while another one on 03rd July 2017. However as explained by the Municipal Senior Physical Planner one set had been submitted to Arua Ministry Zonal Offices and one other had been submitted early but it was received on 30th August 2018 which was past due 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"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Nebbi Municipal Local Government had an approved Physical Development Plan which was running from 2017-2027 under drawing number NEB/NMC/PDP/2017/09, prepared by PRAID Consultants LTD. As observed most of the infrastructure investment were approved as per the plan (Nebbi Municipal Council Physical Development Plan) for instance in the plan there was planned market shed in Namrwodho Ward which was developed, the office block for Tharhta Divisional Offices were developed under Civic land use from the plan, One other planned infrastructure were roads of which one road was constructed crossing through Namrwodho forest and Thatha and joining Oryema road.</p>	<p>1</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>There were also efforts undertaken by the Municipal Local Government to prepare Action Area Plans/ Detailed Plan for various neighborhood in the Municipality for the previous FY 2017/2018 i.e. Forest Ward Thatha Division, Thatha Ward in Thatha Division and Part of Nebbi Hill- forest and Namrwodho Ward. The action plans/detailed plans were prepared under the Natural Resource department , stamped by town Clerk and dated 30th June 2018</p>	<p>1</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>Nebbi Municipal Council held a budget conference on 27th November 2017 in the Municipal Hall. As per the budget conference report dated 29th November 2017 the following were the planned priorities;-</p> <p>a) Under the health sector one of the planned priorities was improvement of solid waste management on page 2 of the budget conference report which was considered in the Annual Work Plan for 2018/2019 on page 38.</p> <p>b) Under the natural resources sector one of the planned priorities was detailed planning of Nebbi Hill ward and Abindu division on page 4 of the budget conference report which was considered in the Annual Work Plan for FY 2018/2019 on page 56- 57</p> <p>c) Under the education sector one of the planned priorities was construction of classroom on page 2 of the budget conference report which was considered in the Annual Work Plan for FY 2018/2019 on page 45</p>	<p>2</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>The approved Annual Work Plan for FY 2018/2019 of Nebbi Municipal Local Government was derived from the Nebbi Municipal Development Plan II 2016/2017 to 2019/2020 in consideration of the following cases for instance;</p> <p>Under Education sector, there was planned construction of classrooms, VIP Latrines, and Staff houses on page 76 of Municipal Development Plan –II (MDP-II), while in the Current Annual Work Plan for 2018/2019 it was on page 45. In addition there was planned procurement of classroom desk in the MDP-II on page 76 while in the FY 2018/2019 Annual Work Plan it was on page 50 under number 078472 administrative capital.</p> <p>Under Health, the objectives were to improve on sanitation and solid waste management within the municipality on page 51 of the MDP-II while in the Annual Work Plan for FY 2018/2019 it was on page 40 to 41 of which included 20 hand washing facilities planned to be procured and distributed at the Central Business District and repair of plants used for solid waste transportation tools etc.)</p> <p>Under works sector there was planned construction and maintenance of Municipal roads, rehabilitation of Community access road, and culvert installation on page 77 of the MDP-II while in the Annual Work Plan it was on page 52.</p> <p>Note: The FY 2018/2019 Annual Work Plan at the time of the assessment was planned to be reviewed by the end of October (2018). A request for revision of the work plan in order to incorporate new changes was made to Ministry of Finance Planning and Economic Development which was granted on 16th July 2018 as communicated by the Municipal Economic Planner. Thus there was some mismatch with what had been planned and budgeted</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>The project profiles in the Nebbi Municipal Local Government Development Plan-II were not stated as per the Local Government Development Planning guidelines for Lower Local Governments 2014 on page 66-68 Appendix 3. In addition there was no evidence of record from Technical Planning Committee discussion of the project profiles.</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>Nebbi Municipal Local Government did not have an annual statistical abstract at the time of the assessment it was still under draft. The challenges as noted by the care taker for the Municipal Planning Unit / Municipal Treasure (Mr. Ovrutho Stevenson) was due to lack of substantive Municipal economic planner</p>	<p>0</p>

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>On page 27 of the Annual Work Plan for FY 2017/2018 under the administration sector, there was planned construction of phase II administration building for the divisional offices and rehabilitation of the Municipal Office building phase III while in the budget it was on page 6.</p> <p>Under the education sector there was planned construction of 2 classroom block with office and store at Angir Primary School on page 41 of the Annual Work Plan for FY 2017/2018 while in the budget it was on page 17.</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>a) On page 27 of the Annual Work Plan for FY 2017/2018 under the administration sector, there was planned construction of phase II administration building for the divisional offices and rehabilitation of the Municipal Office building phase III.</p> <p>b)The construction of office Block of the Municipality headquarter phase III was under contract no NMC/794/WRKS/2017-18/00002 at a contract sum of UGX 86,617,747 and it certificate of completion was issued on 28th June 2018 with a retention of UGX 8,661,775. The funds were from a supplementary with support from Ministry of Local Government which was approved by the Municipal council on 13th February 2018 under minute NM/EX-COU/14/02/17/18</p> <p>c)The planned construction of office Block Phase 2-Block A-at Thatha Division was at a contract sum of UGX 15, 695,857 under contract no NMC/794/WRKS/2017-18/00003 and a certificate of completion was dated 26 April 2018 with a retention of UGX 1,559,586.</p> <p>d) Under the education sector there was planned construction of 2 classroom block with office and store at Angir Primary School in Abindu Division on page 41 of the Annual Work Plan with certificate of completion number 2 Issued on 16th June 2018 signed at a contract sum of UGX 54,7111,357 while in the Annual Performance Report the expenditure was UGX 66,308,000 at 102%</p>	<p>4</p>

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>a) On page 27 of the Annual Work Plan for FY 2017/2018 under the administration sector, there was planned construction of phase II administration building for the divisional offices and rehabilitation of the Municipal Office building phase III was within the minimum and maximum threshold of 15% of the original budget.</p> <p>b) The construction of office Block of the Municipality headquarter phase III was under contract no NMC/794/WRKS/2017-18/00002 at a contract sum of UGX 86,617,747 and it certificate of completion was issued on 28th June 2018 with a retention of UGX 8,661,775.</p> <p>c) Whereas the planned construction of office Block Phase 2-Block A- at Thatha Division was at a contract sum of UGX 15, 695,857 under contract no NMC/794/WRKS/2017-18/0003 and a certificate of completion was dated 26 April 2018 with a retention of UGX 1,559,586.</p> <p>d) Under the education sector there was planned construction of 2 classroom block with office and store at Angir Primary School in Abindu Division on page 41 of the Annual Work Plan with certificate of completion number 2 Issued on 16th June 2018 signed at a contract sum of UGX 54,711,357 while in the Annual Performance Report the expenditure was UGX 66,308,000 which was with the threshold of 15% Maximum of the original budget.</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>Nebbi Municipal Local Government did not have evidence of records for planned operation and maintenance budget of infrastructure for FY 2017/2018</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>There was no evidence that all HoD's were substantively filled. Out of the eleven positions, Six were substantive and these were; Municipal Education Officer, Senior Internal Auditor, Senior Human Resource Officer, Head of Natural Resources, Senior Procurement Officer and Principal Community Development Officer.</p> <p>Those that were not substantively filled included; Municipal Engineer, Municipal Health Officer, Head Production & Marketing, Principal Commercial Officer and Principal Treasurer (Head of Finance).</p> <p>There was evidence that the municipality had made efforts to have these positions filled substantively but it failed to attract suitable candidates. There was a declaration of vacant positions ref: CR/156/1 dated 6th Feb 2018 and also as contained in an external advert ref: DSC/NBB/169/1 dated 27th April 2018. This included the positions of Municipal Engineer, Principal Treasurer, Senior Planner & Principal Commercial Officer. The Municipal Health Officer was advertised internally on ref: ARC 6/293/05 dated 21/9/2017.</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>There was no evidence that all HoD's were appraised. Eleven (11) HOD's personnel files were reviewed and only Eight (8) were found to have performance agreements and appraisal reports. These included;</p> <ol style="list-style-type: none"> Morris Marachtho, the Internal Auditor (CR/007) who was appraised on 15/7/2018 Yangchon Andrew, Acting Head of production & marketing (CR/061) who was appraised on 8/8/2018 Oneg Kerchan Moses, Principal Community Development Officer (CR/063) appraised on 8/8/2018 Oyeng Flaviah Rhoda, Acting Head of Natural Resources (CR/020) appraised on 8/8/2018 Omach Deo, Acting Head of Finance (CR/ 004) appraised on 23/8/2018 Clementine Adiru, Principal HRO (CR/002) appraised on 01/8/2018 Stephenson Ovrutho Acting Planner (CR/069) appraised on 27/8/2018 Herman Nteziyalemye, Senior Procurement Officer (CR/068) appraised on 31/7/2018 	<p>0</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>A total of twenty six (26) positions were submitted for recruitment and these were considered as contained in an extracted minute of the 16th sitting of the Nebbi DSC held from 6th to 8th June. 2018 ref: DSC/NBB/214/238/1.</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>Only one (1) staff was submitted for confirmation. This was Yangchon Andrew on ref: CR/159/1 dated 6th Apr. 2018 and considered in an extracted min. of the 14th sitting of the Nebbi DSC held on 17th & 23rd April 2014 on ref: DSC/NBB/214/238/1 dated 30th April 2018.</p>	<p>1</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was no issue submitted for disciplinary action during the previous FY 2017/18</p>	<p>1</p>
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was evidence that all staff that were recruited during the FY 2017/2018 accessed the payroll not later than two months after recruitment. New staff were recruited in August 2018 and a copy of the September 2018 payroll included :Rehema Evaline, Keuber Lucky and Masagorwoth Walter, all Education Assistants were sampled to confirm this.</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>There was no evidence that staff that retired during the previous FY accessed the pension payroll not later than two months after retirement. There were three staff that retired during the FY 2017/2018. They were paid though much later than the prescribed time of two months.</p> <p>These were; Oloya Christopher whose last date of appointment was Jan 17th 2018, request was sent on March 22nd 2018 and submitted the following day to the MoPS. However he appeared on the pension payroll in June 2018.</p> <p>Owinja John Joel retired effective Jan. 12th 2018 and request sent on April 18th 2018 and submitted to MoPS on April 19th 2018. Payment of pension was later in August 2018.</p> <p>Ongwech Caesar's last date of appointment was March 23rd 2018. His request was sent on April 18th 2018 and submitted to MoPS on 20/4/2018. He appeared on the pension payroll in June 2018.</p> <p>This was outside the required 2 months period but was a great achievement that had been attributed to early planning and organisation on the side of the retiring staff coupled with rigorous physical follow up of the HRO with the responsible Officers at MoPS.</p>	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Nebbi Municipal Council collected shs 369,483,916 as OSR during FY 2016/2017 as reflected on page 8 of the audited financial statements for FY 2016/2017.</p> <p>There was no evidence of sales relating to the Council's assets during FY 2016/2017.</p> <p>Total revenue collection in FY 2017/2018 by the Municipal Council amounted to shs 387,999,529 as detailed on page 30 of the draft accounts for FY 2017/2018. There was no evidence of sales relating to the Council's assets during FY 2017/2018.</p> <p>Increment in OSR computation:</p> <p>Shs 387,999,529 less shs 369,483,916 = shs 18,515,613.</p> <p>$18,515,613 \times 100 = 5\%$</p> <p>369,483,916</p> <p>The Municipal Council was in its second year of operation. It had embarked on sensitising tax payers including explaining the benefits of payment of taxes most important of which was service delivery. Revenue Enhance Plans were being revisited to cater for revenue collection strategies.</p>	2

<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 <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>Nebbi Municipal Council budgeted for its local revenue collection for FY 2017/2018 amounting to Shs 454,290,000 as reflected on page 2 of the approved budget.</p> <p>The total local revenue collected during FY 2017/2018 amounted to Shs 387,999,529 as per page 30 of the draft financial statements for FY 2017/2018 reflecting 85% realisation. There was a variation of 15%.</p>	<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 District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>There were three divisions in the Municipal Council namely: Central, Abindu and Thatha to which the mandatory 50% share of local revenues was remitted to the LLGs (Divisions) during FY 2017/2018. This was done in compliance with the approved formulae as provided in Section 85 and 5th Schedule in the Local Government Act CAP 243.</p> <p>Examples: (i) Remittance of shs 8,096,070 to the Central Division on 14th May, 2018 on IFMIS transfer reference ZZ0089.</p> <p>(ii) Remittance of shs 475,000 to Abindu Division on 20th April, 2018 on IFMIS transfer reference ZX00678.</p> <p>(iii) Remittance of shs 1,182,500 to Thatha Division on IFMIS transfer reference KL00742.</p>	<p>2</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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>Nebbi Municipal Council spent shs 41,081,351 on emoluments and allowances during FY 2017/2018.</p> <p>Local revenue realised during FY 2016/2017 by the Municipal Council amounted to shs 369,483,916 as reflected on page 8 of the FY 2016/2017 audited financial statements. Computation:</p> $41,081,351 \times 100 = 11.1\%$ <p>369,483,916</p> <p>Payment of allowances and emoluments was not more than 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> 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 Municipality had the position of Senior Procurement Officer substantively filled. Mr. Herman Nteziyalemye formerly a Procurement Officer was promoted to Senior Procurement Officer in a letter dated May 10th 2018 ref: CR/160/2 under DSC min. DSC/NBB/169/9/2018. With his promotion, the position of Procurement Officer is now vacant. The municipality has already written a request on ref: CR/156/1 dated 27/8/2018 to the Nebbi DSC requesting to fill this position.</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>The Municipal Evaluation Committee (EC) produced and submitted reports to Contracts Committee as evidenced by minutes of the EC dated 22nd – 26th March 2018 as per the sampled projects below; i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, opened on 28th February 2018, under Administration, funded by DDEG, submitted on 26th March 2018, ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, opened on 28th February 2018, under Administration, funded by MoLG, submitted on 26th March 2018 and iii. Construction of Classroom Block at Angir Primary School, in Abindu Division, Ref. NMC/794/Wrks/17/18/00001, opened on 28th March 2018, under Education Department, funded by DDEG, submitted on 26th March, 2018. The assessor noted that the Municipal Council had only three development projects implemented in the FY 2017/2018.</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 Municipality Contracts Committee considered Evaluation Committee recommendations as evidenced by sampled projects below;</p> <p>i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, considered on 26th March 2018, recommended that the project be awarded to Rivershore Trade Links of P.O. Box 101 Pakwach, at evaluated price of UGX. 15,695,857, under minute number 04-013/26-03-18, ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, considered on 26th March, 2018, recommended that the project be awarded to Elton Construction Company Ltd of P.O. Box 3772 Kampala at evaluated price of UGX. 86,362,155 under minute number 04-013/26-03-18, iii. Construction of Classroom Block at Angir Primary School, in Abindu Division, Ref. NMC/794/Wrks/17/18/00001, considered on 26th March 2018, recommended that the project be awarded to Rivershore Trade Links of P.O. Box 101 Pakwach, at evaluated price of UGX. 54,711,357, under minute number 04-013/26-03-18.</p>	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>The Municipality Procurement Plan for FY 2018/2019 covered all infrastructure projects in the approved work plan of FY 2018/2019 as evidenced by a copy of the consolidated annual procurement work plan for FY 2018/2019 approved by the Accounting Officer, dated 25th July, 2018. The example of projects in the work plan for 2018/2019 included; i. Construction of market shed for production and marketing department, ii. Construction of a 5 stance VIP latrine at Pubidhi and Nyacara Primary Schools, iii Construction of a two Classroom Block with Office and Store at Nebbi Public Primary School and iv Fencing of Afere Primary School.</p> <p>The Municipality also made a consolidated procurement and disposal annual work plan for FY 2017/2018 as per the submission and endorsement by the Accounting Officer, dated 15th August, 2017 and a supplementary procurement and disposal annual work plan endorsed by the accounting office on 15th February, 2018. Examples of projects in the work plan included projects like; i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002 and iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001,</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 current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For the FY (2018/2019) the Municipality had not prepared bid documents for investments/infrastructure by 30th August 2018.</p> <p>The Municipality had 4 projects in the consolidated work plan in FY 2018/2019 out of which none of projects had been initiated by the user departments and none of the projects had completed bid documents prepared. The reason for this was that the process of prequalification was concluded late. Also delayed initiation by the user department and late submission of procurement work plans by the user departments were attributed to have caused the delays.</p>	<p>0</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>In the FY 2017/2018 the Municipality had updated the contracts register as evidenced by the additional number of entries (06) for FY 2017/2018. Also the Municipal Council had completed procurement files for all procurements. For example one sampled file for a project; Construction of Classroom Block at Angir Primary School was examined and the file had all the necessary documentation. The files seen had requisition of UGX. 58,777,200, records of adverts in the New Vision newspaper, dated 1st March 2018 was on file, issues of bid document, Ref. LGPP form 6 R48 (6) filled was on file, receipt, Ref. LGPP form 9 R70 (5) filled was on file and opening of bids, LGPP form 10 R71(11), (12), (13) had been filled and on file, Evaluation and Contracts Committee minutes all dated 26th March 2018 were on file, award and acceptance letters dated 13th April, 2018 and contracts document signed on 13th April 2018 were all on file.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The Municipality had adhered to procurement threshold as per the sampled project files reviewed;</p> <p>i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, at UGX. 16,500,000 – Selective bidding, ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, at UGX. 88,362,155 - Open domestic bidding, iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001, at UGX. 65,308,000 – Open domestic bidding.</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 implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>There was evidence that works projects implemented in the FY 2017/2018 were appropriately certified with completion certificates as indicated in the sampled projects below;</p> <p>i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, at UGX.16,500,000, final certificate signed on 26th April, 2018,</p> <p>ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, and final certificate signed on 28th June, 2018, iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001, final certificate signed on 12th June, 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>There was no evidence of site boards in all the infrastructure projects for the FY 2018/2019 because the procurement process had not started due to delays in initiation by user departments delayed pre qualifications process.</p>	<p>0</p>
<p>Financial management</p>			

The LG makes monthly and up to-date bank reconciliations

Maximum 4 points on this performance measure.

• Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4

Nebbi Municipal Council maintained 5 bank accounts at the Centenary bank, Nebbi branch, 2 bank accounts at the Stanbic bank Nebbi branch and one account for TSA in Bank of Uganda. At the date of assessment on 20th and 21st September, 2018, all the accounts were reconciled on a monthly basis up to 31st July, 2018.

The Municipal Council partly used a computerized IFMIS accounting system to reconcile the two bank accounts maintained by Stanbic bank. The five bank accounts held in the Centenary bank were posted and reconciled manually during the preparation of the bank reconciliation statements. Scrutiny of the bank reconciliation statements in both cases revealed that all were appropriately authenticated by the relevant officials as required.

Examples for the computerised system: reconciliations: Account number 9030012189 in Stanbic bank for the Municipal General Fund account. The reconciled balance on 20th September, 2018 was shs 14,955,595;

As for the TSA account in the Bank of Uganda, the reconciled balance on 20th September, 2018 was shs 732,264 per account number 004440528000000.

Examples for the manual reconciliations: (i) Account number 7612100054 in Centenary bank for the Municipal Youth Account. The reconciled balance on 31st July, 2018 was shs 5,434,450;

(ii) Account number 7612100049 in Centenary bank for the Municipal UWEP Enterprises Fund. The reconciled balance on 28th February, 2018 was shs 2,700.

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The Nebbi Municipal Council provided evidence on timely payments of suppliers during FY 2017/2018 and sampled payments in the most active sectors namely Education and Administration indicated compliance.</p> <p>For Example: (i) In the Education department, a payment request was made on 21st May, 2018. Certification and approval of the payment was done on, 28th May, 2018 by the TC. Payment by EFT was done on 30th June, 2018. Payment was made to M/s River Shore Trade Links for shs 24,620,110 in respect of construction of a 2 class room block at Angir Primary School in Abindu division.</p> <p>(ii) Another payment was done to M/s River Shore Trade Links for shs 30,000,000 by EFT on 30th June, 2018 for an extra phase in the construction of a 2 class room block at Angir Primary School in Abindu division.</p> <p>The initial request for payment was done on 12th June, 2018 whereas certification was done on 14th June, 2018.</p> <p>(iii) As for the Administration department, a payment request was made on 25th May, 2018; certification was done on 28th May, 2018 and actual payment was effected to M/s Elton Construction Company Ltd for shs 64,963,310 by EFT on 13th June, 2018 in respect of construction of an office block Phase III at the Municipal Headquarters as per contract reference number NMC/94/WRK/17/18 00002.</p> <p>(iv) Another request was made on 6th June, 2018; certification on 29th June, 2018 and actual payment of shs 21,645,436 to M/s Elton Construction Company Ltd effected on 30th June, 2018 in respect of construction of an office block Phase III at the Municipal Headquarters as per contract reference number NMC/94/WRK/17/18 00002.</p> <p>In addition, a payment register was verified and confirmation realised that there were no pending bills for settlement by the district beyond two months.</p>
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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>	<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>The Internal Audit department of Nebbi Municipal was headed by Mr Morris Marachtho who was substantively appointed Senior Internal Auditor per appointment letter dated 12th April, 2017 vide letter referenced CR/152/1, based on a DSC minute number DSC/NBB/070/3/2017. Communication to Senior Internal Auditor was done by the then Acting Town Clerk, Mr Edmond Ntimba and copied to the Regional Audit Committee.</p> <p>The Internal Audit department was manned by two officials; the Senior Internal Auditor assisted by the Internal Auditor based on the approved structure.</p>	<p>1</p>
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The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

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

Nebbi Municipal Council had in place a functional Internal Audit Department during FY 2017/18 as was evidenced by the four internal audit reports that were timely produced on quarterly basis.

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

Quarter 01: Date of report: 13/10/2017

Quarter 02: Date of report: 5/1/2018

Quarter 03: Date of report: 16/4/2018

Quarter 04: Date of report: 16/7/2018

All the reports were referenced NTC/IA/252/1 and were accordingly acknowledged receipt of on submission as follows:

Quarter one: on 8/12/2017 by IAG and MoLG;

Quarter two: on 28/2/2018 by IAG, MOLG; RDC on 15/3/2018;

Quarter three: on 28/5/2018 by IAG and MoLG;

Quarter four: on 10/8/2018 by IAG and MoLG; on 30/8/2018 by OAG.

Submissions of reports was done to the Speaker of the Municipal Council per Section 90 2 (b) of the Local Government Act CAP 243 and circulated to:

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

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The production of the quarterly internal audit reports during FY 2017/2018 was done within the prescribed timeframe. The reports were submitted to the Speaker as required by law.</p> <p>During FY 2017/2018, details of the internal audit findings were as detailed below:</p> <p>Quarter 01: Raised 5 queries, responded to 4 queries and 1 pending.</p> <p>Quarter 02: Raised 5 queries, responded to 4 queries and 1 pending.</p> <p>Quarter 03: Raised 6 queries, responded to 5 queries and 1 pending.</p> <p>Quarter 04: Raised 5 queries, responded to 5 queries and none pending.</p> <p>In total, 21 queries were raised by the Senior Internal Auditor out of which 18 were dealt with leaving a balance of 3 queries.</p> <p>Because the LG PAC was not functional to review the Internal Auditor's findings, the Council did not discuss the audit reports. There was no evidence (no minutes) that Council discussed the reports.</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>Nebbi Municipal Council was meant to utilise the services of the LG PAC established at the Nebbi DLG. The LG PAC at the district level had issues from FY 2016/2017 to the date of the assessment that could not allow its full functionality as mandated. In the circumstances, whereas the Municipal Senior Internal Auditor timely produced the quarterly internal audit reports during FY 2017/2018 as required, and subsequently submitted them to the Speaker in accordance with the provisions of the laws, there was no evidence that the LG PAC reviewed the reports under reference.</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>Nebbi Municipal Council maintained both a manual Assets Register and a partly computerised Register both of which were updated.</p> <p>The manual registers contained information on vehicles, motorcycles, computers, buildings, road and other heavy equipment, furniture etc whereas information on Council land was scanty.</p> <p>Since the opening of FY 2018/2019, the management of the Municipal Council requested for assistance from the MOFPED experts to supervise the full IFMIS computerisation of the Assets Register as the Town Clerk assisted by the HOF followed up the matter. At the time of the assessment, work was in progress for the computerisation of the Assets Register.</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Nebbi Municipal Council obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • 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 Nebbi Municipal Council met and discussed service delivery issues in the Financial year 2017/2018. In total the Municipal Council held Five (5) Ordinary meeting and One (1) extra ordinary meeting among which included;</p> <p>An ordinary Municipal Council meeting was held on 5th October 2017 at the Municipal Council Hall Headquarters. The issues discussed among others were; presentation of the Executive committee report and sector committees' reports (Social services, Finance planning and administrative and Production and natural resources). It involved presentation of the 4th Quarter reports for the FY 2016/2017 and 1st Quarter Work Plans and Budget allocation for FY 2017/2018 under minute NMC/COU/O5/10/17/18 on page 7 to 10.</p> <p>Another ordinary Municipal Council meeting was held on 21st December 2017 at the Municipal Council Hall Headquarters. The issues discussed among others were; presentation of the sectorial committee reports (all the sectors) for 1st Quarter performance report and second quarter budget allocation for</p>	<p>2</p>

		<p>FY 2017/2018 under minute NM/COU/10/12/17/18 page 3</p> <p>An extraordinary Municipal Council meeting was held on 13th February 2018 at the Municipal Council Hall Headquarters. The issues discussed among others were; approval of supplementary budget. The funds were from Ministry of Local Government (MoLG) and Ministry Of Education and Sports (MoES) a sum of Uganda shilling UGX.61, 171,000. The MoLG supported with UGX 60,000,000 of the total sum which was used to construct Municipal Council Office Block while the MoES supported with UGX 1,171,000 which was for monitoring and supervision of Primary Leaving Examination (PLE) examination 2017 under minute NM/EX-COU/14/02/17/18 on page 2-3</p> <p>Another ordinary Municipal Council meeting was held on 15th March 2018 at the Municipal Council Hall Headquarters. Among the issues discussed was; presentation of committee reports under minute NM/COU/19/03/17/18 from page 3-5. The sectorial committee presented 2nd Quarter performance report and 3rd Quarter budget allocation 2017/2018 FY</p> <p>Another ordinary Municipal Council meeting was held on 29th March 2018 at the new Municipal Council block. The issues discussed among others were; laying of the council draft budget FY 2018/2019 and presentation of the sector specific achievements for FY 2017/2018 and budget revision for all the sectors under minute NM/COU/23/03/17/18 from page 3-5</p> <p>Another ordinary Municipal Council meeting was held on 29th May 2018 at Leosim Hotel. The issues discussed among others were; presentation, discussion and approval of sector work plans and budget estimates for FY 2018/2019 under minute NM/COU/27/05/17/18 on page 3. One of the salient issues was total expected revenue of UGX 1,653,742,830 and departmental expenditure.</p>	
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>Nebbi Municipal Local Government had a designated person appointed as focal person to coordinate response/ feedback to grievance and complaint as the Municipal Education Officer (Mr Angala Patrick), his appointment letter was dated 20th January 2018. However there was no evidence of response to feedback and complaints. As noted the officer in charge claimed that the Municipality had been newly established and thus there were no complaints yet registered</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>There was evidence of a system in place for recording, investigating and responding to grievances for instance; the complaint box displayed which was displayed outside the Nebbi Municipality building, the communication chart for grievance which was displayed outside to the public in the transparency notice board</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Nebbi Municipality had published payroll registers for Financial Year 2018/2019 on administration notice board. As observed the Payment roll register was both for active staff and pensioners for the month of September.</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>Nebbi Municipal Local Government had published the awarded contract and amount for instance; -</p> <p>Under Selective bidding there was planned construction of office block Thatha Division Phase 2 Block A, and the successful bidder was River Shore Trade Links at a contract sum of UGX 15, 695, 57. The notice reference was dated and displayed on 28th March 2018 and it was removed on 12th April 2017 under procurement reference NMC/794/ WRKS/ 17-18/00003</p> <p>Another notice was under open bidding of which there was planned construction of classroom block at Angir Primary School in Abindu Division, and the successful bidder was River Shore Trade Links at a contract sum of UGX 54, 711, 357. The notice reference was dated and displayed on 28th March 2018 and it was removed on 12th April 2017 under procurement reference NMC/794/ WRKS/ 17-18/00001</p> <p>Another notice was under open bidding of which there was planned construction works for the Municipal Office Block Phase III, and the successful bidder was Elton Construction Company at a contract sum of UGX 86, 617, 747. The notice reference was dated and displayed on 28th March 2018 and it was removed on 12th April 2017 under procurement reference NMC/794/ WRKS/ 17-18/00002.</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>Nebbi Municipal Local Government published the summary of the Local government performance assessment report for FY 2016/2017 on the administration notice board letter dated 27th July 2018 and in all notice boards for the divisions. In addition there was a dissemination of the performance assessment results on 25th of July 2018 during Technical Planning Committee session under minute 9/ 07/2018</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 Nebbi Municipal Local Government had communicated and explained to both Higher and Local government about guidelines, circulars and polices issued at the national level as follows;</p> <p>a) One of the communication was to the Divisional Town Clerks for Abindu, Central and Thatha about the road map in preparation s for Municipal and Divisions budget conference 2018/2019 and the letter was dated 31st August 2017</p> <p>b) Another communication was to all Heads of Department /Vote controllers with regard to distribution of 4th Quarter approved warrant for Non-Wage recurrent grant and the letter was dated 10th May 2018</p> <p>C) Another communication was to all accounting officers with regard to technical support to local governments on the Programme Budgeting System (PBS) which was carried out between 6th November and 7th December 2017- letter reference BPD 256/411/01.</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 Nebbi Municipality held radio talk shows to provide feedback status on activities that had been and were being implemented. A report on radio talk show on Pakwach 100.2 FM dated 16th November 2017 highlighted HIV/AIDS activities that were carried out by the Municipality. Evidence of invoice number 229, dated 02nd October 2017 was also seen for the radio talk show totalling to UGX 826,000. As part of reporting other activities were also highlighted i.e. stakeholder meeting that had been carried out, voluntary counselling and testing, school health education etc.</p>	<p>1</p>

Social and environmental safeguards			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>The Municipal Gender Focal Person (MGFP) Mr. Onega Kerchan Moses the Principal Community Development Officer (PCDO), had provided guidance and supported various sector departments in mainstreaming gender into their activities as evidenced by the report dated 30th July, 2018, where the MGFP informed the HoDs and the Municipal Executive about appreciating the role of women in leadership, employability of the female gender like in the road gang, and community sensitization about the importance of girls in leadership position.</p>	2
<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 GFP had planned activities for the current FY (2018/2019) to strengthen women roles as evidenced by; planned activities under representation of women council in the Municipal Work Plan generated on 3rd August 2018, page 114. Activities therein included; undertaking quarterly women council review meetings, celebrating women's day, loaning of women groups and training them in project management.</p> <p>In the previous FY 2017/2018, the Municipality had budgeted for UGX. 3,000,000 to undertake the following planned activities; i. Organised a workshop on gender and leadership as per the Voucher No.155/06/2018, UGX. 500,000, ii Organised women's day celebrations, Voucher Nos. 24/03/2018 and 46/03/2018 at UGX. 1,500,000, iii. Held women council meeting, Voucher No. 158/06/2018 at UGX. 250,000, iv. Training Senior Male and Senior Female Teachers on their roles in schools, Voucher No. 90/06/2018, at UGX. 30,000, v. Met with stakeholders on good parenting, Voucher No. 157/06/2018 at UGX. 100,000.</p> <p>Totalling to UGX. 2,380,000 which was (79.3%) implementation and below the threshold of 90%.</p>	0

<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>The Municipality had carried out screening activities of 3 projects in the FY 2017/208 as per the sampled forms for projects below;</p> <p>i. Construction of office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, screening form and ESMP seen were all dated 28th February 2018. ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, screening form and ESMP seen dated 28th February 2018 and iii. Construction of Classroom Block at Angir Primary School in Abindu Division, Ref. NMC/794/Wrks/17/18/00001, screening form seen, dated 1st March 2018 and ESMP seen dated 10st March 2018.</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 the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>The Municipality had integrated Environmental and Social Management Plans (ESMPs) in the contract bid documents as evidenced by the sampled projects below;</p> <p>1. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, dated 13th April, 2018, BoQ Element No. 11.1 – 11.3. The environmental and social issues contained therein included; i. Plant well established assorted ever green trees (8) at UGX. 64,000, ii. Conduct HIV AID awareness and distribute condoms for workers at UGX. 90,000, iii. Waste generated to be collected off the site at UGX. 80,000.</p> <p>2. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, dated 13th April, 2018, BoQ Element Nos. 10.1-10.2, The environmental and social issues contained therein included; i. Conduct HIV AIDs awareness and distribution of condoms for works at 100,000, ii. Waste generated to be collected off site at UGX. 200,000, iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001, 13th April, 2018, BoQ, Element No. Ha, Hb, Hc and Hd. The environmental and social issues contained therein included; i. Plant well established assorted ever green trees at UGX. 80,000, ii. Plant paspalm grass at UGX. 320,000, iii. Conduct HIVAIDs awareness and distribute condoms to workers at UGX. 300,000, iv. Waste generated to be collected off site at UGX. 238,000.</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>The LG had evidence of land ownership on which projects implemented for FY 2017/2018 were located, for example;</p> <p>i. Construction of office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, free hold offer of the District Land Board dated 20th April, 2018, minute No. NDLD/13/43/04/2018, covering 1.2 acres,</p> <p>ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, a freehold land title NDLB/1371, Vol. No. 1397, Fol. 16, Sheet No. 29/1/2/NE/4, IS No. A7970, Block 8-14, Paidha road, area: 1.820 Ha, and</p> <p>iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001, a free hold offer seen on file under the District Land Board 22nd May, 2007 Minute No. NDLD/16/12//2007 covering Approximately 10 Ha.</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 Municipality had environmental and social mitigation certification form completed and signed by the officer for the following sampled projects;</p> <p>i. Construction of Office Block at Thatha Division, Phase II Block A, Ref. NMC/794/Wrks/17/18/00003, dated 28th June, 2018, ii. Construction Works for the Office Block, Phase III for the Municipal Headquarters, Ref. NMC/794/Wrks/17/18/00002, dated 28th June, 2018 and iii. Construction of Classroom Block at Angir Primary School, in Abindu Division Ref. NMC/794/Wrks/17/18/00001, dated 28th June, 2018.</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 the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence that the contracts payment certificated included prior environmental and social clearance. This was because the officer was not aware of her role in project certification. The assessor noted that due to lack of an environment officer, the physical planner who had been cleared by NEMA to act as a physical planner as per the district and urban authority environmental officers list 2018 No. 104, was overwhelmed by the different roles she was playing in the council.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was evidence of reports for the Environmental Officer and CDO as per the sampled projects below; i. Construction of a classroom block at Angir primary school ii. Construction of Nebbi Municipal Council H/Q Office Block Phase 3 Block III, iii. Construction of Office Block Phase II at Thatha Division all dated 30th June 2018.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> 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>The Municipal OBT for the FY 2018/2019 had a wage bill of UGX. 2,839,364 for 184 teachers, (12 Head Teachers of whom 10 are substantive, 174 teachers). PBS FY 2018/19,dated 20th/4/2018</p> <p>All are P.7 schools apart from 1 Angir NFE school</p>	4

<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> 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>The Municipality had 12 government schools with 10 schools having substantive head teaches, Paminya Ayila P/S had an acting H/Teacher and Angir None Formal Education (NFE) had a head instructor who takes the position of a H/ teacher as per the guidelines for heading NFE schools as listed below;</p> <p>Abele P/S 1 substantive head teacher 25 teachers; i. Abindu P/S I H/Teacher substantive 11 teachers</p> <p>ii. Angir P/S 1 H/Teacher substantive 13 teachers</p> <p>iii. Namthin P/S 1 H/Teacher substantive and 15 Teachers</p> <p>iv. Nebbi P/S 1 H/Teacher and substantively 24 teachers</p> <p>v. Nyacara P/S 1 H/Teacher substantive and 21 teachers</p> <p>The Assessor also sampled and visited a number of schools to confirm the above;a) Paminya Ayila P/S in Abindu Division with 1 head teacher and 10 teachers (3females).</p> <p>b) Abindu P/S in Abindu Division with 1 head teacher and 11 teachers of whom four are female.</p> <p>c) Nyacara P/S in Abindu Division with 1 head teacher and 21 teachers 11 of whom are females.</p> <p>d) Nebi P/S in Central Division with 1 head teacher with 10 teachers of whom 3 are female.</p> <p>e) Afere P/S in Thatha Division with 1 head teacher and 20 teachers 14 of whom 10 are female.</p>	<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"> If 100%: score 6 If 80 - 99%: score 3 If below 80%: score 0 	<p>The Municipality had filled the structure for primary teacher with a wage bill provision as required apart from Mr Oconga who went to Zombo and Mrs Fiona Ocucha who passed away two days ago according to the DEO. The Council, was required to appoint 186 teachers as their ceiling, however only 184 were appointed as per the education sector recruitment plan for FY 2017/2018. So there was a gap of 2 more teachers. This means that they had a coverage of only 99%.</p>	<p>6</p>

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The staff structure had a provision for one Senior Inspectors of Schools and one Inspector of schools. However, both positions were not filled and the MEO ever since they became a municipality in 2016/2017, the position of Senior Inspector has never been filled even having been advertised recently it failed to attract a qualified person. The Inspector of Schools they had has joined Nebbi Local Government as Senior Education Officer.</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The Municipality had an education sector recruitment plan for the FY 2018/19 dated 28th/August/2018, Ref. EDU/309/1 submitted to the office of the Town Clerk by the Principal Education Officer.</p> <p>The MEO said the above was because the available wage bill could only accommodate the Senior Inspector of schools as told to him by the Human Resource Manager. Mrs Fiona Ocucha died after that date and it had also not yet been discovered that Mr Oconga had moved to Zombo so their positions were not included in the recruitment plan</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The Municipality had an education sector recruitment plan for the FY 2018/19 dated 28th/August/2018, Ref. EDU/309/1 submitted to the office of the Town Clerk by the Principal Education Officer. The plan included positions to be filled for; one senior inspector of schools.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There was no evidence that the MC had appraised school Inspectors. The Position of Senior Inspector of schools was vacant while the Inspector of schools was transferred to the District as Senior Education Officer</p>	<p>0</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>There was evidence that Head Teachers were appraised. Out of a total of 12 Head Teachers, a sample of 10 was taken by review of their personnel files for confirmation. The following were found to have performance agreements for 2018 and appraisal reports for period ending December 31st 2017. These included;</p> <ol style="list-style-type: none"> 1. Kabaliisa Jane, Angir P/S (CR/D/11041) appraised on 15/1/2018 2. Alirach Norah, Angir Cope Center (CR/D/18082) appraised on 8/2/2018 3. Ociburu George, Namirwodho P/S (CR/D/11476) appraised on 5/6/2018 4. Iwupat David Okech, Abindu P/S (CR/D/11920) appraised on 31/01/2018 5. Uyirwoth Hallary Rhesas, Namthini P/S (CR/D/11161) appraised on 15/2/2018 6. Kumakech Cengtho Geoffrey, Nebbi P/S (CR/D/15803) appraised on 31/12/2017 7. Mwacan Ocungi Winnifred, Nyacara P/S (CR/D/11263) appraised on 8/2/2018 8. Amaniyo Joyce, Afere P/S (CR/D/16141) appraised on 31/12/2017 9. Ocan Okech Epiphany, Nebbi Public P/S (CR/D/16018) appraised on 12/2/2018 10. Oryem Kizito, Jukia P/S (CR/D/15507) appraised on 6th August 2018. 	<p>3</p>
<p>The LG Education Department has effectively communicated and</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all 	<p>There was evidence to the effect that the Municipality Education Department had communicated some guidelines, policies, circulars issued by the national level in the previous FY. At the MEO's the following were seen;</p>	<p>1</p>

<p>explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p>	<p>guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</p>	<p>Circular from MoES to the Education Department on Primary Schools' National kids Athletics and SNE Learner's Championship 7th-16th May, 2018, APAC Primary School, Apac District, dated 29th March,2018, Ref ADM/48/237/01</p>
<p>Maximum 3 for this performance measure</p>		<p>Letter from office of the Town Clerk to all Head Teachers on an Invitation to attend opening of 2018 First Term School proprietors' and Head Teachers Assembly with Municipal Education Staff, dated 9th January,2018, Ref EDU/309/1 under Minute 4 (iv) a policy brief and declaration of eligible private schools for 2018 by MOE was done which included staffing in schools, school attendance by teachers, licensing of private schools, co-curricular activities and some contributions for schools for transport for ball games, he also referred to circulars.</p> <p>Circular No.8/2017 from MoES to the Education Officer on Adherence to School Calender, dated 9th May, 2017, Ref. ADM/137/235/01.</p> <p>Circular from MoES to the Education Department on Guidelines on School Charges, dated 24th October, 2017, Ref. ADM/48/315/01. Circular from MoES to the Education Department on Enforcing closure of illegal schools, dated 26th March, 2018.</p> <p>The PAT verified the above information at school level as indicated in the sampled schools below;</p> <p>Paminya Ayila P/S in Abindu Division, letter from the Education officer to the Head Teacher on Adherence to Guidelines for Implementing the Three Star Approaches for Water Sanitation and Hygiene in schools, dated 20th June, 2018, Ref EDU/309/5.</p> <p>Circular No.8/2017 on Adherence to School Calender from MoES to the Education Department, dated 9th May,2017, Ref ADM/137/235/01 Letter from MoES on schools and other institutions calendar 2018 dated 2nd/October/2017 Ref. ADM/235/269/01.</p> <p>In Abindu P/S in Abindu Division, Letter from the Education Officer to the Head Teacher inviting them to attend opening of second term proprietirs and Head Teachers Assembly both Private and Government, dated 26th May,2018, Ref EDU/309/9</p> <p>Letter from MoES on Schools and Other Institutions Calendar 2018 dated 2nd/October/2017 Ref. ADM/235/269/01.</p> <p>In Nyacara P/S in Abindu Division, letter from the Education officer to the Head Teacher on Adherence to Guidelines for Implementing the Three Star Approaches for Water Sanitation and Hygiene in schools, dated 20th June, 2018, Ref, EDU/309/5.</p> <p>Circular No.8/2017 on Adherence to School Calendar</p>

		<p>from MoES to the Education Department, dated 9th May,2017, Ref ADM/137/235/01 Circular from MoES to the Education Department on Guidelines on School Charged, dated 24th October,2017, Ref. ADM/48/315/01. In Nebbi P/S in Central Division, letter from the Education officer to the Head Teacher on Adherence to Guidelines for Implementing the Three Star Approaches for Water Sanitation and Hygiene in Schools, dated 20th June, 2018, EDU/309/5.Circular No.8/2017 on Adherence to School Calendar from MoES to The Education Department, dated 9th May,2017, Ref ADM/137/235/01 In Afere P/S in Thatha Division, letter from the Education officer to the Head Teacher on Adherence to Guidelines for Implementing the Three Star Approaches for Water Sanitation and Hygiene in schools, dated 20th June, 2018, Ref EEDU/309/5.</p> <p>Circular No.8/2017 on Adherence to School Calendar from MoES to The Education Department, dated 9th May,2017, Ref ADM/137/235/01</p>	
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The Municipal Education Department held meetings with Primary School teachers and among others sensitized them on guidelines, policies and circulars which included;</p> <p>Minutes of meetings of the Head Teachers Assembly for Opening of Term 2, dated 30th May, 2018 under minute 4 where the sports officer acknowledged the participation of some schools of both athletics and ball games and rebuked schools that never participate in curricular activities. He then disclosed the Kaberamaido ball games scheduled for 19th -29th May 2018. He also said that there would be transport available.</p> <p>Letter from the Education Officer to all head teachers on Adherence to Guidelines for Implementing the Three Star Approaches for Water and Sanitation and Hygiene (WASH) in Schools, dated 20th June, 2018, Ref EDU/309/5.</p>	2
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> 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 	<p>There was evidence that the schools had been inspected as seen in the documents in the MEO's office and the sampled schools the assessor visited as indicated below;</p> <p>From the MEO's office:</p> <p>1st & 2nd Quarter school inspection report made in Term III, 2017 but the report haD no stamp showing submission to DES.</p> <p>3rd Quarter school inspection report for FY 2017/2018 was done in Term 1 2018 but the report haD no stamp</p>	12

<p>o 80 to 89% - score 8</p> <p>o 70 to 79% - score 6</p> <p>o 60 to 69% - score 3</p> <p>o 50 to 59 % score 1</p> <p>o Below 50% score 0.</p>	<p>showing submission to DES</p> <p>4th Quarter school inspection report was made in Term 11 2018 but the report had no stamp showing submission to DES.</p> <p>There was evidence that the schools had been inspected as seen in the documents in the MEO's office and the sampled schools the assessor visited as indicated below;</p> <p>Under Paminya P/S in Abindi Division inspected on 2/6/2017, 19/7/2017, 14/6/2018 by Mr. Angala Patrick, 27th/9/2017, 22/2/2018 by Mr Opentho Inocent and on 26/6/2018 by Mr Uyenyboth Francisca</p> <p>In Abindi P/S in Abindi Division inspected on 6/7/2017, 14/6/2018 by Mr. Angala Patrick, 2/6/2017, 12/7/2017, 22/10/2017, 2/3/2018, 16/3/2018(inspection feedback report also available) by Mr Opentho Inocent and on 26/9/2017, 17/11/2017, 28/2/2018 by Mr Uyenyboth Francisca</p> <p>In Nyacara P/S in Abindi Division inspected on 8/6/2017, 21/6/2017, 18/9/2017, 30/10/2017, 2/11/2017, 12/12/2017, 4/6/2018 (inspection feedback report available), 14/6/2018, 19/9/2018 by Mr. Angala Patrick, 30/8/2017, 23/9/2017(inspection feedback report available), 3/11/2017, 1/3/2018 by Mr Opentho Inocent and on 24/8/2017 by Mr Uyenyboth Francisca</p> <p>In Nebbi P/S in Abindi Division inspected on 2/11/2017, 2/5/2018, 19/9/2018 by Mr. Angala Patrick, 1/6/2017, 20/10/2017 (inspection feedback report available), 21/11/2017, 7/2/2018, 1/3/2018, 19/3/2018 by Mr Opentho Inocent and 13/3/2018 by Mr Uyenyboth Francisca.</p> <p>In Afere P/S in Abindi Division inspected on 18/7/2017, 3/8/2017, 19/10/2017, 20/10/2017, 2/1/2017, 15/3/2018, 23/6/2018 by Mr. Angala Patrick, 14/6/2017, 24/7/2017, 23/10/2017(inspection report available), 25/10/2017, 1/11/2017, 3/11/2017, 22/2/2018, 15/3/2018 by Mr Opentho Inocent and on 2/8/2017, 7/8/2017, 15/8/2017, 17/11/2017, 6/2/2018, 1/3/2018, 26/3/2018, 28/5/2018, 23/6/2018, 28/6/2018 by Mr Uyenyboth Francisca</p>
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<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 school inspection reports were discussed by the education department and the reports were used to make recommendations for corrective actions as evidenced below;</p> <p>Letter from the Education Officer to the Head Teachers inviting them to attend opening of 2018 First Term School Proprietors and Head Teachers' Assembly with Municipal Education Staff, dated 9th January, 2018, Ref, EDU/309/1 under minute 4(111) the Municipal inspector of schools was to make a presentation of his finding.</p> <p>Minutes of a consultative meeting on PLE registration held on 29th January, 2018 under minute 5 where the school inspector was sharing a report of the pass rate of/in PLE and payments of private schools. Minutes of a stakeholder's joint meeting on mobilization of teachers and learners in schools held on 8th December, 2017 under minute 3/12/17 issues discussed by the inspector of schools were attendance, petty trade, low support supervision by Head Teachers in the schools, lack of tracking of absentee teachers, poor monitoring of lesson observation on the teaching and learning.</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The Municipal Education Department had submitted school inspection reports to the DES, Kampala office for all the four Quarters wasn't satisfactory as evidenced below;</p> <p>1st & 2nd Quarter school inspection report done in Term 111, 2017 but the report had no stamp showing submission to DES.</p> <p>3rd Quarter school inspection report for FY 2017/2018 was done in Term 1 2018 but the report had no stamp showing submission to DES</p> <p>4th Quarter school inspection report was done in Term 11 2018 but the report had no stamp showing submission to DES. However there was a letter dated 9th April, 2018 showing acknowledgement of receipt of the Q1&2 and Quarter 3 but it also didn't have a stamp from MoES DES so the information couldn't be trusted.</p> <p>The document the Assessor got from the MoES DES office shows that the inspection reports were not submitted to the Kampala DES office</p>	<p>0</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 no verifiable evidence from the files in the MEOs' office and from the sampled schools that the Municipal Education Department followed up on recommendations from the School Inspection reports.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<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>EMIS list of schools data (2018) stood at 12 schools as per the inventory of assets and data bank in Nebbi Municipal Primary Schools 2018, dated 20thJune, 2018.</p> <p>PBS list of schools data stood at 12 schools as per the inventory of assets and data bank in Nebbi Municipal Primary Schools 2018, dated 20thJune, 2018.</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>EMIS enrolment data stood 8,863 pupils in FY2018/19 as per the the inventory of assets and data bank in Nebbi Municipal Primary Schools 2018, dated 20thJune, 2018.</p> <p>PBS enrolment data stood at 8,863 pupils in FY 2017/18 as per the inventory of assets and data bank in Nebbi Municipal Primary Schools 2018, dated 20thJune, 2018.</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• 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

There was evidence that education sector under Social Service committee met during FY 2017/18 and discussed issues among others related to service delivery which included; -

On 14th September 2017 education sector committee under social service committee held a committee meeting at the municipal council new office block among which the following were discussed;-

a) Review of 4th Quarter departmental performance report 2016/2017 FY under minute NMC/TSWC/04/09/17/18 page 6. The Municipal Educational Officer did present their performance reports which included achievement, challenges and way forward. In addition there was also presentation of 1st Quarter Departmental Work plans and budget allocation totaling to amount UGX 73,131,582 which was meant for allowance, office operations, monitoring, teaching and learning on page 7 under minute NMC/TSWC/05/09/17/18

On 07th December 2017 education sector committee under social service committee held a committee meeting at the municipal council new office block among which the following were discussed;

b) Review of 1st Quarter departmental performance report 2017/2018 FY under minute NMC/TSWC/10/12/17/18 from page 2-3. The issues discussed were transport for Municipal Education officer to be budgeted from DDEG in FY 2018/2019, recruitment of teacher to be expedited, inspection of schools to be effected to ensure that the schools are compliant and be able to meet the set standards etc. In addition there was presentation of the 2nd Quarter Departmental Work Plans and Budget Allocations for FY 2017/2018 of which education department as allocated 73,131,582 for allowance , office operations, monitoring, teaching and learning on page 2-3 under minute NMC/TSWC/11/12/17/18

On 28th February 2018 education sector committee under social service committee held a committee meeting at the municipal council new office block among which the following were discussed;

c) Review of 2nd Quarter department performance report FY 2017/2018. The Municipal Education Officer through his presentation expressed disappointment with Nebbi Town SS for failure to submit number of student enrolled among others under minute NMC/TSWC/11/02/17/18 on page 3. In addition there was also presentation of the 3rd Quarter departmental work plans and allocation for FY 2017/2018 under minute number NMC/TSWC/12/02/17/18 of which the budget allocation was at total UGX 73,131,582 for allowance , office operations, monitoring teaching and learning on page 3-4

		<p>On 2nd May 2018 education sector committee under social service committee held a committee meeting at the municipal council Board Room among which the following were discussed;</p> <p>d) Scrutiny of sector budget FY 2018/2019. The Municipal Education Officer presented the draft budget for scrutiny under different sources of funding i.e. Local Revenue, Other transfers from Central Government, Sector Condition Non-grant (Non-Wage), Sector Condition Grant (Wage) and Sector Development Grant on page 2 to 3 under minute NMC/TSWC/21/05/17/18.</p>	
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The education sector committee recommended issues for approval to council and among the recommendation from the discussions were as follows;</p> <p>Submission from Social Service Committee report to council dated 5th October 2017 on page 7 indicated the following recommendations ;-</p> <ul style="list-style-type: none"> - Teachers, SMCs, PTA, parents and pupils should play their roles to ensure improved academic performance - There was need to adequately sensitize the communities on NIRA exercise programme for school. - More latrine stances for Angir, Nyacra, Afere and Namthin P/S so that stance ration matches the number of pupils - Monitoring of schools should be done with the immediate effect especially during the opening of 3rd Term. <p>A 2nd submission from Social Service Committee report to council dated 21st December 2017 indicated the following recommendations;-</p> <ul style="list-style-type: none"> - Head teacher for post primary school should submit their reports on the conduct of Universal Secondary Education for 2017 to Municipal Education Office - The recruitment of teachers should be expedited - Teachers in general should be sensitized to ensure sanitation and hygiene levels improve in schools 	2
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this</p>	<p>Evidence that all primary schools have functional SMCs (estab-</p>	<p>There was evidence that Nebbi Municipal Council had functional School Management Committees and had been established and held meetings, discussed budget and resource issues and submission of reports to Municipal</p>	0

performance
measure

lished, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)

- 100% schools: score 5
- 80 to 99% schools: score 3
- Below 80 % schools: score 0

Educational Officer. However as observed some schools did not comply to submission of three (3) sets of SMC minutes and others did not have as follows;

Nebbi Municipal Local Government had 10 Government Primary school, out of which five (5) were sampled Nebbi P/S, Nyacara P/S, Apere P/S and Abindu P/S. According to submitted SMC minutes were 11 out of 15 which 73.3% was.

Nebbi P/S School Management Committee held a meeting on 27th October 2017 in the staff-room and major issue discussed among others was; - presentation and approval of the budget totaling to UGX 3,300,000 under the following vote allocation i.e. scholastic material at 35%, co-curricular at 20%, management at 15%, administration at 10% and contingency at 20% under minute 05/27/09/2017.

Nebbi P/S School Management Committee e held an executive meeting on 5th October 2017 in the third Term. The major issue was the Head teacher's report who highlighted on various issues such as; the school's performance which was 4th in the District, construction of a 3 stance latrine for the school by Nebbi Catholic Diocese etc. under minute 4/05/10/2017

Nebbi P/S School Management Committee held another meeting on 14th July 2017 in the staff room. The major issue was implementation of strategies for 2017 under minute 5/14/07/2017 of which the discussion was forward to Tuesday of 18th July 2017

Nyacara P/S School Management Committee held a meeting on 9th March 2018 for Term I and two major issues among others were discussed i.e.; - Report presentation by(Parents Teachers Association Chairperson, Head teacher, Director Of Studies Academic and Disciplinary) under minute 04/03/2018 from page 2 - 4. Secondly was preparation of the School Improvement Plan under minute 05/03/2018 on page 4-5. Under the School Improvement Plans the members agreed to include the following items (repair of broken desks, tree planting, adding more hand washing facilities, construction of a temporary kitchen etc.)

Nyacara P/S School Management Committee held an executive meeting on 21st July 2017 and the major issue was presentation of reports by (Head teacher, Academic, Finance, Inspection and disciplinary) under minute 4/7/2017 from page 2-5.

Nyacara P/S School Management Committee held another meeting on 30th October 2017 in Term III and among the major issues were election of School Management Committee Sub Committee i.e. (finance and

general purpose committees) under minute 05/10/2017. Secondly there was also planning for the Annual General Meeting (AGM) for 2017 under minute 06/10/2017 of which members resolved among other things that the AGM would be a forum to disseminate information to parents of the school requirements in the new year 2018.

Apere P/S School Management Committee held a meeting on 17th November 2017 and the major issues highlighted were head teachers report under minute 02/11/2017, presentation of the review budget of UMFSNP under minute 04/11/2017 of which the head teacher presented the approved budget by the procurement committee to the house.

Apere P/S School Management Committee held a meeting on 17th April 2018 and the major issues was a report from the head teacher under minute 04/01/2018. In addition there was presentation about the UMFSND project under minute 05/01/2018 of which the head teacher reported to members that the project was for 5 years, and as SMCs they were supposed to monitor and recommend the project because of its various benefits such as building energy saving stoves to the community etc.

Apere P/S School Management Committee held a meeting on 20th June 2018 and the major issues were head teachers' communication under minute 02/02/2018 and secondly the approval of proposed UPE /PTA Annual Budget/Work Plan under minute 06/02/2018 of which the work plan was partly approved because some items were missing and members requested the head teacher to include the missing items before its final approval.

Abindu P/S School Management Committee held a meeting on 20th June 2018 and the major issue was School Improvement Plan under minute 07 of which the following were prioritized i.e. (Borehole, Teacher Latrine, Desk repair, staff quarters etc.)

Abindu P/S School Management Committee held another meeting on 9th March 2018 and the major issues were Head teacher's report under minute 04 and secondly the approval of the Work plan for FY 2018/2019 under minute 5 of which members agreed to be given ample time to scrutinize the work plan, budget estimates and then approve it as well.

<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>There was evidence that the LG publicized all schools receiving non-wage recurrent grant for FY 2017/2018 on the Municipal Notice Boards, dated 1th/June/2018.</p>	<p>3</p>
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Procurement and contract management

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The Education Department prepared and submitted all investment items for FY 2018/19 in the approved sector annual work plan and budget and all were submitted by 14th/August/2018 to the Procurement Officer.</p> <p>This was submitted late because the Council had challenges with PBS</p>	<p>0</p>
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Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The payments reviewed indicated that the Education department timely certified and recommended suppliers for payment</p> <p>For Examples: (i) A payment request was done on 21st May, 2018. Certification and approval of the payment was done on, 28th May, 2018 by the TC. Payment by EFT was done on 30th June, 2018. Payment was made to M/s River Shore Trade Links for shs 24,620,110 in respect of construction of a 2 class room block at Angir Primary School in Abindu division.</p> <p>(ii) Another payment was done to M/s River Shore Trade Links for shs 30,000,000 by EFT on 30th June, 2018 for an extra phase in the construction of a 2 class room block at Angir Primary School in Abindu division.</p> <p>The initial request for payment was done on 12th June, 2018 whereas certification was done on 14th June, 2018.</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 no evidence of records of submission of annual performance report from the Education department to the Municipal Planner for consolidation by mid- July 2018.</p>	<p>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 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>As for the Education sector, 2 queries were raised by the OAG in FY 2016/2017 and all of them were responded to and cleared.</p> <p>As for FY 2017/2018, the Internal Auditor raised three queries in the 4th quarter all of which were cleared by the time of the annual performance assessment.</p>	
Social and environmental safeguards			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • 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 of dissemination of guidelines on how senior women/men teachers should provide guidance to girls and boys in schools about reproductive health, life skills & Hygiene as seen below;</p> <p>Minutes of meeting of senior male and female teachers held on the 3/8/2018 in the board room at Nebbi Municipal Council under minute 4 where issues discussed included roles and challenges of senior male and senior female teachers and then the way forward.</p> <p>letter from the Education Officer to all head teachers on Adherence to Guidelines for Implementing the Three Star Approaches for water and Sanitation and Hygiene (WASH) in schools, dated 20th June,2018, Ref EDU/309/5.</p> <p>Among the sampled schools that the PAT visited Paminya Ayila P/S in Abindu Division, Abindu P/S in Abindu Division, Nyacara P/S in Abindu Division , Nebi P/S in Central Division, Afere P/S in Thatha Division which all had a letter from the Education officer to the Head Teacher on Adherence to Guidelines for Implementing the Three Star Approaches for Water Sanitation and Hygiene in schools, dated 20th June, 2018.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary as evidenced below;</p> <p>Minutes of meeting of senior male and female teachers held on the 3/8/2018 in the board room at Nebbi Municipal Council under minute 4 where issues discussed included promotion of sanitation among pupils and caring for the disabled pupils.</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>There was evidence at the MEO that the School Management Committees met the guidelines on gender composition which states that each committee should have at least 2 female members for instance; A file containing the appointments of SMC's in all the 12 Government Primary Schools was reviewed. The Assessor looked at a file containing the appointments of SMC's in all the schools as indicated below;</p> <p>Abindu P/S, dated 9th March, 2018 with 11 members of whom 3 were females.</p> <p>Nebbi Public P/S, dated 31st July,2017 with 14 members of whom 4 were females</p> <p>Nebbi P/S, dated 14th/July/2017 with 12 members of whom 2 were females</p> <p>Namthin P/S, dated 13th July,2017 with 12 members of whom 3 were females</p> <p>Nyacara P/S, dated 9th March,2018 with 12 members of whom 6 were females</p> <p>The AT sampled and visited the schools below and their SMS gender composition was as follows;</p> <p>PaminyaP/S in Abindu Division, with 13 members of whom 3 were female</p> <p>Abindu P/S in Abindu Division with 11 members of whom 3 were female</p> <p>Nyacara P/S in Abindu Division with 13 members of whom 7 were female</p> <p>Nebbi P/S in Central Division with 11 members of whom 3 were female</p> <p>Afere P/S in Thatha Division with 12 members of whom 4 were female.</p>	
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<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>The Education Department in collaboration with Environment Department issued guidelines on environmental management as follows:</p> <p>a) Head teachers meeting held on 9th/2/2018 under minute 2, were all schools were advised to plant trees and to make the environment green.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was evidence that the construction of a classroom at Angur P/S in Nebbi Municipal was screened on 1st March, 2018.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was evidence that the environment clearance form for construction of a Classroom Block at Angur P/S in Nebbi Municipal was submitted on 30th June, 2018. An Environment and Social Management Plan on the same project was also available signed by both the CDO and Environmental Officer.</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There were 44 filled positions out of 66 total positions, making 67% of positions filled. Two (2) positions of Medical Officer and Principal Health Inspector had been submitted to Head of Human Resource, under Recruitment Plan on 09 July 2018. So effectively 46 out of 66 positions, making 70%.</p> <p>As Nebbi Municipal Council did not have public health facilities under its jurisdiction yet, the Clinical Employees were seconded to Nebbi Hospital (27), Nebbi Police HCII (1) and UNEPI Clinic at Nebbi Municipal Council premises (3).</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>Recruitment Plan for 2018/2019, was submitted to Head of Human Resource under letter PH/CR/156/1 of 9th July 2018. Only two positions were considered: Medical Officer and Principal Health Inspector.</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>The MC had no health facility within its full management.</p>	<p>8</p>														
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • 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>Total number of employees deployed in Nebbi Municipal Health Service was 44. Clinical Employees were seconded to Nebbi Hospital (27), Nebbi Police HCII (1) and UNEPI Clinic at Nebbi Municipal Council premises (3) as per the deployment below:</p> <table border="0"> <tr> <td>MHO's Office</td> <td>2</td> </tr> <tr> <td>Abindu Division</td> <td>3</td> </tr> <tr> <td>Central Division</td> <td>4</td> </tr> <tr> <td>Thatha Division</td> <td>4</td> </tr> <tr> <td>Nebbi Gen Hosp</td> <td>27</td> </tr> <tr> <td>UNEPI Clinic</td> <td>3</td> </tr> <tr> <td>Police HCII</td> <td>1</td> </tr> </table>	MHO's Office	2	Abindu Division	3	Central Division	4	Thatha Division	4	Nebbi Gen Hosp	27	UNEPI Clinic	3	Police HCII	1	<p>4</p>
MHO's Office	2																
Abindu Division	3																
Central Division	4																
Thatha Division	4																
Nebbi Gen Hosp	27																
UNEPI Clinic	3																
Police HCII	1																
<p>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

- 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

The following documents were seen at the Municipal Health Office:

1. Sector Grant and Budget Guidelines 2017/2018
2. Guidelines to Local Government Planning Process- Health Sector Supplement
3. National Policy on Public Report 2016/2017ic Private Partnership for Health
4. Introduction of Rota Virus Vaccine
5. Immunisation Practice in Uganda 2017
6. Annual Health Sector Performance Report 2016/2017

The UNEPI Immunisation Unit at Municipality premises had the following documents:

1. Photocopy of Guidelines on Medical Waste Management (On Wall).
2. Keeping Vaccines Safe
3. Sector Grant and Budget Guidelines to LGs 2018/2019 (Extract of PHC Wage and Non-Wage Grants)
4. National Policy on PPPH – Implementation Guidelines for PNFPs
5. Cancer Information Chart for Community Health Workers (VHTs & CHEWs)
6. Measles and Human Papilloma Virus Vaccine –Training Guide
7. Field Guide: Case Based Surveillance for Meningitis in Uganda

Signed lists of distribution of certain materials received from Ministry of Health were seen.

Maximum 6 for this performance measure

<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 Health Centres to supervise. So there could not be any Quarterly Performance Review Meetings at MHO's Office.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There were no Health Facilities to supervise.</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> 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>There were no Health Sub-Districts (HSDs)</p>	<p>3</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> 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>This was not applicable as there were no Health Facilities to supervise.</p> <p>However each quarter the Public Health Department (MHO's Office) submitted Health Reports to Town Clerk, who integrated them into a consolidated Nebbi Municipal Council Quarterly Performance Report which was submitted to Office of Prime Minister.</p>	4
<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>The MHO's Office did not have a systematic record of follow up action on recommendations made during field visits.</p>	0
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The HMIS Reports for the 4 quarters of FY 2017/2018 show that the Nebbi Police HCII and Nebbi General Hospital (in which Nebbi MC Health Workers are deployed) reported consistently (100%) to the National HMIS Database.</p>	10

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

Maximum 4 for this performance measure

- 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

There was evidence that health sector under Social Service committee met during FY 2017/18 and discussed issues among others related to service delivery which included; -

On 14th September 2017 the health sector committee under social service committee held a committee meeting at the municipal council new office block and among the major issues discussed were;-

a) Review of 4th Quarter departmental performance report FY 2016/2017 under minute NMC/TSWC/04/09/17/18 page 6. The Municipal Education Officer did present their performance reports which included achievement, challenges and way forward. In addition there was presentation of 1st Quarter Departmental Work plans and budget allocation under the public health, the budget allocation was UGX 253,738,950 for allowance, office operations, and home improvement campaign, Oil and lubricants etc. page 7-8 under minute NMC/TSWC/05/09/17/18.

On 07th December 2017 health sector committee under social service committee held a committee meeting at the municipal council new office block and among the major issues discussed were;-

b) Review of 1st Quarter departmental performance report FY 2017/2018 under minute NMC/TSWC/10/12/17/18 from page 2-3. In addition there was presentation of the 2nd Quarter Departmental Work Plans and Budgets allocation FY 2017/2018 under minute NMC/TSWC/11/02/17/18 on page 4 budget allocation UGX 279,536.387.

On 28th February 2018 health sector committee under social service committee held a committee meeting at the municipal council new office block and among the major issues discussed were;-

c) Review of 2nd Quarter department performance report FY 2017/2018 under minute NMC/TSWC/11/02/17/18 on page 3. In addition there was presentation of the 3rd Quarter departmental work plans and allocation for FY 2017/2018 under minute number NMC/TSWC/12/02/17/18 of which the budget

		<p>allocation was UGX 279,536.387 page 4</p> <p>On 2nd May 2018 health sector committee under social service committee held a committee meeting at the municipal council Board Room.</p> <p>d) There was scrutiny of sector budget for FY 2018/2019. As noted the Municipal Health Officer presented the draft budget for scrutiny under different sources of funding i.e. Sector Condition Non-grant (Non-Wage), Sector Condition Grant (Wage) on page 3 under minute NMC/TSWC/21/05/17/18.</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>The health sector committee recommended issues for approval to council and among the recommendations from the discussion were as follows;</p> <p>Submission from Social Service Committee report to council dated 5th October 2017 on page 7 indicated the following recommendations;-</p> <ul style="list-style-type: none"> - Councilor should lobby with the relevant ministry for the quick establishment of HCIIIs in the three Divisions of the Municipality - There should be regular management and repair of tractor used for waste collection - There should be increased funding for health department. - Council should buy land for temporary waste management (landfill). - Council to procure garbage skips and they should be placed near all hotels/ restaurants for proper waste management of the waste disposal <p>A 2nd submission from Social Service Committee report to council dated 21st December 2017 indicated the following recommendations;-</p> <ul style="list-style-type: none"> - Council should sensitize community to adopt the style of latrine construction using pit lines - Food handlers should be sensitized on proper methods of food handling - Council to direct management of Rest Corner 1 to construct more stances for the guests house as way of maintaining cleanliness of the latrines and guest rooms 	<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>As there were no Health Facilities directly under MHO, there were no HUMCs to consider.</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>PHC Funds received in Quarter 4 of FY 2017/2018 were displayed on the MHO's Notice Board (Wall)</p> <p>(not yet for Q1 2018/2019)</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>Procurement Plan for 201/2019 was submitted on 26th June 2018.</p> <p>(The delay was attributed to the fact that by 30th April 2018, the definitive Nebbi Municipality Budget had not yet been received from the Centre).</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>Procurement Request Forms PP1 for Stationery and Fuel were submitted on 01st September 2018. They were stamped by Head of Finance on 14th September 2018.</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>The Municipal Council had no direct control of any health facility.</p> <p>The question of certification and timely payments to suppliers and or contractors did not arise.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was no evidence of records of submission of Annual Performance report from the Health department to the Municipal Planner for consolidation by Mid- July 2018. As noted by the care taker of the municipal Planning Unit the records were missing.</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • 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>There was no evidence of queries raised by the Internal Auditor in respect of the LG Health Department for FY 2016/2017 and FY 2017/2018. This was because this was a newly constituted Municipal Council.</p>	<p>4</p>
<p>Social and environmental safeguards</p>			
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>This was not applicable, because Nebbi MC had not started supervising Health Facilities.</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>No Guidelines on Sanitation or Hygiene were seen at the MHO's Office.</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There were no health infrastructural projects in Nebbi MC during FY 2017/2018.</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 were no health infrastructural projects in Nebbi MC during FY 2017/2018.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Health Care Waste Management Guidelines (photocopied Wall Chart) was seen at the UNEPI Immunisation Unit at Nebbi MC premises. The UNEPI Immunisation Unit was improvising with colour coded waste bags, in absence of colour coded waste bins.</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • 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 	Not applicable	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • 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> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	Not applicable	0
Monitoring and Supervision			

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

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>Not applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Not applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>Not applicable</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>Not applicable</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	Not applicable	0
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	Not applicable	0
Financial management and reporting			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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 	Not applicable	0
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> 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"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	Not applicable	0
Governance, oversight, transparency and accountability			

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

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Not applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Not applicable</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>Not applicable</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>Not applicable</p>	<p>0</p>

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