



Local Government Performance Assessment

Otuke District

(Vote Code: 586)

Assessment	Scores
Accountability Requirements	17%
Crosscutting Performance Measures	59%
Educational Performance Measures	77%
Health Performance Measures	60%
Water Performance Measures	78%

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 PFMA 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>Otuke District submitted the Annual Performance Contract for FY 2018/19 on 2nd August, 2018, a date outside the official date of 1st August set by the MoFPED. For that reason the District was non-compliant with the directive issued by the responsible Ministry.</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>The District submitted its approved Budget that includes a Procurement Plan for FY 2018/19 on 2nd August, 2018 a date outside the official date of 1st August set by the MoFPED. For that reason the District was non-compliant with the directive issued by the responsible Ministry</p>	No
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The Annual Performance Report for the previous FY 2017/2018 was submitted to MoFPED on 2nd August, 2018. This submission was contrary to the PFMA Act, 2015 which requires LGs to make the submission on or before 31st July hence marked non-compliant.</p>	<p>No</p>															
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • 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>Submission of the quarterly budget performance reports during FY 2017/2018:</p> <table border="1" data-bbox="922 913 1315 1391"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>12th December, 2017</td> <td>No</td> </tr> <tr> <td>Quarter 02</td> <td>22nd February, 2018</td> <td>No</td> </tr> <tr> <td>Quarter 03</td> <td>17th May, 2018</td> <td>No</td> </tr> <tr> <td>Quarter 04</td> <td>(Not on schedule)</td> <td></td> </tr> </tbody> </table> <p>The budget performance reports of the first 3 quarters were submitted to the MoFPED late contravening PFMA Act which requires these submissions to be made within the first month following end of the quarter.</p>	Quarter	Date of submission	Reference	Quarter 01	12th December, 2017	No	Quarter 02	22nd February, 2018	No	Quarter 03	17th May, 2018	No	Quarter 04	(Not on schedule)		<p>No</p>
Quarter	Date of submission	Reference																
Quarter 01	12th December, 2017	No																
Quarter 02	22nd February, 2018	No																
Quarter 03	17th May, 2018	No																
Quarter 04	(Not on schedule)																	
<p>Audit</p>																		

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General’s findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED’s Inventory/record of LG submissions of statements entitled “Actions to Address Internal Auditor General’s findings”,</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a ‘Response’ (and provide details), then it is compliant • If LG did not submit a ‘response’, then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The District had not received any communication from the Internal Auditor General or the Auditor General about the outstanding queries and his recommendations for implementation. For this reason, CAO could not provide information on the status of implementation of the findings by the time of assessment</p>	<p>No</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Otuke DLG 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			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>The District had a functional Physical Planning Committee. Membership of the Physical Planning Committee appointed by CAO on a non referenced letter dated 6th November, 2015 was as follows:</p> <ol style="list-style-type: none"> 1. CAO, Chair 2. Mr Nyengo Richard, Physical Planner-Secretary 3. Mr Ogweng Kenneth, D/Health Officer-Member 4. Mr Ebong Boniface, Environ, Officer-Member 5. Mr Opio John Bosco, Town Clerk-Member 6. Mr Ojok Tonny, D/Agric. Officer-Member 7. Mr Odongo Thomas, D/Water Officer-Member 8. Ms Alida Annette Sophia, D/Surveyor-Member 9. Mr Ocen Sylvester, CDO-Member 10. Mr Agwe Michael, Roads Engineer-Member <p>Other members prescribed by the law were missing on the committee.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Only 2 Sets of minutes of the Physical Planning Committee were submitted to MoLHUD.</p> <p>Minutes of 13th February, 2018 submitted 22d March, 2018 and Minutes 5th June 2018 submitted on 10th August, 2018. Submission was confirmed by stamping on the copies by recipient.</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>The District did not have a Physical Development Plan, consistence of infrastructure investments with the plan could not be established.</p>	<p>0</p>

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The Action Area plans had not been prepared by the District.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>A District budget conference was held on 22nd November, 2017 in the Main Council Hall. It was attended by over 80 people according to the list attached on PV No. 0992. Examples of priorities were:</p> <ul style="list-style-type: none"> i) Construction of Adm. Blocks for 2 new S/Cs of Alango and Agweete on page 2 of the report and page 9 of the AWP. ii) Rehabilitation of Boreholes on page 9 of the report and page 154 of the AWP iii) Grading of Okwee-Ogwette Road on page 10 of the report and 149 of the AWP. 	<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 capital investments in the approved Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan as per the pages in the examples below:</p> <ol style="list-style-type: none"> 1. Partial Construction of the Administration Block at the District HQs on page 7 and page 137 of the 5-Year DDP 2. Construction of the Adm. Block at Agwette S/C on page 7 of the AWP and on page 137 of the 5-Year DDP. 3. PHC Construction of a 4 stance drainable latrine at Agwette HC II on page 27 of the AWP and page 149 of the 5 Year DDP. 4. Construction of a Maternity Ward at Agwette HC II on page 27 of the AWP and on page 149 of the 5 Year DDP. 	1
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project profile was developed for only one namely Market Information Centre. However, still even this one profile was not presented to TPC for discussion as required.</p>	0

<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>There was no evidence to show that the District compiled the Annual Statistical Abstract for presentation to the PC to support their budgetary allocations and decision-making.</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>Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council reference as can be noted in the pages in the table below:</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Pg. in AWP</th> <th>Pg. in Budget</th> <th>Pg. in</th> </tr> </thead> <tbody> <tr> <td>Partial completion of the Adm. Block</td> <td>7</td> <td>28</td> <td></td> </tr> <tr> <td>Construction of Adm. Block at Alango S/C</td> <td>7</td> <td>28</td> <td></td> </tr> <tr> <td>Construction of 5 stance latrine at Adwari S/C</td> <td>21</td> <td>45</td> <td></td> </tr> <tr> <td>Construction of 5 stance latrine at Amackide S/C</td> <td>21</td> <td>45</td> <td></td> </tr> <tr> <td>Construction of 5 stance latrine at Acane S/C</td> <td>21</td> <td>45</td> <td></td> </tr> <tr> <td>Sitting drilling and installation of 6 boreholes</td> <td>29</td> <td></td> <td>53</td> </tr> <tr> <td>Construction of 4 stance latrine at Oreme Market</td> <td>29</td> <td></td> <td>52</td> </tr> <tr> <td>Construction of a Market Information Centre for shea butter products</td> <td></td> <td></td> <td>x</td> </tr> <tr> <td>Low cost sealing of Adolo Swamp</td> <td></td> <td>25</td> <td>49x</td> </tr> <tr> <td>Mechanized Maintenance of Okociwa Culvert Bridge</td> <td>26</td> <td></td> <td>46</td> </tr> <tr> <td>Swamp filling & drainage works on Ocama Swamp</td> <td>26</td> <td></td> <td></td> </tr> </tbody> </table>	Project	Pg. in AWP	Pg. in Budget	Pg. in	Partial completion of the Adm. Block	7	28		Construction of Adm. Block at Alango S/C	7	28		Construction of 5 stance latrine at Adwari S/C	21	45		Construction of 5 stance latrine at Amackide S/C	21	45		Construction of 5 stance latrine at Acane S/C	21	45		Sitting drilling and installation of 6 boreholes	29		53	Construction of 4 stance latrine at Oreme Market	29		52	Construction of a Market Information Centre for shea butter products			x	Low cost sealing of Adolo Swamp		25	49x	Mechanized Maintenance of Okociwa Culvert Bridge	26		46	Swamp filling & drainage works on Ocama Swamp	26			<p>2</p>
Project	Pg. in AWP	Pg. in Budget	Pg. in																																																
Partial completion of the Adm. Block	7	28																																																	
Construction of Adm. Block at Alango S/C	7	28																																																	
Construction of 5 stance latrine at Adwari S/C	21	45																																																	
Construction of 5 stance latrine at Amackide S/C	21	45																																																	
Construction of 5 stance latrine at Acane S/C	21	45																																																	
Sitting drilling and installation of 6 boreholes	29		53																																																
Construction of 4 stance latrine at Oreme Market	29		52																																																
Construction of a Market Information Centre for shea butter products			x																																																
Low cost sealing of Adolo Swamp		25	49x																																																
Mechanized Maintenance of Okociwa Culvert Bridge	26		46																																																
Swamp filling & drainage works on Ocama Swamp	26																																																		

<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>The budget for the infrastructure projects for FY 2017/18 was UGX 1,053,587,744 while actual implementation cost was UGX 1, 174,227,110.</p> <p>The variance was UGX 120,639,366 i.e. 11.45% above 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>Budget for O&M in FY 2017/2018 Shs6, 955,000 .</p> <p>Actual expenditure on O&M during the FY Shs3,341,500</p> <p>Percentage 48.0%.</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>The LG Customized Staff Structure was referred to MoPS for approval on 3rd November, 2016 and the MoPS through letter ARC135/306/01 dated 30th May, 2017 approved the LG structure.</p> <p>The approved Staff Structure established Ten HoDs including that of Administration headed by the CAO.</p> <p>The LG had one HoD; the District Health Officer substantively filled. The DHO, Dr. Oremo Robert was appointed on transfer from Lira on 17th May, 2012 as directed by DSC minute No. 100/2012.</p>	<p>0</p>

The HoDs in acting capacities were;

Obong James Lawrence, a water officer was the acting District Engineer. The AT was not availed the assignment instrument for the water to act as the District Engineer.

Dr. Anyuru Thomas, the acting District Production Officer was appointed on 9th December, 2014 as directed by DSC minute No. 137/2014. The LG had forwarded the name to DSC seeking confirmation of substantive appointment on 22nd August, 2018.

Ebong Boniface, the acting District Natural Resources Officer was appointed on 13th February, 2012 as directed by DSC 15.2/2012.

Otim Peter Ogweng the DIS was, the acting District Education Officer was assigned duties of DEO 27th November, 2013 as directed by DSC minute 143/2013. By the Assessment time, the LG had submitted his name to the DSC on 13th August, 2018 for promotion to the position of DEO following the clearance by MoPS through letter PMD9/399/01 Vol.3 of 26th July, 2018.

Etil Tom, the acting District Planning Officer was appointed on promotion as Principal Planner on 9th December, 2014 as directed by DSC 139/2014. He was in acting position because the existing system was not catering for a Principal Planner under U1 salary scale. By the assessment time, the LG was planning to write to the MoPS to seek clearance for changing from U2 to U1 scale in the IPPS.

Kamala Francis an Accountant was acting as the District CFO. He was assigned the duties of the CFO by the CAO on 3rd January, 2018 by letter CR/D/10224.

Ocen Silvestre the acting District Community Development Officer first was assigned duties of Ag. CDO on 1st March, 2010 and has been renewed

		<p>several times for instance on 3rd August, 2016 under letter CR/D/10015 and on 28th March, 2018 under letter CR/D/10015.</p> <p>By the Assessment time, the LG had submitted his name to the DSC on 23rd July, 2018 for promotion to the position of DCDO following the clearance by MoPS through letter PMD9/399/01 Vol.3 of 2nd July, 2018</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>The HoDs were appraised through signing of FY 2017/2018 Performance Agreements with set achievable targets. The agreements were clearly endorsed by the CAO.</p> <p>The Performance Agreement were used to generate Annual Performance Report which indicated the score against set targets for each HoD for example;</p> <p>The Ag. DEO scored 3.3 out of 5. In his assessment, the CAO on 31st July, 2018 noted that the DEO to embrace the implementation of cross-cutting issues like ensuring that each of the 45 primary schools and the Secondary schools in the District each plants at least 100 fruit trees.</p> <p>The Performance Report for the Production Officer indicted commendable work with a score of 4.3 out of 5. The CAO promised to forward to the DSC and second the name for promotion on 15th August, 2018.</p>	2
<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</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>During the FY 2017/2018, the LG recruited staff in 29 positions. The DSC considered the staff during its 21st March, 2018 and the 363rd meetings held between 16th to 22nd May, 2018 under various minutes for instance;</p> <p>Minutes 51(a) – 51(b)/2018, 10 of the meeting held on 21st March, 2018, ten Education Assistants II were considered,</p>	2

Measure.

Minute 50/2018 of the meeting held on 21st March, 2018 cleared one Inspector of School,

Minutes; 38/2018, 39/2018 and 40/2018 of the meeting held on 21st March, 2018 each cleared one HRO, Records officer and office attendant respectively,

Minutes 43(a) – 43(b)/2018 considered two Clinical officers during the meeting held on 21st March, 2018,

Minutes 45(a) – 45(b)/2018 considered two Enrolled nurses during the meeting held on 21st March, 2018,

Minute 44/2018 of the 21st March, 2018 meeting considered one Laboratory technician,

Minute 46/2018 of the 21st March, 2018 meeting considered one Stores Assistant,

Minutes 47(a) – 47(c)/2018 of the 363rd meeting held between 16th – 22nd May, 2018 considered three Agriculture Officers,

Minutes 48(a) – 48(c)/2018 of the 363rd meeting held between 16th – 22nd May, 2018 considered three Veterinary Officers,

Minutes 49(a) – 49(b)/2018 of the 363rd meeting held between 16th – 22nd May, 2018 considered Two Assistant Husbandry officers, and

Minute 42/2018 of the 363rd meeting held between 16th – 22nd May, 2018 considered one water officer

<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>The DSC received and confirmed 21 staff during the FY under review</p> <p>The DSC during its 361st meeting held on 20th March, 2018 through minute No. 10/2018 to 30/2018 confirmed 21 staff forwarded.</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>Four cases of lifting interdiction were submitted to the DSC.</p> <p>Three Education Assistants II; Acumabara Francis, Ogwang Boniface and Apio Innocent had been interdicted for abscondment of duties. The interdictions were lifted by the 361st DSC meeting held on 20th March, 2018 under minute numbers; 6/2018, 7/2018 and 8/2018 respectively and the DSC sanctioned full payment with effect from 20th March, 2018.</p> <p>Education Assistant II Chekwot Mike had been interdicted on allegations of defilement. The courts of law cleared him of the charges after DPP opted not to proceed with the case (OTK-CO-0289/2015) on 4th August, 2017 and his interdiction was lifted by the 361st DSC meeting held on 20th March, 2018 under minute numbers 9/2018.</p>	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>The LG operated the Integrated Payroll Personnel System which was immediately updated of any appointment.</p> <p>All the 29 staff recruited during the FY under review had accessed the payroll in less than two months for example,</p> <p>Amongi Evaline Stella was appointed effective 1st June, 2018 as Agriculture Officer as directed by DSC minute No. 47(a)/2018. On the July, 2018 payroll under IPPS No. 1027153 received UGX 1,089,530 monthly basic salary.</p> <p>Ogwang Okwir Tonny was appointed effective 1st June, 2018 as Records officer as directed by DSC minute No. 39/2018. On the August, 2018 payroll under IPPS No. 1027132 received UGX 601,341 monthly basic salary.</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>Eleven staff retired during the FY 2017/18.</p> <p>The LG submitted their files to MoPS to process their gratuity but by assessment time, the MoPS had not cleared the files for instance;</p> <p>Ocaya who reached the mandatory retirement age of 60 years on 27th October, 2016. The file was submitted on 30th January, 2017 and MoPS acknowledged receiving it on 30th November, 2017 by date-stamping.</p>	<p>0</p>
<p>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)

Maximum 4 points on this Performance Measure.

- 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.

Total OSR collection for FY 2016/2017 was UGX 134,515,051 (Page 7 of Audited Final Accounts FY2016/2017)

Total OSR collection for FY 2017/2018 was UGX 110,965,734 (Page 21 of Draft Final Accounts FY2017/2018)

Notes

OSR FY 130,065,734 Minus Shs 19,100,000 Sale of Tractor Page 21 Draft Final Accounts 2017/18 (Msc Rev CFO)=

OSR decrease = Total of OSR FY2016/2017 minus Total of OSR FY 2017/2018

(134,515,051 - 110,965,734) resulting into a decrease of Shs 23,549,317

%age decrease =

= $\frac{23549,317}{134,515,051} \times 100 = 17.5\%$

Percentage 17.5% = 18% Decrease.

The reasons for decline in Local Revenue Collections:

- The major source of Local revenue which was Patoali Market in Adwari Sub County was affected by the religious leaders who were against the operations of the said Market on Sundays
- This impacted negatively on the collection of Local Revenue from the Market as the unspecified number of the Public and Traders utilising the Market reduced
- A directive (a copy of which was not availed to Performance Assessment Team for verification) from central Government on total ban of sale of Shear Nut Trees for Charcoal burning This situation affected the collection of Local Revenue from sale of charcoal.

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted (Original not Revised budget) for FY 2017/2018 was UGX 139,794,000 Page 3 of the Approved Budget FY 2017/2018.</p> <p>Total Local Revenue collected during FY 2017/2018 was UGX 110,965,734. (Page29 of Draft Final Accounts 2017/2018)</p> <p>Performance 79%</p> <p>Decrease of 79% resulting into</p> <p>A deficit of 21</p> <p>$\% = (100\% - 79\%)$</p> <p>The reasons for decline in Local Revenue Collections:</p> <ul style="list-style-type: none"> • The major source of Local revenue which was Patoali Market in Adwari sub County was affected by the religious leaders. who were against the operations of the said Market on Sundays • This impacted negatively on the collection of Local Revenue from the Market as the unspecified number of the Public and Traders utilising the Market reduced <p>A directive (a copy of which was not availed to Performance Assessment Team for verification) from central Government on total ban of sale of Shear Nut Trees for Charcoal burning</p>	
---	---	---	--

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Local Revenue collections subjected to sharing with LLGs was UG 28,000,700 (Page 21of Draft Final Accounts FY 2017/2018)</p> <p>Amount of local revenue remitted to LLGs was UGX 4,397,250 as per the following Payment Vouchers:</p> <ul style="list-style-type: none"> Vr 0845 dated 29th November, 2007 Amount UGX 879,450 transferred to Alango Sub County. Vr 0642 dated 10th November, 2017 Amount UGX 3,517,800 transferred to Adwari Sub County. <p>% of Local Revenue remitted to LLGs = $\frac{4,397,200}{28,000,700} \times 100$</p> <p>Therefore 15% instead of 65% was remitted to LLGs resulting into a deficit of 50%. This was contrary to Section 85 (3) of Local Governments Act CAP243</p> <p>(As at 31st December,2010)</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total expenditure on council allowances during FY 2017/2018 was UGX 8,596,149</p> <p>Calculations/Notes</p> <p>Total Exp==18,424,000 minus Shs 9827,851 unconditional Funds from Central Govt==Shs 8596,140</p> <p>Refer to the details below</p> <p>.Total Expenditure was UGX 18,424,000 (Extracted from 12 Payment Vouchers as indicated below:</p> <ul style="list-style-type: none"> PV 071819 of 19th June, 2018 for UGX 1,848,000, PV 001821 of 19th June, 2018, for UGX 1848,000 PV 0098 of 13th March, 2018 for UGX 2016,000, PV 1246 of 20th December, 2017 for UGX 2016,000 PV 0065 of 9th February, 2018 for UGX 2016,000 PV 0953 of 8th August, 2017 for UGX 560,000 	<p>2</p>

		<ul style="list-style-type: none"> • PV 0951 of 8th August, 2017 for UGX 1,540,000 • PV 1215 of 30th October, 2017 for UGX 504,000 • PV 1213 of 31st October, 2017 for UGX 1,344,000 • PV 00096 of 13th March, 2018 for UGX 2,016,000 • PV 0883 of 15th May, 2018 for UGX 2,016,000. PV 0952 of 5th May, 2017 for UGX 700,000 <p>Total expenditure UGX 18,424,000 minus UGX 9,827,851 (Council Expenditure related to Unconditional Grant from Central Government.</p> <p>Paragraph 4 of the Declaration of 1st Quarter Funds FY2017/18 letter dated 3rd Aug, 2017 Ref CR/103/4) = Net Council Expenditure UGX 8,596,149 (FY2017/18)</p> <p>Total expenditure on council allowances during FY 2017/2018 =8,596,149 X 100 = 6.9%</p> <p>124,515,051 (OSR FY2016/17) (Page 21 ,Audited Final Accounts FY 2016/2017)</p> <p>Percentage use = 6.9 % (7%)</p> <p>Total Council Expenditure on allowances of 7% was within the confines of 20% of the total Local revenue Collected by the District Local Government in previous FY (FY 2016/2017) as stipulated in the First Schedule, Section 4 of the Local Governments Act CAP 243 (As at 31st December,2010).</p>	
--	--	--	--

Procurement and contract management			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG did not have a Senior Procurement Officer.</p> <p>The position of the Procurement Officer was substantively filled by Aciro Juliet appointed on probation on 25th March, 2014 as directed by DSC minute 41/2014.The LG has Ronald Ojok appointed as Assistant Procurement officer appointed on probation on 25th September, 2012 as directed by DSC minute No. 145/2012.</p>	0

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>The LG Procurements for the FY 2017/2018 were properly evaluated and the Evaluation Committees presented their recommendations to the Contracts Committee as evidenced by;</p> <p>Construction of the Market Information Centre; OTUK586/WRKS/17-18/00020. The EC whose membership comprised of the Ag. DE, a Senior Accounts Assistant and a Physical Planner evaluated two bids from; M/s Kajuka Engineering Limited that quoted UGX 151,120,383 against a reserve price of UGX 156,000,000 and M/s TODI Investment Ltd that quoted UGX 156,000,000.</p> <p>M/s Kajuka Engineering Limited was the most responsive because the bid for M/s Todi did not have Powers of Attorney.</p> <p>In its report signed on 5th September, 2017, the EC recommended that M/s Kajuka Engineering Limited be awarded the contract by the CC because it was the only responsive bidder.</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 EC meeting held on 6th September, 2017 vide minute 05/09/2017 upheld the recommendations of the EC and awarded the contract to M/s Kajuka Engineering Limited. The contract worth UGX 151,120,383 was signed on 22nd September, 2017.</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 infrastructure projects in the FY 2018/19 Procurement and Disposal Plan (PDP) matched well with the AWP, for instance; the construction of Administration Block at Ogwette Sub county at UGX 120M was item 1 of the PDP and in the AWP the project was on page 7 under code No. 312101 at the same price.</p> <p>The PDP for FY 2017/18 corresponded well with respective AWP for example; item No. 1 on page 1 of 11 was the project; construction of new Administration Block at Alango Sub county at UGX 120M which incorporated in the AWP on page 7 as Budget item 312101.</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>The LG prepared the bid documents and advertised tenders for all the investments included Bid security for instance;</p> <p>Construction of the Market Information Centre; Procurement Ref. No. OTUK586/WRKS/17-18/00020</p> <p>Low cost sealing of Adolo swamp road, Procurement Rf. No. OTUK586/WRKS17-18/00008</p> <p>Drilling, casting and pump installation of 6 deep Boreholes in Otuke DLG Procurement Rf. No. OTUK586/WRKS17-18/00006</p> <p>Construction of a 6-stances VIP latrine and urinals at Atangwata HC III, Procurement Ref. No. OTUK586/WRKS17-18/00009.</p> <p>Construction of 4-stance VIP latrine at Oreme market, Procurement Ref. No. OTUK586/WRKS/17-18/00007 .</p>	2
<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>The LG had a Counter Vote book used as the Contracts Register capturing all the Contracts for FY 2017/2018 and FY 2018/2019 and was up to date as at 13th June, 2018 with the construction of the Market Information Centre as the last entry.</p>	2
<p>The LG has prepared bid documents,</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with 	<p>All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public</p>	2

maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

procurement thresholds (sample 5 projects):
score 2.

Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4). The LG used two procurement methods; Open Domestic and Restrictive/Selective bidding. This was evident from the sample of five indicated below;

Open Domestic Bidding, i. e Procurements with Price above UGX 100M were;

a) Procurement; OTUK586/WRKS/17-18/00020 the construction of Market Information Centre at UGX 151,120,383 was advertised in the New Vision newspaper of Monday, August 14, 2017.

b) Drilling, casting and pump installation of 6 deep Boreholes in Otuke DLG Procurement Rf. No. OTUK586/WRKS17-18/00006 advertised in the New Vision newspaper of 18th September, 2017 at reserve price of UGX 126M

c) Low cost sealing of Adolo swamp road, Procurement Rf. No. OTUK586/WRKS17-18/00008 advertised in the New Vision of 5th December, 2017 with bid security of UGX 6M.

Restrictive/Selective Bidding was applied to;

d) Construction of 4-stance VIP latrine at Oreme market, Procurement Ref. No. OTUK586/WRKS/17-18/00007 whose bidding process was as follows;

e) Record of issue of solicitation documents (PP Form 31) showing the Date Notice Published as 25th September, 2017. The form indicated that 1 bidder M/s Adwarolim Enterprises Limited picked from the Prequalification list approved on 17th July, 2017 under minute 05/07/2017; was contacted by the LG to express interest on 6th October, 2017

f) Record of Receipt of Bids (PP Form 10) indicated that at 11:30am of 6th October, 2017, one Ms. Adwarolom Enterprises Limited had submitted. The form was by Aciro Juliet the Procurement Officer

g) Record of Bid opening (LG PP Form 10) was on 6th October, 2017 at 11:40am had one bidder M/s Adwarolim Enterprises Limited with bid price of UGX 12,993,290

The EC on 11th October, 2017 recommended that M/s Adwarolim Enterprises Ltd the most responsive

and best evaluated bidder be awarded a contract at UGX 13,415,790 and the CC in its meeting held on 12th October, 2017 through minute 06/10/2017 upheld the EC and awarded the contract to Ms Adwarolim Enterprises. The contract was signed on 2nd November, 2017 at UGX 12,993,290

b. Construction of 6-stance VIP latrines; 02 at Atanggwatte HC III and 04 at Igwet Community Centre, Procurement Ref. No. OTUK586/WRKS/17-18/00009.

i. Record of issue of solicitation documents (PP Form 31) showing the Date. The form indicated that 1 bidder M/s Ololson Company Limited picked from the Prequalification list approved on 17th July, 2017 under minute 05/07/2017; was contacted by the LG to express interest.

ii. Record of Receipt of Bids (PP Form 10) indicated that on 27th December, 2017 at 12:30 had one bidder M/s Ogolson Company Limited the Procurement Officer

iii. Record of Bid opening (LG PP Form 10) was on 27th December, 2017 at 12:30 had one bidder M/s Ogolson Company Limited

The EC on 3rd January, 2018, 2017 recommended that M/s Ogolson Company Limited the most responsive and best evaluated bidder be awarded a contract at UGX 20,797,111 and the CC in its meeting held on 18th January, 2018 through minute 06/01/2018 upheld the EC and awarded the contract to M/s Ogolson Company Limited. The contract was signed on 13th February, 2018 at UGX 20,791,111.

<p>The LG has certified and provided detailed project information on all investments</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>The LG certified and provided detailed project information on all investments example;</p>
<p>Maximum 4 points on this performance measure</p>	<p>for all projects based on technical supervision: score 2</p>	<p>Construction of Otuke DLG administration block by M/s Bygon Enterprises Ltd reference No. Otuk586/wkrs/2017-18/00001 at a contract price of UGX 199,172,759</p> <ul style="list-style-type: none"> • Progress report was written on 13th June, 2018 • Interim Certificate No.1 issued on 4th June, 2018 amounting to UGX 95,824,091 • Interim Certificate No. 2 was issued on 25th June, 2018 UGX .95,851,825 • Interim Certificate No.3 issued on 28th June,2018 Ugx.9,221,700 <p>Construction of low cost sealing of Adolo swamp by M/s Roone Engineering Co.Ltd reference No. Otuk586/wkrs/2017-18/00008 at a contract price of UGX 241,688,694</p> <ul style="list-style-type: none"> • Progress inspection report was written on 13th August,2018 • Interim Certificate No. 3 issued on 28th August, 2018 UGX 85,361,738 <p>Construction of administration block at Alango sub county by M/s Mofa Investment Ltd reference No. Otuk586/wkrs/2017-18/00001 at a contract price of UGX 116,378,910</p> <ul style="list-style-type: none"> • Progress inspection report was written on 25th June, 2018 • Interim Certificate No. 3 issued on 25th August, 2018 UGX 24,813,670

<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>The visited completed projects were clearly labelled;</p> <ul style="list-style-type: none"> • The Grading of Ejenio Road funded by Uganda Road Fund. • Construction of the Market Information Centre • Drilling, casting and installation of 6 boreholes. Worded with date of completion, funded by as well as project name. 	<p>2</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

The District LG made monthly bank reconciliations for all the 20 bank Accounts to 30th June, 2018 as per the Schedule of reconciliation Statements which appeared on pages from 39 - 63 of the Draft Final Accounts FY 2017/2018.

The following are examples of the bank Accounts that had been reconciled up to 30th June, 2018.

- General Fund A/C No 01983501002791 at DFU, Lira
- Administration A/C 01983501003715 at DFCU Lira
- Finance A/C 01983501003727 at DFCU
- Council and Statutory Bodies A/C 01983501003713 at DFCU Lira.
- NUSAF3 Operations A/C 01983501007196 at DFCU – Lira branch

However, the following sampled bank Accounts had not been reconciled to date 'as at 31st August, 2018 at the time of Assessment

- Works AC 2202272313 at KCB Lira.
- General Fund A/C.01983501002791 at DFCU Lira
- Youth Livelihood Fund AC 04555560013 at Bank of Africa.
- NUSAF 3 A/C 0193501007196 a at DFCU Lira.
- Finance A/C 01983501003727 at DFCU
- Education A/C 2202272321 at KCB Lira
- Administration A/C 01983501003715 at DFCU Lira

<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 LG made timely payment of suppliers during the FY 2017/2018. This was verified from the following Sampled payment Vouchers</p> <p>Voucher No 061982 dated 28th 2018, Payee Mofa Investments Ltd Box 346 Lira 0772578406/0755578406</p> <p>Purpose Construction of Alango Sub county at UGX 23,563,007</p> <ul style="list-style-type: none"> • Claim for Payment made on 22nd June, 2018 • Claim endorsed by the CAO on 25th June, 2018 • Certificate of work done issued on 27th June, 2018. • CFO endorsed the claim on 27th June, 2018 • Payment was effected on 28th June, 2018. • Payment effected promptly within a period of 6 days <p>Voucher No 0236 dated 7th June 2018. Amount UGX 14,840,000 Payee Alpha Surveyors Ltd. Purpose Supply of 80 3-Seater Desks to Amelo Primary, School.</p> <ul style="list-style-type: none"> • Acknowledgement of delivery of Desks by the Head Teacher made on 24th May, 2018. • Claim for payment made on 4th May, 2018 • Claim for payment endorsed by DEO on 7th June, 2018. 	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Otuke District Local Government did not have a Substantive Senior Internal Auditor. There was an Internal Auditor by the names of Denis Okuk as per Appointment letter dated 23rd –May 2017 Ref CR/214/3 under District Service Commission Minute No CR/214/3.</p>	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Quarterly Internal Audit Reports for FY 2017/2018:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of report</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>1st Qtr</td> <td>15th November, 2017</td> <td>CR/250/3</td> </tr> <tr> <td>2nd Qtr</td> <td>15th February 2018</td> <td>CR/250/3</td> </tr> <tr> <td>3rd Qtr</td> <td>4th May, 2018</td> <td>CR/250/3</td> </tr> <tr> <td>4th Qtr</td> <td>24th August, 2018</td> <td>CR/250/3</td> </tr> </tbody> </table> <p>The functionality of the Audit Department was evidenced by the 4 Quarterly Internal Audit Reports that were produced during the FY2017/2018 and submitted to the Rt Honourable Speaker as required with copies to Ps Ministry of Local Government, Internal Auditor General Kampala among Audit Committee- Northern Region</p> <p>Auditor General Gulu Branch.</p> <p>And District Chairperson- Otuke</p>	Quarter	Date of report	Reference	1st Qtr	15th November, 2017	CR/250/3	2nd Qtr	15th February 2018	CR/250/3	3rd Qtr	4th May, 2018	CR/250/3	4th Qtr	24th August, 2018	CR/250/3	<p>2</p>
Quarter	Date of report	Reference																
1st Qtr	15th November, 2017	CR/250/3																
2nd Qtr	15th February 2018	CR/250/3																
3rd Qtr	4th May, 2018	CR/250/3																
4th Qtr	24th August, 2018	CR/250/3																
<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>There was no documentary evidence that the LG had provided information to the Council and LGPAC on the Status of implementation of Internal audit findings for FY 2017/2018:</p> <table border="1"> <thead> <tr> <th>Number of queries raised</th> <th>Number of queries cleared</th> <th>Number of queries pending</th> </tr> </thead> <tbody> <tr> <td>61</td> <td>19</td> <td>42</td> </tr> </tbody> </table> <p>Only one unauthenticated LGPAC report for the meeting held on 28th February, to 1st March, 2018 Ref CR/D/10967 was availed to the Performance Assessment Team (PAT) for verification. PAT found out that Internal Audit Reports. for the 1st and 2nd Quarters FY 2017/2018 were reviewed by LGPAC</p>	Number of queries raised	Number of queries cleared	Number of queries pending	61	19	42	<p>0</p>									
Number of queries raised	Number of queries cleared	Number of queries pending																
61	19	42																

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The Action by the Accounting Officer, LG PAC on Internal Audit Queries raised during FY 2017/2018:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference for report review</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>15th November, 2017</td> <td>CR/250/3</td> </tr> <tr> <td>Quarter 2</td> <td>15th February, 2018</td> <td>CR/250/3</td> </tr> <tr> <td>Quarter 3</td> <td>8th May, 2018</td> <td>CR/250/3</td> </tr> <tr> <td>Quarter 4</td> <td>27th August, 2018</td> <td>CR/250/3</td> </tr> </tbody> </table> <p>There was no documentary evidence that LGPAC had reviewed 3rd and 4th Quarterly Internal Audit reports FY 2017/2018.</p> <p>The LPAC reviewed 1st and 2nd Quarterly Internal Audit reports FY 2017/2018 in a meeting held on 28th February to 1st March, 2018 in the District Council Hall</p>	Quarter	Date of submission	Reference for report review	Quarter 1	15th November, 2017	CR/250/3	Quarter 2	15th February, 2018	CR/250/3	Quarter 3	8th May, 2018	CR/250/3	Quarter 4	27th August, 2018	CR/250/3	<p>0</p>
Quarter	Date of submission	Reference for report review																
Quarter 1	15th November, 2017	CR/250/3																
Quarter 2	15th February, 2018	CR/250/3																
Quarter 3	8th May, 2018	CR/250/3																
Quarter 4	27th August, 2018	CR/250/3																
<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>There was an attempt to maintain Assets register but not conclusively, The District Local Government did not maintain different categories of Assets Registers as per the Formats provided for on Page 167-168 of the Local Governments Financial and Accounting Manual, 2007.</p> <p>The required Assets Registers that were not in place were:</p> <ul style="list-style-type: none"> Register of Fixed Assets – General where Tables Chairs Computers among others are recorded. Register of Motor Vehicles and Heavy Plants. Register of Land and Buildings <p>The CFO, Sector Accountants Store keeper were mentored on the dynamics of maintaining Assets Registers by using the Local Governments Financial and Accounting Manual 2007. At the end of the mentoring and Assessment exercise, the photocopies of the page 167-168 were availed to them for ease of reference while developing the required categories of Assets Register.</p>	<p>0</p>															

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Otuke DLG obtained Unqualified Audit Opinion for FY 2017/2018</p>	<p>4</p>
--	--	--	----------

Governance, oversight, transparency and accountability

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The District Council met and discussed service delivery related issues as provided in the minutes below:</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Date</th> <th style="text-align: left;">Minute No.</th> <th></th> </tr> </thead> <tbody> <tr> <td>21st July, 2017</td> <td>COU/6/2017</td> <td>Presentation of Environment & Natural Resources Management Bill N0.1 2917</td> </tr> <tr> <td>21st December, 2017</td> <td>COU/21/12/2017</td> <td>Re-nomination of members of the DSC</td> </tr> <tr> <td>13th March, 2018</td> <td>5(b)13/3/2018</td> <td>Up-grading of Trading Centres into Town Councils: Olilim, Okwang, Barjobi and Okwongo</td> </tr> <tr> <td>29th March, 2018</td> <td>6/29/3/2018</td> <td>Laying of Draft Budget Estimates for FY 2018/19</td> </tr> <tr> <td>21st June, 2018</td> <td>5d/21/June/2018</td> <td>Presentation and discussion of the procurement plan</td> </tr> </tbody> </table>	Date	Minute No.		21st July, 2017	COU/6/2017	Presentation of Environment & Natural Resources Management Bill N0.1 2917	21st December, 2017	COU/21/12/2017	Re-nomination of members of the DSC	13th March, 2018	5(b)13/3/2018	Up-grading of Trading Centres into Town Councils: Olilim, Okwang, Barjobi and Okwongo	29th March, 2018	6/29/3/2018	Laying of Draft Budget Estimates for FY 2018/19	21st June, 2018	5d/21/June/2018	Presentation and discussion of the procurement plan	<p>2</p>
Date	Minute No.																				
21st July, 2017	COU/6/2017	Presentation of Environment & Natural Resources Management Bill N0.1 2917																			
21st December, 2017	COU/21/12/2017	Re-nomination of members of the DSC																			
13th March, 2018	5(b)13/3/2018	Up-grading of Trading Centres into Town Councils: Olilim, Okwang, Barjobi and Okwongo																			
29th March, 2018	6/29/3/2018	Laying of Draft Budget Estimates for FY 2018/19																			
21st June, 2018	5d/21/June/2018	Presentation and discussion of the procurement plan																			

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>Mr Otim Alex was designated among others, the duty to handle grievances and legal matters, coordinating local courts, peace and conflict resolutions, e.t.c. through letter ref. CR/201/1 dated 2nd July 2018 and accepted through his ref.CR/D/10205 dated 4th Julys 2018.</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>Unreferenced box file contained forms formed for retired UPDF officers with complaints and other letters by civilians were seen by PAT. Courts of law were involved and some NGOs like Saferworld which offered awareness talks as noted in their letter of invitation dated 14th August 2017. Also Irish Project Monitoring Guide activities were undertaken. All these were in an attempted to resolve conflicts.</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>District payrolls and pensioner schedules were pinned up for the month of August 2018. For the previous month of July, the documents had been removed but were on unreferenced box file. Likewise the one for September had been printed by this assessment date ready for putting up. The pinned documents were neither dated nor signed.</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>The District procurement plan FY 2018/19 had not been displayed by the assessment date. However, awarded contracts were pinned up on the Notice Board outside the office of CAO. Examples were:</p> <p>i) Revenue collection at Patoali market dated 23rd July, 2018 awarded to Batipapi Co. Ltd at UGX 1,760,000 per month.</p> <p>ii) Supply and installation of culverts dated 23rd July, 2018 awarded to Ogur Millers Ltd at (call off order)</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>Up on the Notice Board was a report card signed by Hon Mary Okurut, Minister of General Duties in the Office of the President showing the rankings scored by the District in various categories.</p> <p>It was undated.</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>The CAO communicated and explained guidelines, circulars from the National level to LLGs as demonstrated of in a letter received from Allied Health Professionals Council calling for registration professionals. He in turn wrote to the concerned parties in the LLGs circular letter ref. CR/543/2 dated 12th December 2017 advising to comply accordingly.</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 feedback on status of activity implementation: score 1. 	<p>The District Planner conceded that during the previous FY 2017/18 there were no public gatherings/barazas conducted in the District.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles

Maximum 4 points on this performance measure.

• 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.

Evidence that the Gender focal point officer provided guidance and support to sector departments was seen as follows:-

- Report by DCDO to CAO of 5th September, 2017 on sensitisation of the District Technical Plan. Comm.by gender Focal Point person on Gender Planning and Budgeting

- Report of gender based training of 29th September, 2017, which had 15 participants as follows:-

CAO, ACDO, Ag. CDO with CDOs from lower local governments.

- Gender Policy distributed in the meeting in the Gender Based Violence meeting of the 29th September, 2017.

- Minutes of the meeting in the Minute Book for Committee Meetings Council:-

- Minutes of the 25th February, 2018 for Works, Production, Natural Resources and Community Based Services.

- In attendance 9 policy makers and 4 technocrats

- Minute of 29th June, 2018 Committee meeting for Works, Production, Natural Resources and Community Based Services, District DCDO presented updates on Status of Uganda Women Entrenuership program and activities, Child abuse and early pregnancy levels in the communities.

- Update on persons with disability program and projects were presented in the meeting.

<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>Total Budget Community Based Services</p> <p>Approved budget estimates for the sector was UGX 868,282,000 as on page 42 of budget estimates for FY 2017/18</p> <p>While actual expenditure as of 30th June, 2018 was UGX 145,248,075. This was the amount that was actually received as opposed to the budgeted of Shs.868,282,000. Therefore, budget realization was at 100%.</p> <p>The following was spent on strengthening women's roles and address vulnerability:-</p> <ol style="list-style-type: none"> Support supervision to child protection activities, Voucher No. 0849 of the 13th December, 2017, amount spent UGX 500,000 Women Council meeting, Voucher No.0884 dated 13th December, 2017. Enterprise selection for the youth, Voucher No. 990 dated 13th June, 2018 of UGX 2,484,000 <p>Financial year 2018/2019, the Community based department planned for the following:-</p> <ol style="list-style-type: none"> Supporting special interest groups at UGX 199,000,000 Gender mainstreaming workshops at UGX 1,324,000 	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>From PDU, the following 5 projects were sampled:-</p> <ol style="list-style-type: none"> Otuke Council, extension of piped water from Otuke Town Council Market to Oget centre. <p>The following environmental and social mitigation reports were seen:-</p> <ol style="list-style-type: none"> Monitoring reports ESMP Review Certification Forms Screening Files NO Corresponding information in Bid document. Construction of Sheep and Goat sale point in Otuke Town Council Market. 	<p>0</p>

No environmental aspect of the project seen in the bid document and no money allocated in the BOQs to environment mitigation measures

3. Low cost sealing of Adolo Swamp Road at a cost of UGX 289,763,562/-

- No environmental mitigation aspects seen in the Bid document

4. Construction of Administration Block at Alango Sub County.

No social and environmental nor health mitigation plan nor budget seen in the BOQs document. However a statement on page 0094 of the Bid document to address environmental issues seen but not seen in the budget nor involvement of the District Environmental Officer in the Conception, monitoring and no project environmental and social mitigation certification seen for the project.

5. Construction of 5 stance drainable latrine at Acane Primary School.

No environment nor social mitigation issues addressed in the bid document seen

6. Partial construction of District Administration Block, cost UGX 245,077,106

No evidence of mitigation measures seen in the Bid document sampled.

7. Construction of 2 units of 2 stance VIP latrine at Ogwete and Alango Sub county at a cost of 14,438,601/-

No mitigation measures budgeted for nor seen in the Bid document.

<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>In all the Bid documents sampled other than the boreholes projects, the rest did not have social management and health and safety plans in the contract bid document.</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 all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>None of the projects and establishments of Otuke District Local Government had Land Titles by the time of the assessment, according to the Environmental Officer, the District Headquarters, the Lower Local Governments, the Health centers and all schools the district schools in the district had no Land Titles.</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 all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The Office of the Environmental had made social and mitigation certification forms for 7 boreholes and the District Resource center.</p> <p>Boreholes drilled and installed:-</p> <ol style="list-style-type: none"> At Obanger village, Angella Parish, Olilim S/C At Olao Imoko village, Ating Parish,Orum S/C At Oketpur village, Okere Parish, Adwari S/C Arwotwang village, Oluru Parish, Ogor S/C At Angaro village, Atira Parish, Ogwete S/C At Obanga Ber village,Angeta Parish, Olilim S/C At Akudo Awaka village, Amintengo Parish, Alango S/C 	<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>Except for the above 7 boreholes and the resource center at the district Headquarters, the rest of the projects sampled did not have contract payment certificates nor environmental and social clearance forms filled.</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>No evidence that all completed projects have completed Environmental and Social Mitigation Checklists, deviations observed with pictures and corrective measures taken.</p> <p>No monthly reports from the environment officer seen.</p>	<p>0</p>
---	---	---	----------

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The District had budgeted for a Head Teacher and minimum of 7 teachers per school in FY2018/2019. The budget was UGX 3,410,822 for the 45 Head Teachers and 552 Teachers in the 45 Government aided Schools.</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The staff list date-stamped 16th June, 2018 by the DEO and budget reviewed indicated that in all the 45 Government aided Schools having classes Primary one to Seven; the LG had deployed Head teachers.</p> <p>Forty two (42) Schools had substantively appointed Head teachers and three had Head teachers in acting capacities.</p> <p>Example of Primary Schools with substantive Head Teachers included;</p> <ol style="list-style-type: none"> 1. Adwari was headed by Oleng Yuventino, Oliro IPPS No. 276591 and National ID No. CM640861005KFF. The School had 13 teachers, 2. Aliwang was headed by Okum Abal Emmanuel, IPPS No. 276036 and National ID No. CM620861000T3E. The School had 21 teachers, 3. Oget was headed by Omach Faustine IPPS No. 277779 and National ID No. CM740861009F7F. The School had 9 teachers, 4. Orum Primary School was headed by Acar George IPPS No. 276751 and National ID No. CM68086100CUDD. The School had 14 teachers, 	4

		<p>5. Tegweng Primary School was headed by Ocen Henry IPPS No. 277070 and National ID No. CM690861009EXF. The School had 9 teachers.</p> <p>At the assessment time due to the retirement of Opio George who was Head teacher at Ogwete P/S and the promotion of Akwar Markdonald on 30th May, 2018 to the position of DIS. Akwar was Head Teacher at Atanggwatta, there was transfers and promotion of Senior teachers to act as Head teachers at three schools which included;</p> <ol style="list-style-type: none"> 1. Odongo Tom Felix a Senior Education Officer, IPPS 277662 and National ID No. CM720861017K4A was Ag. HT at Okeremomkok. The School had 10 teachers, 2. Okwir Peter Lawrence a Senior Education Officer, IPPS No. 272638 and National ID No. CM69086102AYWF was Ag. HT at Atanggwatta, and the school had 12 teachers 3. Ongora Cypriano a Senior Education Officer, IPPS 274632 and National ID No. CM68086100AXF was Ag. HT at Ogoro P/S. The school had 10 teachers. 	
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>There were 3 vacancies for head teachers out of 45 primary school teachers but they were not advertised because there was no wage bill from central government to recruit. LG restructured and promoted three Senior teachers to act as Head teachers.</p> <p>Through letters Ref. CR/D/10770 and CR/D/10880 of 16th April, 2018, the CAO presented to DSC names of Odongo Tom Felix and Ongora Cypriano for confirmation as substantive HTs because they had the academic requirements.</p> <p>The Sector during the FY under review recruited 10 Education Assistants II Minutes 51(a) – 51(b)/2018, 10 of the meeting held on 21st March, 2018. This was within the wage bill provisions.</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 provided for a position of Senior Inspector of Schools and one Inspector of Schools. The two positions were substantively filled as follows;</p> <ol style="list-style-type: none"> 1. Mr. Otim Peter Ogweng was appointed Senior Inspector of Schools on transfer effective 1st August, 2012 by letter Ref. CR/156/3 dated 30th July, 2012 as directed by DSC minute 137/ 2. Akwar Markdonald the Inspector of Schools was appointed by letter CR/214/3 dated 30th May, 2018 as directed by DSC minute No.50/2018 	<p>6</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 sector recruitment plan signed by the Ag. DEO Otim Peter Ogweng on 21st February, 2018 was received by the CAO on 22nd February, 2018 for onward transmission to the HRM. The recruitment plan contained positions for 3 Head teachers. No primary school teachers were included because there was no wage bill.</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>All positions for Inspector of Schools were filled at time of assessment, hence there was no need for the LG to include same in the recruitment plan for FY 2018/19</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The Senior Inspector of Schools, Otim Peter Ogweng was appraised through the signed Performance Agreement on 3rd July, 2017. The Performance report dated 30th July, 2018 indicated good performance although the CAO noted that there was need to embrace crosscutting issues like tree planting and formation of HIV Committees in the 45 Government aided Primary Schools and 5 Secondary Schools. The Ag. DEO promised to take corrective action.</p> <p>The Inspector of Schools was appointed on 30th May, 2018 and therefore couldn't have been appraised for the FY 2017/2018.</p>	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The Assessment Team sampled five Head teachers and a review of their files indicated 100% appraisal during the calendar year 2017;</p> <ol style="list-style-type: none"> 1. Ms. Ejang Bena, Head teacher at Aminteny Primary School was appraised on 9th January, 2018 and the report endorsed by CAO on 16th January, 2018 with a comment, Good performance. 2. Okullo Martin Head Teacher at Ader Primary School was appraised on 10th January, 2018 and commented, committed and determined officer on 17th January, 2018 3. Ongora Cypriano Head Teacher Ogoro Primary School was appraised on 17th January, 2018 and the CAO commended him for good work. 4. Ogwal Charles, Head teacher Amoni Primary School was appraised on 28th February, 2018 and the CAO advised to mobilise parents to improve the academic quality of the School, and 5. Eyt Martin the Head Teacher of Olwo Primary School was appraised on 28th February, 2018 and 4.25 out 5. The commented that continue with effort towards improvement. 	<p>3</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was evidence that the LG Education department had communicated some guidelines, policies, circulars issued by the national level during the previous FY. For examples;</p> <p>Guidelines on Understanding and Managing Menstruation disseminated on 6th June, 2018</p> <p>Guidelines for Registration of 2018 PLE candidates dated 20th March, 2018</p> <p>The Ministry of Education and Sports Sector Strategic Plan, 2017/18 – 2019/20 was disseminated on 6th August, 2018 as per the list of issue signed by the Ag. DEO on 29th August, 2018</p> <p>These guidelines were seen at sampled Government aided Primary schools visited, for instance Aliwang.</p> <p>The Assessment team however noted that the Community School, Olec Community Nursery and Primary School and at Bright Star Junior School, the guidelines were missing.</p>	<p>1</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The LG Education Department held meetings with primary school head teachers and among others sensitized then on guidelines, policies and circulars through a number of meetings which include; meeting held with head teachers on 6th June, 2018 to explain guidelines on the following;</p> <ul style="list-style-type: none"> - Understanding and Managing menstruation - Ministry of Education and Sports Sector Strategic Plan, 2017/18 – 2019/20 <p>Guidelines for Registration of 2018 PLE candidates were disseminated during the meeting held on 20th March, 2018</p>	<p>2</p>

The LG Education De- partment has effectively inspected all registered primary schools2

Maximum 12 for this performance measure

• Evidence that all licenced or registered schools have been inspected at least once per term and reports produced:

- o 100% - score 12
- o 90 to 99% - score 10
- o 80 to 89% - score 8
- o 70 to 79% - score 6
- o 60 to 69% - score 3
- o 50 to 59 % score 1
- o Below 50% score 0.

The Ag. DEO inspected Schools and compiled reports during the 2017 calendar year and within the previous FY and the first quarter of current FY. The inspection reports reviewed were as follows;

- Inspection report for Term I, 2018 was prepared on 4th May, 2018. The report indicated inspection of 53 schools both Government aided and private.
- Term II, 2018 inspection report was prepared on 16th July, 2018 and covered 51 schools including both Public and Private
- Term III, 2017 inspection report dated 12th October, 2017 indicated inspection of 51 Schools including Agware Secondary School.

The Assessment team however noted that;

1. At Olec Community Nursery and Primary School and at Bright Star Junior School, the non-Government visited, there was irregular inspection evidenced by zero inspection at the community school and one inspection at Bright

2. The assessors also observed that the inspectors were not leaving a copy of inspection findings at the Schools and the schools visited, there was inspection report on file.

3. The assessors during the field visits also noted that; Bright Star was still in the two years grace period granted by MoES on 20th March, 2017 by letter ME/P/7635 to establish and operate on license until 20th March, 2019. The through letter CR/325/4 dated 8th June, 2018 granted Bright Stars (Early Child Development/Nursery section) a license No. OTUK/ECD/06/2018.

4. Olec Community Nursery and Primary School had on 6th July, 2018 through the DEO and DIS requested the CAO for a license to operate.

From the sampled Schools, it indicated that all the Government Schools were inspected and the ECD Centre at Bright Stars, this indicated 100% performance.

<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was no documentary evidence to the effect that the department had discussed school inspection reports during the FY 2017/2018.</p>	<p>0</p>
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The Directorate of Education StandardsS on 6th September, 2018 acknowledged receipt of FY 2017/18 Inspection reports filled by Odongo Quinto for Otuke DLG and received by Owilli Emmanuel for DES</p>	<p>2</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>The report dated 28th February, 2018 was evidence that inspection recommendations were being followed up.</p> <p>The report contained recommendations for the 3rd quarter School inspection recommendations for 10 Schools and the follow up findings for instance;</p> <p>The inspection recommendations for Adyerakonya Primary School included among others; teachers to make lesson schemes and plans and more accommodation for teachers needed. The follow up findings dated 28th February, 2018 noted that; all teachers were planning and scheming and temporal residences had been constructed</p> <p>At Alutkot Primary School, the recommendations included; Head Teacher to be regular at school, frequent meetings to be organized for school improvement, English to be spoken at School and tome management to be improved. The follow up findings noted that; the Head teacher was now regular at School, punctuality had improved and English was being spoken at School.</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>LG had submitted accurate/consistent data of list of schools to together with list of teachers per school. The print out reviewed by the assessment team was date-stamped 16th June, 2018. The submission had 45 Primary Schools and 552 teachers.</p> <p>The Primary Schools each filled Form A: Statistical Returns for Primary Schools (ASC-FAQ-2017) in triplet and a copy was submitted to MoES, one remained at DEO's office and another at School. The forms were authenticated by the Senior Assistant Secretary of the holding sub-county, the DEO and Head Teacher.</p> <p>EMIS enrolment for calendar 2017 stood at 73,459 and was submitted on 26th April, 2017.</p> <p>PBS enrolment data stood at 73,465 pupils in FY2018/19</p>	<p>5</p>

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The Primary Schools each filled Form A: Statistical Returns for Primary Schools (ASC-FAQ-2017) in triplet and a copy was submitted to MoES, one remained at DEO's office and another at School. The forms were authenticated by the Senior Assistant Secretary of the holding sub-county, the DEO and Head Teacher.</p> <p>EMIS enrolment for calendar 2017 stood at 34,765 and was submitted on 26th April, 2017.</p> <p>PBS enrolment data stood at 35,138 pupils in FY2018/19</p>	<p>5</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and pre-sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Matters of Education were handled by the Council Committee for Health, Education, Planning and Administration. The committee deliberated on issues intended for service delivery improvement in the Education sector for instance; On 14th September, 2017 vide minute No. 5.COM.14/09/2017 (D) bullet "g", the Committee discussed the need for County s to support School inspection, monitoring and supervision. In a special meeting held on 6th September, 2018, the committee discussed PLE Mock results for 2018.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and pre-sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>The Full Council in its meeting held on 25th September, 2017 vide minute No. 6.COUN25/9/2017; EX-COM BUSINESS part D, the Council measures for a mass registration exercise for all learners and the need for a County School Inspector to improve School inspection, supervision and motoring.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>The assessor reviewed files of sampled schools and noted that all the Schools had established SMCs. The functionality of the SMCs was noted to exist in most of the Government aided Schools for example at Ogweno Primary School and Oluro, the SMCs met on 28th August, 2017 and 5th October, 2017 and through minutes; 6/28/08/2017 and 4c respectively, the SMC discussed draft SFC-UPE Budgets.</p> <p>At Ogoro P/S, the SMC met on 18th March, 2018 and through minute No. IIIc, the Head teacher reported to the members that the School was academically improving.</p> <p>At Abongwer P/S, the SMC met on 25th September, 2017 for a special meeting discuss and pass the UPE 3rd Term 2017 Budget under minute 5/2017,</p> <p>At Oluro Primary School, the SMC held a special meeting for the passing of Term I, 2018 Budget on 1st March, 2018. The Budget was approved under minute No. 6.</p> <p>All sampled schools had submitted copies of SMC minutes to DEO's office per the requirement.</p> <p>The assessors however noted irregularities in the establishment and functionality of the SMC for Bright Stars Junior School. The Head teacher could not retrieve any records regarding the existence of the SMC and its functionality.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG had publicized the termly and quarterly receipt of non-wage recurrent grants.</p> <p>Term III, 2017 was posted on 3rd August, 2017</p> <p>Term I, 2018 was posted on 1st February, 2018</p> <p>Term II, 2018 was posted 4th May, 2018.</p> <p>However, it was noted that the notice board was inside the Education Resource Centre premises thus making it difficult for the public to access especially on weekends and after office hours.</p>	<p>3</p>

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The sector submitted its procurement in put to the procurement unit using PBS online system and the assessment team failed to extract the submission date.</p> <p>The consolidated District Procurement Plan however had clear captions of the Education in puts. The DLG PDP was received by PPDA on 13th August, 2018. Some of the procurement requisitions contained in the plan included;</p> <ol style="list-style-type: none"> 1. Renovation of six Classroom Block at Aliwang P/S at UGX 80M 2. Completion of 8 Classroom block at Anyalina P/S at UGX 120M 3. Construction of 5-stance latrine at Amackide P/S at UGX 23.3M 	<p>0</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The Ag. DEO timely and properly certified claims from contractors of sector works for instance;</p> <p>M/s Alpha Surveyors Limited supplied 80 3-seater desks to Amele P/S and 26 3-seater desks at Okwang P/S under Procurement Ref. OTUK586/SUP/17-18/00002 and raised a claim on 4th June, 2018, the DEO certified the claim on 7th June, 2018 and through PV 0236 and cheque 000372 dated 7th June, 2018, UGX 14,840,000 was paid to the claimant.</p> <p>M/s Trend Services Limited claimed payment of UGX 20,064,027 on completion of construction of 1 unit of the 5-stance latrine at Acane P/S on 28th February, 2018. DEO certified on 28th March, 2018 and payment was effected Payment voucher No. 0209 of 2nd April, 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>The Ag. DEO prepared and submitted to CAO the Annual Performance Report based on the Performance Agreement signed on 3rd July, 2017.</p> <p>The annual report was signed on 30th July, 2018 by the Ag. DEO and received by the CAO on 31st July, 2018. The CAO noted gaps in embracing cross-cutting issues like Gender, Environment and HIV.</p> <p>The assessors however, failed by documentary evidence to establish whether the sector quarterly reports had been prepared and submitted to the Planner or the CAO.</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>Action on queries raised by the Internal Auditor during FY 2016/2017:</p> <table border="0"> <tr> <td>Number of queries raised</td> <td>9</td> </tr> <tr> <td>Number of queries cleared</td> <td>0</td> </tr> <tr> <td>Number of queries pending</td> <td>9</td> </tr> </table> <p>The Education Sector had nine queries raised last FY.</p> <p>Through the CAO, the Ag. DEO acted on all the queries as shown in the letter dated 18th July, 2018.</p> <p>The Internal Auditor retired all the queries based on the management responses on 19th July, 2018</p>	Number of queries raised	9	Number of queries cleared	0	Number of queries pending	9	<p>0</p>
Number of queries raised	9								
Number of queries cleared	0								
Number of queries pending	9								
<p>Social and environmental safeguards</p>									

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The assessors in absence of documentary proof could not establish whether the Ag. DEO and Gender Focal point person disseminated the guidelines to senior women.</p> <p>When the assessors visited Oget P/S, the Deputy Head Teacher who also doubled as the Senior Woman, Apili Sarah noted that the District has never trained them on gender issues and had not received any guidelines on how to handle hygiene, reproductive health and not even life skills.</p> <p>The assessors established that on 6th June, 2018, the Ag. DEO attended a Regional Dialogue on Menstrual Hygiene Management but there was no evidence that he has shared with the other staff and teachers.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no documentary proof of dissemination of guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence that SMCs met the required gender proportion (at least 30%) when being constituted</p> <ol style="list-style-type: none"> 1. Brenda Apello was the SMC Chairperson of Anepmoroto P/S. Other female members included. Susan Ogwang, Sarah Acwera and Abila Camous who was a girl, youth and old student. 2. At Owang P/S, the female composition out of 12 was; Akwang Molly, Anna Juma, Atim Lydia and Sophia Oleke 	<p>1</p>

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.); score 1: 	<p>There was no documentary evidence that the department in collaboration with environment department has issued guidelines on environmental management</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>The following school infrastructure for example was undertaken during the FY 2017/18;</p> <ol style="list-style-type: none"> 1. On 8th December, 2017 environmental screening was conducted for siting, drilling and installation of deep borehole at Olao imoko village by the DEO 2. On 14th December, 2017 environmental screening was conducted for siting, drilling and installation of deep borehole at Okuda Awala village by the DEO 	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was no evidence that the environmental officer and the CDO had visited the sites to check whether the mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>PHC wage allocation for Otuke district for FY 2018/2019 was 1,292,890,036 (page 23 of the approved District Health work plan)</p> <p>PHC wage for health workers in post for FY 2018/2019 was 1,026,282,576</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision) = 79.4% resulting into a score of 4.</p> <p>There was a surplus of 20.6% of the wage budget for FY 2018/2018 amounting to 226,607,460/</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>Recruitment plan for health workers was submitted by DHO on 23rd April 2018, (reference CR/350/18) and was received by CAO on 24th April 2018.</p> <p>The recruitment plan included key critical cadres in health care service delivery. These were 2 clinical officers, 2 laboratory technicians, 5 health inspectors, 1 anesthetic office6 midwives, 7 enrolled nurses and 2 doctors among others.</p>	6

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

Maximum 8 points for this performance measure

Evidence that the all health facilities in-charges have been appraised during the previous FY:

- o 100%: score 8
- o 70 – 99%: score 4
- o Below 70%: score 0

All health facilities in-charges were appraised in the financial year 2017/2018. Examples on file for the 5 sampled health facilities were:

- In-charge Orum HC IV Dr. Okato John Bosco appraised on 19th September 2018. Appraiser's comment "Good performance"
- In-charge Anepmoroto HC II, Awor Molly appraised on 19th September 2018. Appraiser's comment "Improv'r on weak areas"
- In-charge Okwong HC III, Onyong John appraised on 19th September 2018. Appraiser's comment "Keep up the spirit of good performance"
- In-charge Atangwata HCIII, AchalDenish appraised on 19th September 2018. Appraiser's comment "Hard working officer"
- In-charge Olilim HC III Egwal Charles appraised on 19th September 2018. Appraiser's comment "keep it up"

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.

Maximum 4 points for this performance measure

- 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

The LG allocated health workers in line with lists submitted with the budget for FY 2018/2019 in PBS system.

Otuke DLG had a staffing norm of 190 staff of which 153 were in post with a gap of 37 health workers. The DHO had submitted a recruitment plan to fill the 37 vacant posts on 23rd April 2018, (reference CR/350/18).

The PAT reviewed approved staff list and compared it with the actual numbers of health workers at the health facilities

The PAT sampled the following facilities:

- Orum HC IV, 38 staff were deployed out 47 staffing norm
- Antangwata HC III 15 staff were deployed out of the 19 staffing norm
- Okwong HC III: 7 were deployed out of the 9 staffing norm
- Anepmoroto HC II: 16 health workers were deployed out of the 19 required staffing norm.
- Olilim HC III: 16 out the required 19 staff were deployed

At each facility, the staff list matched with the deployment list at DHO's office.

Monitoring and Supervision

The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities

Maximum 6 for this performance measure

- 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 examples of guidelines were received by Otuke DHO's office in financial year 2017/2018

- Introduction of Rota virus vaccine dated 15 March 2018
- Service standards and service delivery standards for the health sector July 2016
- Immunization in Practice for Uganda, June 2017
- Switching from Tetanus toxoid to Tenanus Diptheria vaccine issued by PS Ministry of Health dated 3rd May 2018.
- Job aid for health workers on vaccine preventable diseases surveillance, 2018

The following facilities were visited:

- Orum HC IV
- Atangwata HC III
- Anepmoroto HC II
- Okwongo HC III

The above mentioned guidelines were present in each of the visited health facilities hence there was evidence to justify the score.

On top of the above, more circulars and guidelines were found at the health facilities including Cervical cancer information, education and communication booklet for health workers, December 2017, childhood cancer information booklet, 2018 among others. These were delivered by the National Medical stores directly to the health facilities.

Therefore, there was evidence to show that policies, guidelines and circulars from the center are received at the health facilities

<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>The DHT and health unit incharges held a 2 days meeting from 11th to 12th June 2018. The meeting objective was to discuss introduction of Rota virus vaccine ahead of an immunization campaign against Rota virus. A report for the meeting was written by DHO on 14th June 2018 and was received by CAO same day (14th June 2018).</p> <p>Therefore there was evidence that the DHT explained the issued guidelines to health facility in charges.</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 PNFs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Otuke District had 1 HC IV and no hospital.</p> <p>The PAT looked at evidence that the DHT had conducted 4 quarterly integrated technical support supervision visits to the health HC IV.</p> <p>Only 3 out of the required 4 integrated technical support supervision reports to the HC IV for the four quarters were presented with clear action points on gaps identified during the support supervision.</p> <p>Reports were submitted on the following dates.</p> <p>Quarter 1: 3rd August 2017</p> <p>Quarter2: No evidence it was conducted</p> <p>Quarter3: 3rd January 2018</p> <p>Quarter4: 4th July 2018</p> <p>Therefore, the DHT did not conduct all the 4 mandatory technical support supervision visits to the HC IV (at least once each quarter) during financial 2017/2018</p>	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>At Otuke DHO's office, there was no report submitted from HSD indicating that lower health facilities were visited.</p> <p>HSD quarterly technical support supervision reports were not available at DHO's office.</p> <p>We could neither find supervision reports at the HSD headquarters (Orum HC IV).</p> <p>Through health facility visits, we were able to establish that a few technical support supervision visits had been conducted by the HSD as indicated below:</p> <p>Okwong HC III was visited in all quarters:</p> <p>AnepmorotoHC II was visited once in quarter 4</p> <p>AtangwataHC III Was visited twice in quarter 1 and quarter 4</p> <p>The evidence was derived from the MOH facility supervision book at each health unit.</p> <p>So out of the 12 technical support supervision visits that were expected in financial 2017/2018 , the HSD conducted only 7 translating into 58%</p>	<p>0</p>
---	--	---	----------

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>The DHT conducted only 3 support supervisions to HSD and HSD did not provide any supervision report as indicated in 6 above,</p> <p>Only quarter 4 DHT meeting minutes indicated an element of discussing quarter 3 supervision findings. Under minute 6a of the report dated 7th May 2018, the DHT recommended that the Incharge of Okwongo HC III should ensure that HPV vaccination is stepped up since quarter 3 supervision findings had indicated low HPV vaccination.</p> <p>Since only 3 of the required 4 support supervision visits were conducted, and the assessment required all 4 reports discussed, the overall score to this indicator was 0.</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>Since DHT conducted only 3 support supervisions to HSD and HSD did not provide any supervision report as indicated in 6 above, only quarter 3 supervision findings had been discussed in quarter 4 DHT meeting.</p> <p>There was no evidence that the recommendations (from quarter 4 DHT meeting) had been followed up since first quarter of FY 2018/2019 supervision had not taken place.</p>	<p>0</p>

<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>Otuke DLG had 17 health facilities that benefited from PHC. Of the 17 health facilities, 10 were public, 6 were PNFPs and 1 was PFP.</p> <p>The August HMIS reports were submitted between 4th - 7th September 2018. Reports were entered into DHIS2 system for health reporting. All facilities benefitting from PHC (17) reported HMIS data into DHIS2 and the list of health facilities that reported was consistent with the list of facilities in the PBS system for Otuke district.</p>	<p>10</p>
--	--	--	-----------

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Four Social Services committee reports were presented and all had health related issues discussed in FY 2017/2018</p> <ul style="list-style-type: none"> • During quarter 1, the committee sat on 14th September 2017 and under minute 14/August/17/5c, recommended emergency reroofing of Atagwata HC III OPD block which had blown off by a storm. • The second meeting was held on 27th February 2018 and under minute 27/2/18/5b discussed low human resource for health staffing levels which stood at 65% at that time. The committee recommended that recruitment on replacement basis should be urgently conducted. • During quarter 3, the committee sat on 29th March 2018 and under minute 29/3/18/6a, a health budget worth 1,964,830,000/ was approved by the committee. <p>During quarter 4, the committee sat on 15th May 2018 and under minute 15/5/18/4a, the committee recommended the construction of maternity ward at Atangwata HC II to enable pregnant mother access maternal and child health.</p> <p>Therefore, there was evidence that LG committee responsible for health met and discussed service delivery issues.</p>	<p>2</p>
---	--	---	----------

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>On 29th March 2018 under minute 29/3/18/6a, the health budget was approved by the social services committee and on 17th May 2018, Secretary for finance presented health budget to council and the budget was passed by council on 28th May 2018 under Minute 28/5/6a.</p>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<p>The PAT visited 4 sampled health facilities and established that HUMC's sat as indicated below:</p> <ul style="list-style-type: none"> Orum HC IV: The HUMC sat during quarter 2 on 28th September 2017 and on 14th March 2018 during quarter 3. Okwongo HC III: The HUMC sat once on 4th July 2018 Anepmoroto HC II: HUMC sat during all quarters. In quarter 1, the sat on 8th September 2017, then on 28th January 2018 for quarter 2, then 10th April for quarter 3 and on 20th June 2018 for quarter 4 Atangwata HC II: No evidence of HMUC minutes in all quarters since the minute book had been misplaced and could not be accessed. <p>In the 4 health facilities, 16 (4x4) HUMC meetings were expected. However, only 7 were conducted translating into 44% hence justifying a score of 0.</p>	<p>0</p>

<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> 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>A list of PHC recurrent non-wage beneficiaries was displayed at the district health notice-board, signed and stamped by CFO on 7th May 2018.</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>The procurement plan for health department for this financial year was submitted on 21st June 2018, later than the recommended deadline of 30th April.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>The health department had no capital project planned for during FY 2018/2019 under Otuke DLG.</p> <p>The capital projects earmarked for health department were under ministry of health and were meant for improving Ogwete HCII infrastructure, earmarked for upgrading to HC III status. The advert ran in the newspapers on 30th August 2018 entitled: "Upgrade of 124 HCIIIs to HCIIIIs across Uganda" and the bidding process were handled by Ministry of health at Gulu Northern cluster.</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 health department did not have any capital project during FY 2017/2018</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>The department submitted annual performance report for the previous FY 2017/2018 LATE on 2nd August 2018 (evidence from PBS to show date of submission to district planner).</p> <p>Submission of quarterly reports to Planner during FY 2017/2018 was as follows (Information source PBS system):</p> <ul style="list-style-type: none"> 1st Qtr on 12th December, 2017. deadline was end of October 2017 hence late submission 2nd Qtr on 22nd February, 2018, deadline was end of January 2018 hence late submission 3rd Qtr was submitted on 17th May 2018, deadline was end of April 2018 hence submitted late. 4th Qtr was submitted on 7th September 2018 and he deadline was end of July 2018 hence submitted late. 	<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 documentary evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for t FY 2016/2017,</p> <p>Number of queries raised 27</p> <p>Number of queries cleared 4</p> <p>Number of queries pending 23</p>	<p>0</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>Not all the following sampled health facilities had the required 30% (and above) of female composition on HUMC:</p> <p>Orum HC IV 4/9=44%</p> <p>Okwongo HC III 1/7 =14%</p> <p>Anepmoroto HC II 3/5 =60%</p> <p>Atangwata HC III 1/7 =14%</p>	<p>0</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>Both at DHO's office and at health facilities that were visited, there was no evidence that Otuke DLG issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women.</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> 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>The health department did not have any capital project that required environmental screening in 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>The health department did not have any capital project that required environmental screening and supervision 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>The DHO's office reported to have issued guidelines on medical waste (no formal written proof) to health facilities and copies of the health care waste management guidelines entitled "Approaches to health care waste management, health workers' guide 2013" were available at DHO's office.</p> <p>The PAT visited 4 health facilities to establish presence of the medical waste management. The health facilities were:</p> <ul style="list-style-type: none"> • Orum HC IV • Okwongo HC III • Anepmoroto HC II • Atangwata HC III <p>The guidelines were in place at each of the above health facilities that were visited but PAT could not establish the dates these guidelines were received.</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 	<p>The DWO targeted allocations to sub-counties with safe water coverage below the district average of 94%. Only Otagwette sub county was below the District average with 86% and was targeted in FY: 2018/19 giving 100% allocation.</p> <p>The targeted sub counties were;</p> <ul style="list-style-type: none"> • Adwari sub County with a coverage of 95% • Alango with a coverage of 95% • Ogor sub county with a coverage of under NWSC. • Otagwette sub county with a coverage of 86%. • Okwang sub county with a coverage of 95%. • Olilim sub county with a coverage of 95%. • Orum sub county with a coverage of 95%. • Otuke T/C with a coverage of 95%. <p>The planned development budget for the water sector for FY: 2018/19 was UGX 273,520,000 from the approved work plan and budget 2018/19 page 78.</p>	10

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: <p>Score 15</p> <ul style="list-style-type: none"> o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>There was evidence that the district Water department implemented all the budgeted water projects in all the targeted sub-counties giving 100% implementation rate.</p> <p>In Ogor sub county Arwotwany borehole was constructed at a cost of Ugx.26,000,000 and 4-stance VIP latrine at Oreme market at a cost of Ugx.14,600,000</p> <p>In Ogwette sub county Ariamet community school borehole was constructed at a cost Ugx. 26,000,000</p> <p>In Olilimi sub county Obangaber borehole was constructed at a cost of Ugx. 26,000,000</p> <p>In Orum sub county Olaoimoko was constructed at a cost of Ugx. 26,000,000</p> <p>Adwari sub county Oketpur boreholes was constructed at a cost of Ugx. 26,000,000</p> <p>In Alango sub county Okudoawala borehole was constructed at a cost of Ugx. 26,000,000</p>	
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>The was evidence that the district Water department has monitored each of WSS facilities;</p> <ol style="list-style-type: none"> 1. Quarter 1-report on 10th September,2017: The sources visited included; Agwila, Agweng, Obel, Acwao, Angila, Onote all in Adwari sub county activity done was assessing the water sources of their functionality, 2. Quarter 2-report on 10thDecember,2017: Was the construction of water harvesting tanks in the Orum sub county and all the benefiting households were supervised example of the beneficiaries included;Ogwal Joel, Otim James, Ekora Sam,Agong Ray, Omony Stella. 3. Quarter 3-report on 27th March, 2018: The sources visited included; the construction sites visited included; all the borehole construction sites in Obanga ber, Arwottwany, Akudoawala, Ariamet community school,Olaomoko and Oketpur village. 4. Quarter 4-report on 18th June,2018: The sources visited include;In quarter 4 was mainly supervising water for production projects in the sub counties of Adwari,Okwang and Ogor sub county. 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>There was evidence that the district submitted consistent data reports on the following dates;</p> <ul style="list-style-type: none"> • Quarter 1 data submitted on: 16th October, 2017, • Quarter 2 data submitted on: 15th January, 2018, • Quarter 3 data on submitted on; 23rd April, 2018 and • Quarter 4 data submitted on 3rd August, 2018 to the Permanent Secretary Ministry of Water and Environment 	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>Water facilities were consistent in both sector MIS reports and PBS were;</p> <ul style="list-style-type: none"> Arwotwany in Anyalima parish Ogor sub county Ariamet community school in Ogwette parish,Ogwette sub county Obangabe in Olilimi parish, Olilimi sub county. Okudoawala in Amintengo parish in Alango sub county Olaoimoko in Ating parish. Oketpur in Okere parish Adwari sub county 	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>There was no evidence availed to the Assessment Team that the sector has submitted in put for the district procurement plan to PDU.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There was evidence that the Contract Manager prepared a contract management plan and conducted monthly/quarterly site visits example;</p> <ol style="list-style-type: none"> In quarter 1 ; the visited sites included; Agwila, Agweng, Obel, Acwao, Angila, Onote all in Adwari sub county activity done was assessing the water sources of their functionality, In quarter 2 was the construction of water harvesting tanks in the Orum sub county and all the benefiting households were supervised. In quarter 3 the construction sites visited included; all the borehole construction sites in Obanga ber, Arwottwany, Akudoawala, Ariamet community school,Olaoimoko and Oketpur village. In quarter 4 was mainly supervising water for production projects 	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The construction of the sampled Water and sanitation facilities e.g</p> <ul style="list-style-type: none"> Construction of Deep borehole in Oketpur village in Okere parish Adwari sub county Construction of Deep borehole in Ogwette sub county at Ariamet community Construction of a 4-stance VIP latrine at Oreme market IN Ogor sub county revealed adherence to the stipulated designs. <p>The facilities were functional to the required objective of supplying water to the community and hygiene requirement besides the technical requirement.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>There was evidence that the contractor handed over all completed WSS facilities example;the handover report by Sir Baraji Industries Ltd handed over a project after the Drilling and Installation of 6 Boreholes contract reference</p> <p>No. Otuk586/wkrs/17-18/00006 dated 9th March, 2018</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>There was evidence that the DWO appropriately certified all WSS projects and issuance of the payment certificates thereof for example,</p> <ul style="list-style-type: none"> A completion certificate for the works of borehole siting, drilling and installation was prepared and issued on 14th June, 2018 by the DWO/DE A completion certificate for the construction works of 4-stance VIP latrine at Oreme market was prepared and issued on 13th June, 2018 by the DWO/DE 	<p>2</p>
<p>The district Water depart- ment has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>There was evidence that the DWOs timely certified and recommended suppliers for payment.</p> <ul style="list-style-type: none"> Claim request by M/s Mastak Investments Ltd for supply of borehole parts payment request was made on 13th April,2018 and certified by the DWO on 16th April, 2018 within 3 days Request payment for drilling and Installation of 6 boreholes by Sir Baraji Industries Ltd payment request was made on 6th March, 2018 and certified on 15th March, 2018 by the DWO within 8 days after requisition. <p>All payments were made within 30 days which was timely payment.</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted the annual performance report for the previous FY 2017/2018 on the following dates;</p> <ol style="list-style-type: none"> Quarter 1 report was submitted on 11th October, 2017 reference Submission schedules Quarter 2 report was submitted on 15th January, 2018 reference Submission schedules Quarter 3 report was submitted on 23rd April, 2018 reference Submission schedules Quarter 4 report was submitted on 3rd August, 2018 reference Submission schedules <p>The water department submitted the annual performance report for the previous FY 2017/2018 to the CAO but the quarter four report was submitted beyond the required timeline of mid-July.</p>	<p>0</p>
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <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 	<p>Queries raised by the internal Auditor 3</p> <p>Queries cleared 0</p> <p>queries pending 3</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that the Council committee responsible for water held meetings,</p> <p>LG PAC reports on;18th December, 2017 and the issues discussed were;</p> <ul style="list-style-type: none"> The construction of 250 rain water harvest tanks in different sub counties, Drilling and installation of 6 boreholes and Construction of 4-stance latrine at Oreme market under minute 5c/18/12/17. <p>The Council committee meeting held on 24th December, 2017 discussed issues on;</p> <ul style="list-style-type: none"> Review of the draft budget water sector projects under minute 5/24/12/2017 	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence that the water committee sought approval from Council on;</p> <p>29th March, 2018 under minute No.6/29//2018 discussed on the draft budget estimates for FY:2018/19</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>There was evidence of display of AWP, budget and the Water Development grant releases and expenditures on the district notice boards as per the PPDA Act.</p> <p>The information which was found displayed on the main district notice board was quarter 1 FY2018/19 release pinned on 3rd August,2018</p> <ol style="list-style-type: none"> Quarter 3 FY2017/18 release pinned on 1st February, 2018 Quarter 4 FY:2017/18 release pinned on 14th May, 2018 	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>There was evidence that some of the visited water sources (Boreholes) were clearly labelled example;</p> <ul style="list-style-type: none"> Construction of Deep borehole in Oketpur village in Okere parish Adwari sub county Construction of Deep borehole in Ogwette sub county at Ariamet community school. However the Construction of a 4-stance VIP latrine at Oreme market at Ogor sub county had no any indication of the name of the project,date of construction, name of the contractor and the source of funding this made the water department score zero. 	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>There was evidence to the effect that the LG publicized information on tender awards on 13th October, 2018 on the subject of the best evaluated bidder and the following information was found;</p> <p>Bid awarded to Sir Baraji Industries Ltd under open domestic bidding for siting, drilling and installation of 6 deep boreholes at a contract price of Ugx.103,410,480 with reference No. Otuk 586/wrks/17-18/00006.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>There was evidence that communities apply for water/public sanitation facilities as per the sector critical requirements example;</p> <ul style="list-style-type: none"> An application from Barkea chapel ogweno zone orum parish Lira Diocese dated 11th March, 2018 requesting for a borehole was attended by 170 members and signed and stamped by the Carpel Chairman, An application requesting for a borehole repair at Ader P/S dated 23rd October, 2017 An application requesting for a borehole for Olao Oimoko village Ating parish Orum sub county dated 10th February, 2017 	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was no documentary evidence available to PAT at the time of the assessment that the Water and Sanitation Committees are functional however our visit on sampled water sources like Okeptur borehole source we found it was well maintained and fenced, at Ogweno rehabilitated borehole we found the community busy mending the fence and the soak pit these are signs of a functioning water user committee.</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>There was evidence that environmental screening for all projects and EIAs were conducted for all WSS projects example;</p> <ul style="list-style-type: none"> On 22nd January, 2018 environmental screening was conducted for siting, drilling and installation of deep borehole at Obanarber village by the DEO On 18th January, 2018 Environmental screening was conducted for Angaro village by DEO On 8th December, 2017 environmental screening was conducted for siting, drilling and installation of deep borehole at Olao imoko village by the DEO On 14th December, 2017 environmental screening was conducted for siting, drilling and installation of deep borehole at Okuda Awala village by the DEO 	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence that follow up support was provided in case of unacceptable environmental concerns for example, the monitoring report for compliance to environmental issues on all the 6 boreholes constructed were carried out and certifications for compliance were issued dully signed by the District Environmental Officer, for the sampled sites,</p> <ul style="list-style-type: none"> On 22nd January, 2018 monitoring report for Ating Orumu sub county On 25th January, 2018 monitoring report for Atira Ogwette sub county 	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was no evidence that construction and supervision contracts have clause on environmental protection.</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>There was no documentary evidence availed to PAT at the time of assessment concerning to gender equity in the membership of the WSC;</p>	<p>0</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>There was evidence that Public sanitation facilities had adequate access and separate stances for men, women and PWDs examples the visited public facility; the Construction of a 4-stance VIP latrine at Oreme market at Ogor sub county shown that the water department had adhered to gender and PWDs.</p>	<p>3</p>