



Local Government Performance Assessment

Pakwach District

(Vote Code: 618)

Assessment	Scores
Accountability Requirements	33%
Crosscutting Performance Measures	49%
Educational Performance Measures	75%
Health Performance Measures	60%
Water Performance Measures	67%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Pakwach District Local Government submitted a Final Annual Performance Contract of FY 2018/2019 to the Permanent Secretary, Ministry of Finance Planning and Economic Development on Wednesday 08th August 2018 which was past the prescribed timeline of 1st August 2018</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>Pakwach District Local Government submitted a Budget and Procurement Plan of FY 2018/2019 to the Permanent Secretary of Ministry of Finance Planning and Economic Development on Wednesday 08th August 2018 which was past the prescribed timeline of 1st August 2018</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>Pakwach District Local Government submitted an Annual Performance Report for the FY 2017/2018 on 25th September, 2018 later than the prescribed time line of 31st July of the previous Financial Year (2017/2018). The late submission according to District Planner was attributed to failure of the Program Based System (PBS) and lack of timely support from the PBS support desk at the (MoFPED) in responding to system queries.</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>The District Local Government submitted all its quarterly budget performance reports for all the four Quarters to the Permanent Secretary Ministry of Finance Planning and Economic Development (MoFPED). Despite the submission of all quarterly reports, the 4th Quarterly report was submitted past the end of financial year 2017/2018 (July 31st 2018) on 25th September, 2018. The submission dates for quarterly performance were as follows; -</p> <p>1st Quarter was submitted on (08th February 2018)</p> <p>2nd Quarter on (23rd March 2018)</p> <p>3rd Quarter on (03rd July 2018)</p> <p>4th Quarter(25th September 2018)</p>	<p>No</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>Pakwach District Local Government was carved out of Nebbi District LG and became a fully-fledged DLG with effect from 1st July, 2017. In the FY 2016/2017 the entity was not in place. The district took over five Sub counties and one Town Council as detailed below: Pakwach Town Council, Wadelai Sub county, Panyango Sub county, Pakwach county, Panyimur county and Alwi Sub County.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Pakwach 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			

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

Maximum 4 points for this performance measure.

Evidence that a district/ municipality has:

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

The District had a Physical Planning Committee, constituted as per Section 9 of the Physical Planning Act 2010 which stipulates the composition of the District Physical Planning Committee to include: - CAO who shall be the chairperson, District Physical Planner who shall be secretary, District Surveyor, District Roads Engineer, District Education officer, District Agricultural officer, District Water Engineer, District Community Development Officer, District Medical officer, District Environment Officer, District Natural Resource Officer, Physical Planner in Private Practice, Clerks of all urban and town councils in the district.

There was evidence of appointments of the District Physical Planning Committee dated 07th August 2017 letter reference CR/156/5 as follows; DEO Mr YoangoOpige Paul, Land Supervisor Mr Opio Isaac, District Community Officer Ms. Awor Bernadette, Mr Olum Christopher District Agriculture Officer, Town Clerk Pakwach TC Mr Wakunga Odonno Steven, Ms Oweka Jenifer District Environmental Officer, Ms Draru Jessica Endrea District Health Inspector, Mr Ochakacon Avola Geoffrey District Engineer, Mr Alenyo Richard Pakwach Town Council.

There was also evidence of a functional District Physical Planning Committee from the meetings held in the FY 2017/2018 as follows ; -

a) The District Physical Planning Committee (DPPC) held a meeting on 14th December 2017 at the District Headquarters Kapita. It was an induction meeting for the DPPC on their roles under minute PPC/04/12/2017, proposal for payment rates for building plan application under minute PPC/05/12/2017 and also Plan approval PPC/6/12/2017 dated and stamped on 1st February 2018

b) Another meeting held a meeting on 01st February 2018 at the District Headquarters Kapita. One of the items on the agenda was plan approval under minuet PPC03/02/2018. The building plan application was approved with some conditions especially on the issue of EIA of which the District Environmental Officer requested the developer to first have the plan approved before the EIA was done. The minute was stamped and dated 8th February 2018.

c) Another meeting held a meeting on 28th March 2018 at the District Headquarters Kapita. One of the items on the agenda was plan building plan approval under minute PPC/10/28/02/2018 of which three plans were presented for approval i.e. Handa to hand building plan, Mivule Nile Academy Building Plan, International Equipping leadership ministries. In addition there was also land inspection files approval on page 3 under minute PPC/11/28/03/2018. It was recommended that the approval of land inspection files be differed till the errors were rectified.

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence that the District had submitted any set of minutes for the Physical Planning Committee to Ministry of Lands Housing and Urban Development. The reasons as presented by the AG Physical Planner were because of capacity gap and lack of financial resources to facilitate the timely submission of the minutes.</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>Pakwach District Local Government did not have an approved Physical Development Plan at the time of assessment. The reasons as presented by the AG. District Physical Planner was that the District had been newly created from Nebbi District and thus priority for resource allocation were in other areas.</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 District Local Government did not have an Action Area Plan prepared in the previous Financial Year (2017/2018) since there was no resource allocation to the activity.</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>The District held a budget conference between 30th and 9th November 2017 at the community Hall of the town Council in preparation for the fiscal year 2018/2019. There was evidence that priorities in the Annual Work Plan for FY 2018/2019 were based on the outcomes of the budget conference as indicated in the priorities presented by various heads of department in different sectors;</p> <p>Under the education sector; in the budget conference report presentation was on page 3 of which there was planned construction of 2 classroom block with offices at (Sille P/S in Alwi Sub county, Ayabo P/S in Wadelai Sub county, Paten P/S in Wadelai Sub county and Pokwero P/S in Panyango Sub county) while in Annual Work Plan for 2018/2019 was on page 53. In addition there was planned construction of 5 stance latrine blocks at Mutir P/S in Wadelai sub county, Ayara P/S in Pakwach T/C, Payungu P/S in Alwi sub county, Kuba NFE in Pakwach sub county while in AWP for 2018/2019 was on page 53.</p>	<p>2</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>The capital investments in the approved Annual Work Plan for FY2018/2019 were derived from Nebbi DDP-II (the Mother District of Pakwach) since it had been newly created as of 1st July 2018. At the time of the assessment, the Pakwach DLG did not have an approved Five Year Development Plan. However there was also evidence of efforts being undertaken by the District to come up with Development Plan which was still in draft form.</p> <p>Under education there was planned construction of classroom, Latrine construction in schools, and construction of staff houses on page 222 of the District Development Plan –II (DDP-II) while in the Annual Work Plan it was on page 53 i.e. (Classroom construction, Latrine construction and rehabilitation, provision of furniture to primary school</p> <p>Under the water sector there was planned borehole sitting and construction in addition to borehole rehabilitation on page 210 of the DDP-II while in the Annual Work Plan it was on page 65 i.e. (Borehole drilling and rehabilitation of 12 new deep boreholes and rehabilitation of 40 boreholes in the 5 sub counties,)</p>	
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<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>The project profiles in the District Local Government Development Plan -II were stated as per the Local Government Development Planning guidelines 2014 on page 63 Appendix 3 for instance among the sampled project profiles under education and health sector indicate that; However as observed the project profiles in the DDP-II were only for one financial year of 2015/2016 thus other financial years were missing. In addition there was no evidence of records of the Technical Planning Committee (TPC) minutes discussion of the project profile.</p> <p>Note: At the time of the assessment Pakwach was using (Nebbi 5-Year District Development Plan) the mother district since it had been new created.</p>	<p>0</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>There was no evidence of records of an Annual Statistical Abstract for Pakwach District Local Government. This was attributed to capacity gap at the time there was only one position substantively filled out of three (3) as per the staff structure. Also as noted by the District Senior Planner, the District was still new with One year in operation at the time of assessment thus they were still constituting operational structures</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>There was evidence that all infrastructure projects implemented in FY 2017/2018 were derived from the annual work plan and budget approved by the District Council for instance;</p> <p>a) Under health in the Annual Work Plan for 2017/2018 on page 39 there was planned rehabilitation and construction of Maternity Ward at a contract sum of UGX 8,000,000. In addition there was also planned rehabilitation and construction of OPD at Pakwach HCIV and Dei HCII at a contract sum of UGX 75,000,000 on page 39 while in the budget for FY2017/2018 the same activities were on page 16 and in the Annual Performance Report for FY2017/2018 on page 55 and 56.</p> <p>b) Under education in the AWP for 2017/2018 page 41 there was planned classroom construction and rehabilitation at Avodu P/S at contract sum of UGX 75,000,000, Latrine construction and Rehabilitation (4 latrine blocks of 5 stance were planned to be constructed at Lobodegi, Pakech, Marama and Dei P/S) at a contract sum of UGX 84,000,000 and the provision of furniture 84 three seater to Avodu and Marama P/S at a contract sum of UGX 15,435,000 while in the budget for FY2017/2018 the same activities were on page 22 and in the Annual Performance Report for FY2017/2018 on page 59 and 60</p> <p>c) Under water sector in the AWP for 2017/2018 on page 48 there was planned construction of public latrine in Rural Growth Centre (construction of 5 stance latrine in Panyimur Market) at contract price of UGX 22,000,000 and Borehole drilling and rehabilitation (5 new borehole were planned to be constructed in Wadelai, Panyango, Pakwach, Alwi and Panyimur sub counties) in addition to 7 boreholes were planned to be rehabilitated in all sub counties while in the budget for FY2017/2018 the same activities were on page 28, and Annual Performance Report on page 70.</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence that investment projects implemented in the previous FY 2017/2018 were completed as per work plan by end of FY 30th June, 2018 as indicated below; -</p> <p>a) Under health in the Annual Work Plan for 2017/2018 on page 39 there was planned rehabilitation and construction of Maternity Ward at a contract sum of UGX 8,000,000 while in the Annual Performance Report on page 56 indicated 100%. In addition there was also planned rehabilitation and construction of OPD at Pakwach HCIV and Dei HCII at a contract sum of UGX 75,000,000 on page 39 while in the budget for FY2017/2018 the same activities were on page 16 and in the Annual Performance Report for FY2017/2018 indicated 108% on page 56.</p>	<p>4</p>

b) Under education in the AWP for 2017/2018 page 41 there was planned classroom construction and rehabilitation at Avodu P/S at contract sum of UGX 75,000,000 while from the interim certificate of payment No3 dated 20th June 2018 indicated a payment of UGX 66,018,798 and a 10% retention of UGX 7,335,422.

c) In addition under education there was planned latrine construction and Rehabilitation (4 latrine blocks of 5 stance were planned to be constructed at Lobodegi, Pakech, Marama and Dei P/S) at a contract sum of UGX 84,000,000 while from the interim certificates of payment No1 as noted from procurement files dated 23rd March 2018 indicated a payment of UGX 18,480,000 for construction of 5stance VIP Block at Marama P/S and a 10% retention of UGX 2,050,000, interim certificates of payment No1 dated 23rd February 2018 indicated a payment of UGX 18,480,000 for construction of 5stance VIP Block at Lobodegi P/S and a 10% retention of UGX 2,050,000, and an interim certificates of payment No1 dated 9th February 2018 indicated a payment of UGX 18,480,000 for construction of 5 stance VIP Block at Dei P/S and a 10% retention of UGX 2,050,000

d) There was also planned provision of furniture 84 three seater to Ojigo and Marama P/S at a contract sum of UGX 15,435,000 while from the interim certificates of payment No2 as note from the procurement files dated 12th June 2018 indicated a payment of UGX 6,495,749 for supply of desks to Ajigo P/S and a 10% retention of UGX 721,750 in addition to another interim certificates of payment No1 dated 9th January 2018 indicated a payment of UGX 6,495,749 for supply of desks to Marama P/S and a 10% retention of UGX 721,750.

e) Under water sector in the Annual Work Plan for 2017/2018 on page 48 there was planned construction of public latrine in Rural Growth Centre (construction of 5 stance latrine in Panyimur Market) at contract price of UGX 22,000,000 while in the Annual Performance Report for FY2017/2018 the expenditure was UGX 25,238,000 which indicated 115% on page 70. In addition there was also planned borehole drilling and rehabilitation (5 new borehole were planned to be constructed in Wadelai, Panyango, Pakwach, Alwi and Panyimur sub counties), 7 boreholes were also planned to be rehabilitated in all sub counties while in the budget for FY2017/2018 the same activities were at contract price of UGX 383,763,000 while in the Annual Performance Report for FY2017/2018 the expenditure was UGX 466,291,000 which indicated 122% on page 70.

<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>Pakwach District was a new district which took effect 1st July 2018. However on separation from Nebbi District some projects fell into Pakwach geographical area and this is what the Assessment Team considered under this indicator.</p> <p>The District had all of its investment projects in the previous FY (2017/2018) completed within approved budget in the range of 15% maximum and 15% minus threshold for instance;</p> <p>a) Under health in the Annual Work Plan for 2017/2018 on page 39 there was planned rehabilitation and construction of Maternity Ward at a contract sum of UGX 8,000,000 while in the Annual Performance Report on page 56 indicated 100%. In addition there was also planned rehabilitation and construction of OPD at Pakwach HCIV and Dei HCII at a contract sum of UGX 75,000,000 on page 39 while in the budget for FY2017/2018 the same activities were on page 16 and in the Annual Performance Report for FY2017/2018 indicated 108% on page 56., thus the projects completed were within the threshold of 15% maximum and minus of the original budget</p> <p>b) Under education in the AWP for 2017/2018 page 41 there was planned classroom construction and rehabilitation at Avodu P/S at contract sum of UGX 75,000,000 while from the interim certificate of payment No3 dated 20th June 2018 indicated a payment of UGX 66,018,798 and a 10% retention of UGX 7,335,422, of which in terms expenditure performance was at 88% minus the 10% retention. Thus project was completed within the threshold of 15% minus of the original budget</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The District planned for Operation and Maintenance. One of the planned activities was under the health sector of which in the Work Plan for 2017/2018 on page 39 there was planned rehabilitation and construction of Maternity Ward in Dei HCII at a contract sum of UGX 8,000,000 while in the Annual Performance Report on page 56 indicated 100%.</p>	<p>2</p>

Human Resource Management			
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>There was no evidence that the LG had filled all HoDs positions substantively. The Staff structure that was sent to MoPS on January 18th 2018, ref: CR/201/2 dated January 16th 2018 had not yet been approved.</p>	0
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>There was no evidence that all HODs were appraised. No file was accessed as the Officers responsible were away in Kampala for a workshop on use of IPPS</p>	0
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>There was evidence that 100% of positions submitted for recruitment were considered.</p> <p>The submission was made on Ref: CR/156/1 dated May 22nd 2018. This included: One Head Teacher, Four Education Assistants, one Senior Accounts Secretary, one Lab Assistant, one Assistant Animal Husbandry Officer, one Enrolled Midwife, one HRO and one Clinical Officer.</p> <p>The consideration was in the extracted minutes of the 4th sitting of the 4th session of Pakwach DSC that was held from July 16th to 19th 2018, on ref: DSC/PAK/214/238/1 dated July 26th 2018.</p> <p>This led to an advertisement in the New Vision newspaper of Monday June 4th 2018 pg 51. There was also an external advert for these positions on ref: DSC/PAK/156/1 dated May 25th 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 Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>Since these recruitments were done between May 22nd and June 4th 2018, there had been no submission for confirmation until end of the mandatory six months' probation period.</p>	<p>0</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>There was no evidence that staff submitted for disciplinary action had been considered.</p> <p>The DLG being relatively new had not officially constituted a Disciplinary Committee that initially handles cases before they are sent to the DSC for action.</p> <p>Fortunately the disciplinary committee was later constituted with the Town Clerk, Mr Wakunga Odongo Stephen as the Chairperson and the HRO as the Secretary. This was confirmed by the letter the CAO wrote to the Town Clerk on CR/156/3 dated May 9th 2018 and an acceptance letter of this additional responsibility from the Town clerk to the CAO dated July 3rd 2018.</p> <p>In spite of this, there was a meeting that was summoned by the rewards and sanctions committee that was held on February 2nd 2018 in which 27 Teachers were summoned for cases ranging from absenteeism, presenteeism, insubordination, refusal to be supervised, misuse of funds and the deliberations therein culminated into commitment letters, apologies and acceptance</p>	<p>0</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>There was no evidence that staff recruited during the previous FY 2017/2018 accessed the payroll later than two months after appointment.</p> <p>The HRO Officers were not available to avail this information.</p>	<p>0</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>None of the staff that retired last FY 2017/18 had accessed the payroll. Three staff retired but their files had not been submitted to MoPS. These were;</p> <p>Mvang Savero, an Education Assistant who retired on March 18th 2018</p> <p>Oryema Santo, a Senior Educaton Assistant who retired on June 6th 2018</p> <p>Odong John Benea, a Senior Accounts Assistant who retired on June 18th 2018</p>	<p>0</p>
<p>Revenue Mobilization</p>			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% -10 %: score 2. If the increase is less than 5 %: score 0. 	<p>Pakwach District Local Government was curved out of Nebbi District and became a fully-fledged DLG with effect from 1st July, 2017. The district took over five Sub counties and one Town Council namely Alwi, Panyimur, Panyango, Pakwach, Wadelai and Pakwach TC from Nebbi DLG.</p> <p>The district realised shs 166,637,885 as OSR collections during FY 2017/2018 as indicated on page 9 of the FY 2017/2018 financial statements. Analysis of local revenue collection as per page 30 of the FY 2017/2018 financial statements indicated that there was no sale of any of the Council's assets during the year.</p> <p>This performance measure did not apply because the DLG commenced its operations effective from July, 2017.</p>	<p>4</p>

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The DLG budgeted for its local revenue for FY 2017/2018 amounting to Shs 100,000,000 as reflected on page 13 of the financial statements. Computation:</p> $166,637,885 \times 100 = 66.7\%$ <p>100,000,000</p> <p>Therefore there was positive variation of 33%.</p> <p>There was an indication of over budgeting for local revenue by the DLG in its first year of its operation.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The DLG made remittances of the 65% local revenue share to the LLGs during FY 2017/2018 amounting to shs 24,421,250.</p> <p>This was done in compliance with approved formulae as provided in section 85 and 5th Schedule in the Local Government Act CAP 243.</p> <p>Examples: (i) Remittance to Wadelai Sub county of shs 3,260,000 against voucher number 17 dated 25th May, 2018 being 65% share of local revenue accrued from the Local Service Tax.</p> <p>(ii) Remittance to Pakwach Town Council of shs 10,433,000 against voucher number 18 dated 26th April, 2018 as 65% share of local revenue from the Local Service Tax.</p> <p>(iii) Remittance to Panyango Sub county of shs 3,838,250 against voucher number 14 dated 25th May, 2018 as 65% share of local revenue from the Local Service Tax.</p> <p>(v) Remittance to Alwi Sub county of shs 1,768,000 against voucher number 15 dated 14th June, 2018 being 65% share of local revenue accrued from the Local Service Tax.</p>	<p>2</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>The district started its operations effective from July, 2017. It was not possible to compare with local revenue realised by the DLG during FY 2016/2017 because it was not operational at the time. However, the district spent shs 23,965,750 on council allowances and emoluments during FY 2017/2018.</p>	<p>2</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>There was no evidence that the DLG had both the Senior Procurement Officer and Procurement Officer substantively filled .</p> <p>The DLG only had a one Onyutha John, appointed on posting instruction 2017, ref: CR/161/3 dated June 3rd 2017 as a Care Taker of procurement office having been transferred from Nebbi District.</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 PDU produced and submitted reports to the Evaluation Committee as evidenced by the sampled projects below;</p> <ol style="list-style-type: none"> i. Construction of a 5 stance Pit Lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, opened on 20th September, 2017, under the Education Department, funded by Capital Development Grant (CDG), submitted on 28th September, 2017, ii. Construction of 5 stance Lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, opened on 20th September, 2017, under the Education Department, funded by Capital Development Grant (CDG), submitted on 28th September, 2017, iii. Construction of 5 stance VIP pit latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, opened on 20th September, 2017, under the Education Department, funded by DDEG, submitted on 28th September, 2017, iv. Construction of public latrine at Rural Growth Centre, Panyimur Sub County, Ref. PKCH/618/wrks/17-18/00011, opened on 20th September, 2017, under Water Department, funded by DWSCD, submitted on 28th September 2017, v. Construction of a two storied Office Block at Pakwach District Hqtrs Kapita, Ref. PKCH/618/wrks/17-18/00001, opened on 20th February, 2018, under Administration Department, funded by Transitional Grant, submitted on 28th September 2017. 	1

<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 LG Contracts Committee considered EC recommendations as evidenced by;</p> <p>i. Construction of 5 stance pit lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, considered on 20th November, 2017, the recommendation was that, the project was awarded to E&B Construction Works of P.O. Box. 84 Nebbi, at reserve price of UGX. 20,500,000, MIN: 4/22/11/2017, Agenda No. (4),</p> <p>ii. Construction of 5 stance lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, considered on 20th November, 2017, the recommendation was that, the project was awarded to Geko Enterprises Ltd of P.O. Box. 97 Pakwach, at reserve price of UGX. 20, 500,000, MIN: 4/22/11/2017, Agenda No. (4),</p> <p>iii. Construction of 5 stance VIP pit latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, considered on 20th November, 2017, the recommendation was that, the project was awarded to Zaki Construction of P.O. Box. 19 Pakwach, at reserve price of UGX. 20, 500,000, MIN: 4/22/11/2017, Agenda No. (4),</p> <p>iv. Construction of public latrine at Rural Growth Centre, Panyimur Sub County, Ref. PKCH/618/wrks/17-18/00011, considered on 20th November, 2017, the recommendation was that, the project was awarded to Bosan Investment (U) Ltd, of P.O. Box. 176 Pakwach, at bid price of UGX. 21, 931,000, MIN: 4/22/11/2017, Agenda No. (4),</p> <p>v. Construction of a two Storied Office Block at Pakwach District Headquarters, Kapita, Ref. PKCH/618/wrks/17-18/00001, considered on 27th March, 2018, the recommendation was that, the project was awarded to ULTO Engineering Ltd of P.O. Box. 29187 Kampala, at bid price of UGX. 2,800,111,890, MIN: 4/27/03/2018, Agenda No. (4),</p>	
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<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 LG Procurement Plan for FY 2018/2019 covered all infrastructure projects in the approved work plan for the FY 2018/2019 as evidenced by a copy of the consolidated annual procurement work plan for FY 2018/2019 approved by the Accounting Officer, dated 24th August, 2018. The work plan had projects like;</p> <ol style="list-style-type: none"> i. Construction of washrooms for girls in 4 Primary Schools in Wadela Sub County Ref. PKCH/618/wrks/18-19/00003, ii. Construction of lockups at Ojigo market Wadirai Sub County, Ref. Ref. PKCH /618/works/18-19/00001, iii. Construction of market shed at modern food market at Panyamur Sub County, Ref. PKCH/618/works/18-19/00011, iv. Renovation of a community centre/ hall at Nyakagei Ward, Ref. PKCH/618/works/18-19/00013, v. Construction of a two stance VIP latrine at Pokwero revenue centre Ref. PKCH/618/works/18-19/00028. <p>The LG had also prepared a consolidated procurement and disposal annual work plan for FY 2017/2018 with a budget as per copy of the budget dated 7th July 2017 , submitted to the Accounting Officer, for endorsement, dated 7th July, 2017. The work plan had implemented projects such as;</p> <ol style="list-style-type: none"> i. Construction of 5 stance pit lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, ii. Construction of 5 stance lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, iii. Construction of 5 stance VIP pit latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, iv. Construction of public latrine at Rural Growth Centre, Panyimur Sub county, Ref. PKCH/618/wrks/17-18/00011, v. Construction of a two Storied Office Block at Pakwach District Headquarters, Kapita, Ref. PKCH/618/wrks/17-18/00001,
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<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>For the current FY (2018/2019) the LG had prepared 56.1% of all investments/infrastructure by 30th August 2018, which was below the 80% threshold of the prepared documents for all infrastructure investment. The LG had 57 projects in the consolidated work plan of which 32 projects had been initiated by the user departments and their bid documents completed but they had not started implementation. The LG was still going through the mandated procurement period of 90 days before commencement of project implementation.</p>	<p>0</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>In the previous FY 2017/2018 the District updated the Contracts Register as evidenced by the number of entries (14) for the FY 2017/2018. The assessor also sampled one procurement activity file to ascertain its completeness in the same FY. For example Construction of 5 stance pit lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, was examined and the assessor found out that some of the key documents required were missing as indicated below; The file had requisition form, dated 7th August, 2017, of UGX. 20,500,000, Record of adverts , notice seen dated 29th September, 2017, (reason was it was selective/restricted bidding so they don't put it in the newspapers but instead for such projects they put them on public notice boards), Issues of bid document, Ref. LGPP form 6 R48 (6), not dated and it was filled partially, Receipt of bid, dated 20th October, 2017, Ref. LGPP form 9 R70 (5) also not dated and not signed, Opening of bids, Ref. LGPP form 10 R71 (12), (13), not dated, not endorsed and had been filled partially. Evaluation and Contracts Committee minutes were not on file, Award and acceptance letters, were not on file, and Contract document was also not on file.</p>	<p>0</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The LG had adhered to procurement threshold as per the sampled files of the following projects;</p> <ol style="list-style-type: none"> i. Construction of 5 stance lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, at UGX. 20,500,000 – Selective Bidding, ii. Construction of 5 stance lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, at UGX. 20,500,000 – Selective Bidding, iii. Construction of 5 stance VIP pit latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, at UGX. 20,500,000 Selective Bidding, iv. Construction of public latrine at Rural Growth Centre, Panyimur Sub County, Ref. PKCH/618/wrks/17-18/00011, at UGX. 22,000,000 – Selective Bidding, v. Construction of a two Storied Office Block at Pakwach District Headquarters, Kapita, Ref. PKCH/618/wrks/17-18/00001, at UGX. 2,800,111,890 – Open Domestic Bidding, 	
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<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>There was evidence that works projects implemented in the previous FY 2017/2018 were appropriately certified with interim and/or completion certificates as indicated in the sampled projects below;</p> <ol style="list-style-type: none"> Construction of 5 stance lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, a copy of the certificate No.1, not stated whether it was interim or completion was on file dated 23rd March, 2018, Construction of 5 stance lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, not stated whether it was interim or completion certificate was on file dated 23rd February, 2018, Construction of 5 stance VIP latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, not stated whether it was interim or completion certificate was on file, dated 9th February, 2018, Construction of public latrine at Rural Growth Centre, Panyimur Sub County, Ref. PKCH/618/wrks/17-18/00011, one interim certificate was on file dated 19th February, 2018, Construction of a two Storied Office Block at Pakwach District Headquarters, Kapita, Ref. PKCH/618/wrks/17-18/00001, an interim certificate No.1, dated 21st June, 2018 was on file. <p>The assessor noted that the most of the prepared certificates were generic in nature i.e. lacked reference and it did not indicate whether it did not indicate whether it was interim, completion/or final certificate which was a capacity gap in the preparation of certificates by the Engineer.</p>	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>One out of the five selected project only one had a site board. ie. Construction of a two storied Office Block at Pakwach District Headquarters, Kapita, Ref. PKCH/618/wrks/17-18/00001. The site board had all the required information save for the contract value. There was no serious reason given for lack of site boards on the other project apart from the engineer saying that it was an oversight.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>Pakwach DLG maintained 8 bank accounts with Post bank, Pakwach branch and 1 TSA account with Bank of Uganda. The bank reconciliation statements were prepared manually because the DLG had not computerised its financial management system. Statements in respect of all the bank accounts had been prepared up to 30th June, 2018 at the time of assessment. Verification of the reconciliations revealed that all the statements were appropriately authenticated by the relevant LG officials.</p> <p>Examples on reconciliations: Account number 2110049000085 with Post bank, Pakwach branch for the District NUSAF III Account. The reconciled balance on 30th June, 2018 was shs 00.00;</p> <p>The District YLP Account reconciled balance on 30th June, 2018 was shs 32,628 for account number 2110049000086 with Post bank Pakwach branch;</p> <p>The District Operational Account had on 30th June, 2018 a reconciled balance of shs 249,265.25 for account number 2110049000058 with Post bank Pakwach branch.</p>	<p>0</p>
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The LG made timely payment of suppliers during the previous FY

Maximum 2 points on this performance measure

• 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.

The DLG provided evidence indicating timely payments of suppliers and contractors during FY 2017/2018. Review of payments from all sectors indicated compliance resulting in no overdue bills beyond two months.

For Example: (i) In the Education department, a payment request was done on 23rd March, 2018. Certification and approval of the payment was done on 28th March, 2018. Payment against voucher number 17 was done on 28th March, 2018. Payment was made to E and B Construction Company Ltd for shs 17,511,864 for construction of 5 stance VIP latrine block at Marama Primary School in Panyimur Sub county. Receipt number 0346 of 4th April, 2018 was issued by the contractor for the same amount.

(ii) M/s Oyirwoth Enos and Company was paid shs 8,021,493 on voucher number 2 dated 4th April, 2018 for construction of 5 stance VIP latrine block at Pakech Primary School in Pakwach Sub county. Receipt number 005 of 6th April, 2018 was issued by the contractor for shs 8,021,493. The initial request for payment was done on 9th March, 2018 and certification was done on 28th March, 2018.

(iii) As for the Technical Services – Works department where the Water and Sanitation sector falls, a payment request was done on 7th June, 2018; certification was done on 12th June, 2018 and actual payment effected to M/s River Shore Trade Links for shs 29,657,988 against voucher number 9 dated 14th June, 2018 in respect of supply of road construction assorted materials for construction of Vurundiki bridge in Alwi Sub county. Receipt number 017 dated 14th June, 2018 was issued by the contractor for the amount paid.

(iv) Another request for payment was done on 14th June, 2018 whereas the certification and approval was done on 21st June, 2018. Actual payment to M/s Victoria Equipment Ltd for shs 2,813,440 on voucher number 7 dated 22nd June, 2018 was effected on 22nd June, 2018. Payment was in respect of supply of Bucket Teeth to the Wheel Loader to replace the worn out teeth. The loader was kept at the district headquarters. Receipt number 0073 of 26th June, 2018 was issued to the DLG by the supplier.

As for the Health sector, a payment request was submitted on 23rd May, 2018 and certification on 6th June, 2018. Payment to M/s Future Services Ltd for shs 7,557,153 on voucher number 6 of 11th June, 2018 was effected on 11th June, 2018. Payment was in respect of construction of Placenta Pit for Dei Health Centre II in Panyimur Sub county.

In addition, a payment register was verified and confirmation realised that there were no pending bills for settlement by the district beyond two months.

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr Jakweyo Emmy was in charge of the Internal Audit department in a caretaker capacity, per his posting instruction by the CAO of Nebbi DLG through his letter dated 30th June, 2017. He was substantively an Examiner of Accounts (Ref. CR/161/3).</p> <p>The department was manned by two LG officials. A letter dated 28th June, 2010 referenced CR/159/3 confirmed Mr Jakweyo Emmy as Examiner of Accounts based on the DSC minute reference Min.DSC/NBB/86/2010 at its meeting held on 23rd June, 2010. Mr E. Jakweyo's first appointment on probation was through letter dated 8th February, 2008 under reference CR/156/6 as Examiner of Accounts in Nebbi DLG.</p> <p>There was no substantively appointed Senior Internal Auditor in Pakwach DLG at the time of the assessment.</p>	<p>0</p>
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The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations

Maximum 6 points on this performance measure.

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

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

Quarterly reports produced in FY 2017/2018 were as follows:

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

Quarter 02: Date of report: 15/1/2018

Quarter 03: Date of report: 15/4/2018

Quarter 04: Date of report: 31/7/2018

All the above reports were referenced CR/AUD/250/2 and were accordingly acknowledged by date -stamping as follows:

Quarter One: on 17th November, 2017 by OAG; on 21/11/2017 by IAG; on 7/11/2017 by MOLG.

Quarter Two: on 8/2/2018 by OAG; on 24/1/2018 by IAG and MOLG; on 2/2/2018 by CAO.

Quarter Three: on 31/5/2018 by IAG and MOLG, on 29/3/2018 by Secretary to the LG PAC and CAO.

Quarter Four: on 19/9/2018 by MOFPED, MOLG and IAG, on 3/8/2018 by CAO of Pakwach DLG.

All the submitted reports were addressed to the Speaker of the District Council and copied to:

- i) Chairperson of the District;
- ii) IAG, MOFPED;
- iii) PS MOLG;
- iv) PS MOFPED
- v) RDC;
- vi) OAG;
- vii) Chairperson LG PAC;
- viii) CAO;
- ix) HoF.

It was noted that all the internal audit reports were produced on schedule as required by the Local Government Act CAP 243.

<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</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Scrutiny of the minutes of Council for FY 2017/2018 confirmed that Council held its meetings on the following dates:</p> <p>4th July, 2017, 5th October, 2017, 4th December, 2017, 20th February, 2018, 29th March, 2018 19th April, 2018 and 30th May, 2018.</p> <p>Whereas the Audit department timely produced the quarterly internal audit reports and also circulated the same reports to various relevant offices, there was no evidence that the LG provided information to the Council on the status of implementation of internal audit findings for the financial year under reference.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG PAC of Pakwach DLG was constituted during the month of February, 2018. It held its first meeting on 23rd and 24th May, 2018 after rigorous training and orientation of its members in pertinent to its legal frame work and mandate. In the meetings that were held during the two days indicated above, the LG PAC discussed the Internal Auditor's findings for Quarter One where the report on Pakwach Town Council was discussed under minute Min. 5: 23/05/2018. On the other hand, the report for Pakwach DLG was discussed under minute Min. 5:24/05/2018. At the time of the assessment, the internal audit findings for quarter 2, 3 and 4 had not been reviewed by the LG PAC.</p>	<p>1</p>
<p>The LG maintains a detailed and updated assets register</p> <p>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>Pakwach DLG had two books which were kept as Asset Registers. The books were however formatted in accordance with the LG Accounting Manual, 2007 and up dated regularly, for example, the Council's location of own land in various places that had the update provided in the book on 10th August, 2018. The registers contained scanty information on vehicles, computers, furniture, buildings and land because the information recorded in the books did not indicate values including those items which were donated to the district, for instance donations by the UNHCR, then the LGFC which donated a lap top computer to the district. For this particular respect, although the register was up dated on 8th August, 2018, it indicated no detailed particulars of the computer. Furthermore, there was no indication that the Government Valuer had valued land owned by the DLG.</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>Pakwach DLG obtained Unqualified Audit Opinion for FY 2017/2018.</p>	<p>4</p>
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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>There was evidence that the District Council met and discussed service delivery issues in the Financial year 2017/2018 among which included:</p> <p>Minutes of the District Council meeting held on 04th December 2017 at Pakwach Town Council Hall among which the following issues were discussed;</p> <ul style="list-style-type: none"> - Approval of supplementary Budget Estimates of UGX 634,063,876 under Youth Livelihood and Uganda Women Entrepreneurship project from ministry of Gender Labour and Social Development under minute 11/COU/PAK/11/17 as distributed below;- Youth Livelihood Program (YLD) Donor fund UGX 314,743,547, YLD Operational fund at 19,778,057, UWEP Donor fund at UGX 319,320,329 and UWEP operation fund at UGX 23,861,003. - Presentation of general purpose committee 1st Quarter sectors/ Departmental performance report for FY 2017/2018 under minute 12/COU/PAK/11/17 among which the following were highlighted for instance under production departments they were able to vaccinate 7800 cattle from all the lower local government against foot and mouth disease. <p>Minutes of the District Council meeting held on 20th February 2018 at Pakwach Town Council Hall among which the following issues were discussed;</p> <ul style="list-style-type: none"> - Presentation and approval of rate for Physical Structure and development for upcoming towns and rural growth centres under minute 19/COU/PAK/02/2018 of which the following rates were proposed to council for adoption; Rural Area to pay UGX 50,000, Rural Growth Centre to pay UGX 75,000 and Institutions to pay UGX 200,000. The proposal was differed on grounds of more consultations from the electorates. - Presentation and submission of the second quarter sector performance report for FY 2017/2018 under minuet 20/COU/PAK/02/18. The General Purpose Committee 	<p>2</p>
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		<p>Chairperson made presentation of achievements, challenges and recommendations to council for instance conducted routine mechanical road works activities from Akella to Pateng Trading centres a distance of 14kilometres including concrete decking of Vur Ondiek Valley.</p> <p>Minutes of the District Council meeting held on 30th May 2018 at Pakwach Town Council Hall among which the following issues were discussed;</p> <ul style="list-style-type: none"> - Motion to approve a supplementary estimate of revenue worth UGX 1,260,671,8000 under minute 38/COU/PAK/05/18 from NUSAF III UGX 1,17,956,800, UNICEF-Expanded programme on Immunization UGX 27,294,500 and Local revenue at UGX 50,411,000. - Motion for the establishment of High-tech city status and development of Industrial Park under minute 41/COU/PAK/05/18 - Presentation, discussion and approval of the scrutinized work plan and budget for FY 2018/19 under minute 42/COU/PAK/05/18 of which the committee recommended the approval of the laid budget of a sum of UGX 17,186,562,484. 	
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was no evidence of records of appointment of a person designated to handle complaint. As explained by the District Senior planner was because the district had been newly created with One (1) year in operation at the time of assessment thus they were still constituting operational structures.</p>	0
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was no evidence of records of a system for recording, investigating and responding to grievances. As explained by the District Senior planner was because the district had been newly created with One year in operation at the time of assessment thus they were still constituting operational structures.</p>	0

<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>The District published its payroll for both active staff and pensioners, as observed from the District notice board for July 2018/2019 registers</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 Local Government published the awarded contract and amount as observed from file records;</p> <p>One of the Best Evaluated Bidder notice was displayed on 20th November 2017 and it was removed on 04th December 2017 of which some of the awarded contracts were among the following;</p> <ul style="list-style-type: none"> - One of the project was rehabilitation of the OPD for Temporary office block Pakwach District Headquarters under procurement reference number PKCH/618/WRKS/2017-18/00013 awarded to river Shore Trade Links at a bid price of UGX 53,074,800 - Another project was construction of public Latrine at Rural Growth Centre under procurement reference number PKCH/618/WRKS/2017-18/00011 awarded to Bosan Investments (U) ltd at a bid price of UGX 21,931,800 - Another project was construction of 5 stance pit lined VIP latrine at Pakesh Primary School under procurement reference number PKCH/618/WRKS/2017-18/00010 awarded to Oyirwoth Enos and Company at a bid price of UGX 20,390,240 - Another project was construction of 2 classroom block with office and store at Avodu P/S in Alwi sub county under procurement reference number PKCH/618/WRKS/2017-18/00054 awarded to Ulto Engineering at a bid price of UGX 73,394,220 	<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>There was evidence that the Annual Performance Assessment results for 2016/2017 were published on the district public notice dated 20th August 2018</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was no evidence of records that the District Local Government communicated and explained to both Higher and Lower Local governments about guidelines, circulars and polices issued at the national level. This was noted by the District Senior Planner who acknowledged that it was an oversight.</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was no evidence of records of neither barazas nor radio talk shows with the public to provide the status of activity implementation in the District during the FY 2017/2018</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>The LG Gender Focal Person (GFP) Mr. Ovona H.P. Hannington, the Community Development Officer, had supported the heads of departments for Production, Education, Natural Resources and Administration, in guiding the technocrats on mainstreaming gender into their department activities as evidenced by a report on gender mainstreaming and supporting the vulnerable persons and promoting inclusive development dated 11th April 2018. The objectives were to brainstorm ways of mainstreaming gender in service delivery, share roles of different HoD in gender mainstreaming.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The GFP had planned activities for the current FY 2018/2019 to strengthen women roles as evidenced by planned activities under community based service consolidated department annual work plan and budget for FY 2018/2019, page 7-9. Among the planned activities included; Supervision of women activities in LLGs, Gender mainstreaming training for political and technical leaders, Train women leaders in leadership, Record keeping and project management skills, Organise women's day celebration and gender coordination meetings.</p> <p>In the previous FY 2017/2018, the GFP had planned, budgeted and executed activities worth UGX. 4,088,000 to carry out five activities which included; i. Organising women's day celebrations, under Voucher No. 10/2/2018, at UGX. 1,500,000, dated 5th March, 2018, ii. Refresher training in gender audit, Voucher No. 4/10/2017, at UGX. 700,000, dated 27th September, 2017, iii. Needs assessment for girls in Primary Schools Voucher No. 6/2/2018 dated 2nd February, 2018, at UGX. 772,000, iv. Quarterly supervision of women activities, Voucher No. 10/10/2017, dated 24th October, 2017. Totalling to UGX. 3,312,000 (81%) which was below the minimum requirement of 90%.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>LG carried out screening and prepared ESMPs for 21 out of 55 projects in the FY 2017/2018 as per some of the sampled projects below;</p> <ol style="list-style-type: none"> Construction of 5 stance lined VIP latrine at Marama Primary School, Ref. PKCH/618/wrks/17-18/00008, screening and ESMP were in place dated 26th October, 2017 and 30th October 2017 respectively, Construction of 5 stance lined VIP pit latrine at Lobodegi Primary School, Ref. PKCH/618/wrks/17-18/00007, screening and ESMP were in place dated 14th February, 2018 and 16th February 2018 respectively, Construction of 5 stance VIP pit latrine at Dei Primary School, Ref. PKCH/618/wrks/17-18/00009, no screening and ESMP were seen, Construction of public latrine at Rural Growth Centre, Panyimur Sub County, Ref. PKCH/618/wrks/17-18/00011, no screening and ESMP were seen, Construction of a two storied Office Block at Pakwach District Headquarters Kapita, Ref. PKCH/618/wrks/17-18/00001, screening and ESMP were in place, dated 28th February, 2018 and 5th March, 2018 respectively. <p>The intermittent preparation of ESMPs and screening activities were attributed to lack of funding. The officer claimed that even the little she was doing was out of her own initiative.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>The LG had not integrated environmental and social management plans in the contract bid documents for all the implemented projects in FY 2017/2018. Lack of early screening of all projects due to lack of facilitation could not permit preparation of ESMPs for inclusion in the BoQs as required.</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>The LG had no evidence for land ownership on which projects implemented for FY 2017/2018 were located, because the few available records transferred from Nebbi District, were under lock and key in the CAO's office and yet the officer had travelled to Kampala to attend a workshop at the MoPS.</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 LG did not have environmental and social mitigation certification form completed and signed by the Environment Officer for all the implemented projects in FY 2017/2018. This was attributed to lack of funds to support monitoring the projects by the Environment Officer</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence that the contracts payment certificated included prior environmental and social clearance for all implemented project.</p> <p>The reason for lack of certificates was due to limited involvement of the Environment Officer in project execution.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was no evidence that the Environmental Officer and CDO monthly reports, included a) completed checklists, b) deviations observed with pictures and c) corrective actions taken for the five sampled projects. The assessor noted lack of monitoring was due to limited facilitation of their planned activities. The officers actually never prepared the reports as required under this indicator.</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>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The LG Education Department had a final approved workplan for FY 2018/19 with a wage bill of UGX. 3,807,940,098 for 580 teachers (i.e. 45 substantive H/Teachers and 535 teachers). As per the Pakwach District LG Education Department wage bill for teachers 2018/2019 that was showing the list of Head Teachers and teachers per school.</p>	<p>4</p>

<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>The LG had 63 government schools which had 45 substantive H/Teachers, and 535 teachers (giving a total of 580) as per the Pakwach District LG Education Department wage bill for teachers 2018/2019 that was showing the list of Head Teachers and teachers per school.</p> <p>The DEO further explained that the number of substantive head teachers was less than the number of schools because they did not have the required qualifications and also they were not systematic in their progression of the education service ladder.</p> <p>The following schools were sampled and visited by the assessor:</p> <p>Pamitu P/s in Panyango Sub County with a Substantive H/Teacher and 9 teachers of whom 2 weare female</p> <p>Owiny P/s in Panyango Sub County with a substantive H/Teacher and 12 teachers of whom 1was female</p> <p>Anyara P/S in Pakwach Town Council with 1 substantive H/Teacher and 21teachers of whom 8 were female</p> <p>Pakwach Public P/S in Pakwach Town Council with 1 substantive H/Teacher and 15 teachers of whom 6 were female</p> <p>Omach Boys P/S in Pakwach Town Council with 1 substantive H/Teacher and 18 teachers of whom 8 were female</p>	<p>0</p>
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The Local government filled the structure for primary teachers with a wage bill provision as required which was 580 teachers.</p> <p>The DEO further said that recruitment of teachers had been done on replacement basis of those teachers who had died or gotten out of service for one reason or another. He further stated that they needed to recruit 313 more teachers inorder to match the teacher student ratio of 1:54</p>	<p>6</p>

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The staff structure had a provision of three positions which were;</p> <ol style="list-style-type: none"> 1. One Senior Inspector of Schools 2. Two Inspector of schools <p>However, only one position of School Inspector was filled by Mr. Rupiny Ronald without an appointment letter because the mother District(Nebbi) seconded competent H/Teachers from the Education Department to take up positions in the newly created Ditriect (Pakwach)</p>	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The LG Education Department submitted a recruitment plan for FY 2018/19 to the CAO on 24th July, 2018 for 10 Head Teachers, 400 Education Assistants 11, 1 Senior Education Officer, 1 Sports Officer.</p>	<p>2</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The LG Education Department submitted a recruitment plan for FY 2018/19 to the CAO on 24th July, 2018 for 1 Inspector of Schools.</p>	<p>2</p>
<p>Monitoring and Inspection</p>			

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>The DLG currently has no person officially designated to care take the role of Inspector of Schools</p>	<p>0</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>There was evidence that the head Teachers were appraised during the previous FY 2017/2018. A sample of 10 files was taken to confirm that the exercise was done. Below are the details.</p> <ol style="list-style-type: none"> 1. Orom R. Charles from Nyakiro P/S, Panyimur Sub county was appraised on 7/2/2018 2. Jangeyape Jimmy from Pumit P/S, Wadelai Sub county was appraised on 8/2/2018 3. Kitala Ondia Francis from Ayabu P/S, Wadelai Sub county did not have a report on file 4. Pithua John from Wangkawa P/S, Pakwach Town Council was appraised on 15/2/2018 5. Oyath Geoffrey Junes from Pamitu P/S, Panyango Sub county was appraised on 9/2/2018 6. Oluga Max Tiberious from Nyariegi P/S, Alusi Sub County was appraised on 9/2/2018 7. Pithua Jimmy Juvenale from Alwi P/S, Alwi was appraised on 8/1/2018 8. Cotembo Wilfred from Sille P/S, Alwi Sub county was appraised on 9/2/2018 9. Ofoymungu Kizito from Panyigoro P/S, Pakwach Sub county was appraised on 9/2/2018 10. Kareo Nathaline from Pakwach Girls P/S, Pakwach Town Council was appraised on 7/2/2018 11. Olama Otam Emmanuel from Andibo P/S, Panyango Sub County was appraised on 9/2/2018 12. Ongeyowun Nassur Hassanfrom Pakwach Public P/S, Pakwach town council was appraised on 15/2/2018 	<p>3</p>

The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools

Maximum 3 for this performance measure

• 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

There was evidence that the LG Education Department communicated guidelines, policies, circulars issued by the national level in the previous FY. This was evident at the schools visited and they were:

At the DEO's office;

Circular from the DEO to Head Teachers on Guidelines on How to Handle Sanitation, Hygiene, Reproductive Health and Life Skill in Schools, dated 13th March, 2018, Ref. CR/EDU/305/6.

Circular from DEO to Head Teachers on Guidelines on Environmental Management-Tree Planting, Waste Management, Formation of Environmental Clubs and Environmental Education, dated 15th April,2018, Ref CR/EDU/305/6.

Letter from the DEO to the Head Teachers on Illegal Operation of Institutions/Schools Not Licensed/Registered, dated 17th January, 2018.

List showing Head Teachers who had collected Education and Sports sector strategic plan 2017-2020 on 22nd /3/2018.

Letter from the DEO to Head Teachers on Early closure of schools without permission, dated 24th November, 2017. The letter was encouraging schools intending to close early to seek for permission from the Permanent Secretary MoES.

There were also some circulars in some schools the assessor sampled and visited as shown below;

Pamitu P/s in Panyango Sub County with MoES Education and Sports sector strategic plan 2017/18-2019/20, September 2017.

Owiny P/s in Panyango Sub County with MoES Education and Sports sector strategic plan 2017/18-2019/20, September 2017.

Anyara P/S in Pakwach Town Council didn't have any document.

Pakwach Public P/S in Pakwach Town Council with MoES Education and Sports sector strategic plan 2017/18-2019/20, September 2017.

Omach Boys P/S in Pakwach Town Council with the salary structure for primary school teachers for FY 2018/2019 from the Ministry of Public Service. MoES Education and Sports sector strategic plan 2017/18-2019/20, September 2017.

<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>There was evidence that the LG Education Department held meetings with Primary School teachers and among others sensitized then on guidelines, policies and circulars both at the centre and in the 5 schools the assessor sampled and visited as seen below;</p> <p>Pakwach District LG Report on dissemination of policy to proprietors and directors of private schools-20th December 2017, dated 1st January, 2018. Where areas of focus included; roles of MoES in licencing and registration of private schools, general requirements for establishing private schools, environmental checklist for assessment of Early Childhood Development Centres, occupational health and safety and recommendations were also made in this regard.</p> <p>End of second term Head Teachers? meeting Pakwach District Local Government Education Department Distribution of ECD Policy Guideline on 13th/9/2017 at Pajobi CC. The assessor was able to access the attendance list of the Head Teachers.</p>	
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<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>There was evidence that the schools had been inspected as seen in the documents in the DEO's office and the sampled schools.</p> <p>From DEO?s office;</p> <p>1st & 2nd Quarter school inspection report done in Term 111, 2017 submitted to DES Gulu Regional office on 8th January, 2017 and to the Kampala office on 13th/12/2017.</p> <p>3rd Quarter school inspection report for FY 2017/2018 was done in Term 1 2018 submitted to DES Gulu Regional office on 3/8/2018 with no stamp and to the Kampala office on 2nd /8/2018..</p> <p>4th Quarter school inspection report was done in Term 11 2018 submitted to DES Kampala office on 29th/9/2018 and to the Kampala office on 21st /9/2018.</p> <p>There was evidence that schools had been inspected as seen in the visitor?s books and school monitoring and inspection books of the schools visited;</p> <p>Pamitu P/s in Panyango Sub County inspection was done on 24/11/2017 and 16/4/2018 by Mr. Opoti Ciriako. Inspection feedback reports were not available.</p> <p>Owiny P/s in Panyango Sub County inspection was done on 16/4/2018 and 22/8/2017(feedback report available) by Mr. Opoti Ciriako, on 17/11/17(feedback report available) by Mr. Rupiny Ronald</p> <p>Anyara P/S in Pakwach Town Council inspection was done on 2/5/2018 by Mr. Ongeyowun Hassan and feedback report was available.</p> <p>Pakwach Public P/S in Pakwach Town Council inspection was done on 15/11/2017(feedback report available), 30/5/2015 by Mr. Opoti Ciriako, on 21/8/2017(feedback report available), 4/5/2018 by Mr. Rupiny Ronald and on 15/11/2017(feedback report available) by Mr. Bidong Brahan</p> <p>Omach Boys P/S in Pakwach Town Council inspection was done on 24/11/2017 by Mr. Rupiny Ronald and on 4/10/2017 by Mr. Jacan Oyanya Ismail. Inspection feedback reports were available for both.</p>
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<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There was evidence that school inspection reports were discussed and used to make recommendations for corrective actions as evidenced below;</p> <p>The District LG minutes of the General Purpose committee meeting held on 24/1/2018 in the District Boardroom- under Minute 11/GPC/PAK/18 where the District Education Officer presented the second quarter departmental performance report for FY 2017/18 and some of the key achievements were that routine inspection of the various schools was conducted by the office including the associate assessors and a total of 51 out of 63 schools were inspected. And that weekly teachers' attendance and lesson tracking introduced by MoES which was to improve on syllabus implementation coverage had been monitored</p>	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>There was evidence that the Education Department submitted school inspection reports for Q 1 & 2, 3 & 4 to the DES Kampala Office and an acknowledgement letter showing date of submission as indicated below;</p> <p>1st & 2nd Quarter school inspection report done in Term 111, 2017 submitted to DES Gulu Regional office on 8th January, 2017 and to the Kampala office on 13th/12/2017.</p> <p>3rd Quarter school inspection report for FY 2017/2018 was done in Term 1 2018 submitted to DES Gulu Regional office on 3/8/2018 with no stamp and to the Kampala office on 2nd /8/2018..</p> <p>4th Quarter school inspection report was done in Term 11 2018 submitted to DES Kampala office on 29th/9/2018 and to the Kampala office on 21st /9/2018.</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>There was no evidence in the five schools visited that inspection recommendations were followed up.</p>	<p>0</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>A list of schools which was consistent with EMIS report and PBS was available and it showed 63 schools (46 P.7 schools, 5 COPE /NFE centres, 11 are P.5&P.6 schools) as per the Pakwach District LG Education Department Pupil Enrolment 2018/2019.</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 LG submitted accurate/ consistent enrolment data for all schools which was consistent with EMIS report and PBS which was 49,536 pupils as per the Pakwach District LG Education Department Pupil Enrolment 2018/2019.</p>	<p>5</p>

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that education sector committee met during FY 2017/18 and discussed issues among others related to service delivery under the General Purpose Committee;-</p> <p>One of the meeting was held on 14th November 2017 in the council board room and one of the items on the agenda, was presentation of the departmental 1st Quarter performance report for FY2017/2018 of which the education department presented the following achievements;-</p> <ul style="list-style-type: none"> - It had conducted routine school inspection and a total of 45 out of 63 schools were visited. - Cooperated with development partners such as FINN Church AID and STIR education to implement a number of programmes in schools among others <p>Another meeting was held on 24th January 2018 in the council board room and one of the items on the agenda, was presentation of the departmental 2nd Quarter performance report for FY2017/2018 of which the education department presented the following achievements;-</p> <ul style="list-style-type: none"> - Construction of 5 stance VIP latrines at Pakesh and Dei Primary School - Construction of Classroom block at Avodu Primary School in Alwi sub county. - Routine inspection of the various schools were conducted by the office including associate assessors and a total of 51 out of 63 schools were inspected. 	<p>2</p>
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<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>One of the sector recommendation arose from issues presented for approval to council as noted from the General Purpose Committee (GPC) meeting held on 14th November 2017 as follows;</p> <ul style="list-style-type: none"> - In regards to institutional land grabbing especially for schools, the foundation bodies of different school were encouraged to obtain land titles to reduce encroachers - Padoch parish, the only parish without government aided primary school in the district, the community were encouraged to establish a community primary school by submitting proposal to the Centre for grant aiding. <p>Another sector recommendation arose from issues presented to council as noted from the General Purpose Committee (GPC) meeting held on 24th January 2018 as follows</p> <ul style="list-style-type: none"> - Associate assessors were to be appointment from good performing schools - Teachers who had overstayed in a particular school were to be transferred - New construction of school facilities were to included rams for supporting people with Disabilities (PWPs) 	<p>2</p>
<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence that Primary Schools in Pakwach District had functional School Management Committees, held meetings, and discussed budget and resource issues including submission of reports.</p> <p>The District Local Government had 63 Government Primary school (Reference from the Inspection report of the 3rd Quarter FY 2017/2018 Term I, dated 18th July 2018. Out of 63 government Primary Schools in the District Five (5) were sampled i.e. Pajago P/S, St Agatha P/S, Kinju P/S, Ocayo and Panyigoro P/S.</p> <p>Pajago P/S School Management Committee held a meeting on 27th February 2018 and issues discussed among others were; - Budget display for FY 2017/2018 under minute MIN VI 27/2018 worth UGX 1,940,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%</p> <p>Pajago P/S School Management Committee held a meeting on 27th February 2018 and issues discussed among others were; - budget display and approval of the</p>	<p>5</p>

1st Quarter for FY 2017/2018 under minute MIN IV 5th/12/2017 worth UGX 1,930,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

Pajago P/S School Management Committee held a meeting on 20th June 2018 and issues discussed among others were; - budget review for 2016/2017 under minute 05/2017 of which members approved the expenditure. In addition there was also laying and approval of budget for FY 2017/2018 under minuet 07/2017 worth UGX 1,600,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

St Agatha P/S School Management Committee held a meeting on 28th September 2017 on the 4th Quarter UPE release and issues discussed among others were; - presentation of the budget under minute 4/SEPT/2017 worth UGX 1,350,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

St Agatha P/S School Management Committee held a meeting on 19th June 2017 on the 3rd Quarter UPE release for FY2017/2018 and issues discussed among others were; - presentation and approval of the budget under minute 4/JUNE/2017 worth UGX 1,280,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

St Agatha P/S School Management Committee held a meeting on 3rd April 2018 and issues discussed among others were; - presentation and approval of the proposed budget under minute 3/JAPRIL/2018 worth UGX 1,380,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

Kinju P/S held a School Management Committee on 01st January 2018 and issues discussed among others was presentation of the budget plan for Quarter 1 2017/2018 under minute 4/1/2018 worth UGX 2,680,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

Kinju P/S held a School Management Committee on 22nd September 2017 on Quarter 1 UPE Release for FY

2017/2018 and issues discussed among others was planning for the new release under minute 4/1/2017 worth UGX 2,700,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%

Kinju P/S held a School Management Committee on 27th September 2017 on Quarter 1 UPE Release for FY 2017/2018 and issues discussed among others was planning for the new release under minute 4/1/2017 worth UGX 2,700,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%. The motion to approve the budget was moved by Jacan Wilfred a representative of LCV and was seconded by Madam Kayeng Charlottes.

Ocayo P/S held a School Management Committee on 14th February 2018 on budget approval of the 2nd Quarters UPE Release for FY 2017/2018 under minute 4/2018 worth UGX 1,320,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%. The motion to approve the budget was moved by Jacan Wilfred a representative of LCV and was seconded by Madam Kayeng Charlottes.

Ocayo P/S held a School Management Committee on 14th April 2018 on budget approval of the 3rd Quarters UPE Release for FY 2017/2018 under minute 4/2018 worth UGX 1,320,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%.

Ocayo P/S held a School Management Committee on 7th December 2017 on budget approval of the 1st Quarters UPE Release for FY 2017/2018 under minute 5/3/2017 worth UGX 1,280,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%.

Panyigoro P/S held a School Management Committee on 23rd March 2018 on budget approval of the 2nd Quarters UPE Release for FY 2017/2018 under minute 4/3/2018 worth UGX 3,000,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%.

Panyigoro P/S held a School Management Committee on 06th October 2017 on budget approval of the 1st Quarter UPE Release for FY 2017/2018 under minute 4/10/2017 worth UGX 2,900,000 and the allocation were as per the

		<p>votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%.</p> <p>Panyigoro P/S held a School Management Committee on 12th June 2017 on budget approval of the 3rd Quarter UPE Release for FY 2016/2017 under minute 4/6/2017 worth UGX 2,545,000 and the allocation were as per the votes that included scholastic materials 35%, Co-curricular 20%, Management 15% %, Administration 10% and Contingency at 20%.</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>There was evidence that the LG had publicized and displayed list of all schools receiving non-wage recurrent grants during FY2017/18 as per the District Notice Board.</p>	3
Procurement and contract management			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was evidence that the LG Education Department submitted procurement requests, complete with all technical requirements to PDU that cover all items in the approved Sector annual work plan and budget for FY 2018/19, dated 14th April 2018 within the required time.</p> <p>The items included;</p> <p>Construction of a two classroom block with office and store at Avodu P/S in Alwi Subcounty.</p> <p>Construction of 5 stance pit lined VIP Latrine block at Pakech P/S</p> <p>Construction of 5 stance pit lined VIP Latrine block at Dei P/S</p> <p>Construction of 5 stance pit lined VIP Latrine block at Marama P/S</p> <p>Construction of 5 stance pit lined VIP Latrine block at Lobodegi P/S</p> <p>Supply of furniture to the District Education Office (chairs, tables and cabinet)</p> <p>Printing of question papers and marking guides.</p> <p>Supply of 2 flat screen DEL and HP desktop computers.</p> <p>supply of 42 three-seater Desks of hard wood at Marama Primary School.</p> <p>Supply of 42 three-seater Desks of hard wood at Ojigo Primary School in Wadelai Sub County.</p> <p>Supply of 42 three-seater Desks of hard wood at Avodu Primary School in Alwi Sub County.</p>	
Financial management and reporting			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The DLG Education departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: (i) A payment request was done on 8th March, 2018 whereas certification was done on 9th March, 2018. Actual payment to M/s Ulto Engineering Ltd for shs 21,931,669 against voucher number 4 dated 9th March, 2018 was effected on 9th March, 2018. The payment was in respect of construction of 2 classroom block with office and store at Avodo Primary School located in Alwi Sub county. Receipt number 249 of 12th May, 2018 for the amount paid was issued BY THE CONTRACTOR to the department.</p> <p>(ii) Payment to M/s E & B Construction Ltd for shs 6,106,004 was effected on voucher number 6 dated 17th January, 2018 in respect of supply of 42 Three-Seater desks to Avodo Primary School in Alwi Sub county. Request for payment had been submitted on 8th January, 2018 and certification done on 16th January, 2018. Receipt number 0344 of 18th January, 2018 was issued for the purpose.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>There was no evidence of records of submissions from the Education Department to the District Senior Planner for consolidation</p>	<p>0</p>

LG Education has acted on Internal Audit recommendation (if any)

Maximum 4 for this performance measure

• 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

In FY 2017/2018, the Internal Auditor raised two queries out of which one was followed up, responded to and cleared by the time of the annual performance assessment. The second query was an accounted for funds amounting to UGX. 6,100,000.

Social and environmental safeguards

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>There was evidence that the Education Department consulted with the Gender Focal Person and disseminated the following guidelines on how senior women/men teacher should provide guidance to girls and boys to handle hygiene, reproductive health, life skills as seen below;</p> <p>Circular from the DEO to Head Teachers on Guidelines on How to Handle Sanitation, Hygiene, Reproductive Health and Life Skill in Schools, dated 13th March, 2018, Ref. CR/EDU/305/6. In this circular the head teachers were asked to consider separate latrines for both boys and girls and label them well indicating boys and girls, provide hand washing facilities with clean water and soap, provide cleaning materials, proper management of solid wastes and use rubbish pits, having clean drinking water in all the classrooms, budget for sanitary pads for girls, provide sex education on management of adolescent and menstrual management, and senior women and men teachers were asked to guide children on body changes and to care for their bodies. In line with life skills, schools were asked to provide guidance and counselling to the students, sensitise them on self-protection against rape and sexual harassment and they were asked to report cases of sex abuse, rape and attempted defilement to the nearest police station or LC.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was evidence that the Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs as seen below;</p> <p>Circular from the DEO to Head Teachers on Guidelines on How to Handle Sanitation, Hygiene, Reproductive Health and Life Skill in Schools, dated 13th March, 2018, Ref. CR/EDU/305/6. In this circular the head teachers were asked to consider separate latrines for PWDs, provision of ramps for PWDs, and provision of arm rests for PWDs.</p> <p>Packwach District LG minutes of the General Purpose committee meeting held on 2-3/5/2018 in the District Boardroom- under Minute 16/GPC/PAK/18 G where the District Education Officer submitted the departmental workplan and budget for FY 2018/19 in which the department had budgeted for a refresher course and training for Special Needs Education(SNE) teachers.</p>	<p>2</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence at the schools sampled and visited that the School Management Committees met the guidelines on gender composition as evidenced in the schools the assessor sampled below;</p> <p>with 1 substantive H/Teacher and 18 teachers of whom 8 were female</p> <p>Pamitu P/s in Panyango Sub County with 13 members of whom 2 were female</p> <p>Owiny P/s in Panyango Sub County with 13 members of whom 1 was female</p> <p>Anyara P/S in Pakwach Town Council with 13 members of whom 2 were female</p> <p>Pakwach Public P/S in Pakwach Town Council with 13 members of whom 3 were female</p> <p>Omach Boys P/S in Pakwach Town Council 13 members of whom 4 were female</p>	<p>1</p>
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<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): <p>score 1:</p>	<p>The Education Department in collaboration with Environment Department issued guidelines on environmental management as follows:</p> <p>Circular from DEO to Head Teachers on Guidelines on Environmental Management-Tree Planting, Waste Management, Formation of Environmental Clubs and Environmental Education, dated 15th April, 2018, Ref CR/EDU/305/6. In this circular the head teachers were asked to consider tree planting in schools/greening the school where each child was to plant one tree and he or she was to take care of the tree, all schools were to plan the compound and provide for loans to add beauty to the school. Waste management was also to be considered where proper management of solid wastes and rubbish pits were to be used and each school was to have dust bins in their classes. Schools were also asked to form environmental clubs, provide environmental education and to form safety and security committees.</p> <p>Pakwach District LG Report on dissemination of policy to proprietors and directors of private schools-20th December 2017, dated 1st January,2018. where areas of focus included; roles of MoES in licencing and registration of private schools, general requirements for establishing private schools, environmental checklist for assessment of Early Childhood Development Centres, occupational health and safety and recommendations were also made in this regard.</p> <p>The District LG minutes of the General Purpose committee meeting held on 2-3/5/2018 in the District Boardroom- under Minute 16/GPC/PAK/18 F where the Natural Resources and Environment Department presented a budget for FY 2018/19 that had a section on monitoring and evaluation of environment compliance, inspections of projects/environmental impact Assessment reviews.</p>	<p>1</p>
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<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that 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: <p>Score 1</p>	<p>There was evidence that the school infrastructure projects were screened before approval for construction as evidenced in the project below;</p> <p>Construction of a 5 stance VIP latrine at Lobodegi P/S screening report dated 14th February, 2018.</p> <p>Construction of a 5 stance pit lined VIP latrine at Marama P/S, screening report dated 26th October, 2017.</p> <p>Construction of a classroom block at Avodo P/S screening report dated 21st /3/2018</p> <p>Construction of a 5 stance pit lined latrine at Pakech P/S, dated 26th October, 2017.</p> <p>Construction/ completion of classroom block at Nyakigei P/S, dated 26/10/2017</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: <p>Score 1</p>	<p>There was evidence that the environmental Officer and Community Development officer visited the sites to check that the mitigation plans were complied with and these were signed by both as evidenced below;</p> <p>Construction of a 5 stance VIP latrine at Lobodegi P/S, dated 16th February, 2018.</p> <p>Construction of a 5 stance pit lined VIP latrine at Marama P/S, dated 30th October, 2017.</p> <p>Construction of a classroom block at Avodo P/S on 21st /3/2018</p> <p>Construction of a 5 stance pit lined latrine at Pakech P/S, dated 30th October, 2017.</p> <p>Construction/ completion of classroom block at Nyakigei P/S, dated 30/10/2017</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>There were 161 positions filled out of 259 positions approved making 62% positions filled.</p>	4
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>According to Circular from PS Ministry of Public Service date 29th June 2018, Ref. PMD/80/80/01, Section 3.2, no new recruitment were allocated funds this year 2018/2019, except for replacement within the available wage bill.</p> <p>However according to the 2018/2019 District Health Department Recruitment Plan 69 positions were submitted by DHO to attempt to recover from a 38% deficit of staffing in a young (1 year old) struggling District Health Service.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>There was no 100% evidence that all the thirteen Health facility In-charges were appraised. Eight files were reviewed and it was found out that some files did not have appraisal reports as detailed below.</p> <ol style="list-style-type: none"> 1. Obete Julius Peter from Wadelai HC III appraised on 2/8/2018 2. Ayikoru Christine from Pakwach HC IV did not have the appraisal report on file 3. Aliku Hadija from Panyigoro HC III was appraised on 6/7/2018 4. Adokorach Elizabeth from Amor HC II was appraised on 30/7/2018 5. Oryema CB Jimmy from Panyimur HC III did not have the report on file 6. Okabo Secondo from Dei HC II was appraised did not have a report on file 7. Kayeny Beatrice from Pachora HC II was appraised on 10/7/2018 8. Onekalith Robert from Paroketo HC II was appraised on 5/8/2018 	<p>4</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Total number of employees deployed in District Health Service was 161 according to the staff list which indicates the units/facilities, the number of employees deployed in each unit, and the names and cadres of the employees. The deployment against approved positions was as follows:</p> <p>DHO's Office</p> <p>4 out of 11</p> <p>Pakwach Town Council</p> <p>1 Health Worker</p> <p>Pakwach HCIV</p> <p>55 out of 48</p> <p>HCIIIs</p> <p>60 out of 117</p> <p>HCIIIs</p> <p>31 out of 72</p> <p>Studying</p> <p>19 (part of deployed)</p>	<p>4</p>

Monitoring and Supervision			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>The documents below and many others from Ministry of Health were seen at DHO's Office:</p> <ol style="list-style-type: none"> Guidelines to Local Government Planning Process- Health Sector Supplement 2016 Uganda Clinical Guideline 2016. Cancer Series 2017 National Communication Strategy to Fast Track the 90-90-90 Targets (Sept 2018) Consolidated Guidelines for Prevention and Treatment of HIV and AIDS in Uganda, 2018 ... among others <p>Record of materials received and distributed was available for Hand Washing Wall Chart (from IDI) only.</p> <p>At the sampled Health Facilities a range of materials were seen. The Uganda Clinical Guidelines 2016 and the Health Care Waste Segregation Algorithm Chart were the only ones consistently found.</p>	<p>0</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were Quarterly Integrated Performance Review Meetings at DHO's Office where Health Facility in charges met with DHT members. Minutes were seen for:</p> <p>Q1 27th Oct 2017</p> <p>Q2 29th Jan 2018</p> <p>Q3 27th Apr 2018</p> <p>Q4 10th Aug 2018</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>DHT support supervised all Health Facilities in the District as there was no functional Health Sub-District (HSD) to share the supervision responsibility for Lower Level Health Units (LLHUs).</p> <p>DHT Support supervision reports were seen for every Quarter in 2017/2018:</p> <p>Q1 Report 30th Oct 2017</p> <p>Q2 Report 29th Jan 2018</p> <p>Q3 Report 01st Apr 2018</p> <p>Q4 Report 16th Jul 2018</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>There was no evidence that the HSDs carried out Support Supervision to LLHUs.</p> <p>The Pakwach HCIV staff actually work as part of the DHT Support Supervision Team, rather than working separately as a Health Sub-District (HSD).</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>Minutes were seen for Weekly DHT Review and Planning Meetings. Examples:</p> <p>Q1 11th Jul 2017</p> <p>DHT Team Formation</p> <p>Q2 24th Oct 2017</p> <p>On Support Supervision</p> <p>Q3 03rd Jan 2018</p> <p>On Health Workers Training</p> <p>Q4 03rd July 2018 MCH, ANC, Motor cycle Vouchers</p>	<p>4</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>There was evidence of systematic corrective action based on recommendations from the Support Supervision or Inspection Reports for example on;-</p> <p>14th May 2018 the DHT visited the Eat Restaurant Solid Waste Dump site and noted pollution. On 17th May 2018 there was a follow up visit to the Dump site. On 18th May 2018 action was taken by the Restaurant Owner, covering the Dumping Site, and abandoning it.</p>	<p>6</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>Each month each Public and PNFP Health Facility receiving funds from Government (and any other Health Facility which was HMIS enabled), sends HMIS Data to the National HMIS Database electronically.</p> <p>From the record obtained from Ministry of Health, all Public and Govt funded PNFP Health Facilities in Pakwach District, which appeared in MOH approved list of funded HFs in 2017/2018, provided data to the National HMIS Database consistently (100%) every month.</p>	<p>10</p>

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that health sector committee met during FY 2017/18 and discussed issues among others related to service delivery under the General Purpose Committee;-</p> <p>One of the meeting was held on 14th November 2017 in the council board room and one of the items on the agenda, was presentation of the departmental 1st Quarter performance report for FY2017/2018 of which the health department presented the following achievements;-</p> <ul style="list-style-type: none"> - Planned construction of Panyigoro HCIII Anti-Retroviral Therapy (ART) clinic for scaling up HIV/AIDs treatment had started in collaboration with Infectious Disease Institute - Conducted technical support supervision to a number of health facilities to strengthen their capacities in management and operation among others <p>Another meeting was held on 24th January 2018 in the council board room and one of the items on the agenda, was presentation of the departmental 2nd Quarter performance report for FY2017/2018 of which the health department presented the following achievements;-</p> <ul style="list-style-type: none"> - Boro Health Centre II OPD had been renovated courtesy of the Hon Ongiertho Emmanuel-MP for Jonam County - Mass administration of NTD done throughout the District - The Department also received village ambulance tri-cycle and distributed to all the health facilities. 	<p>2</p>
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<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>One of the sector recommendation arose from issues presented to council as noted from the General Purpose Committee (GPC) meeting held on 24th January 2018 as follows</p> <ul style="list-style-type: none"> The committee planned to visit Pachora HCII facility and interface with the Health Management Unit Committee and community members on the need for government takeover. The DHO to plan for construction of a dwarf wall/ concrete slab/ basement for container storage of drugs for the district. <p>Another sector recommendation arose from issues presented to council as noted from the General Purpose Committee (GPC) meeting held on 14th November 2017 was that the District should expedite the recruitment process of critical staffing positions lacking in the district for improved performance and service delivery.</p>	2
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<p>Minutes show Hospital Board and Health Unit Management Committee Meetings in FY 2017/2018 as follows:</p> <p>Pakwach HCIV</p> <p>Quarter 1 No meeting</p> <p>Quarter 2 No meeting</p> <p>Quarter 3 No meeting</p> <p>Quarter 4 21st June 2018</p> <p>Pakwach Mission HCIII –</p> <p>Quarter 1 No meeting</p> <p>Quarter 2 No meeting</p> <p>Quarter 3 No meeting</p> <p>Quarter 4 7th Jul 2018</p> <p>Pakia HCIII</p> <p>Quarter 1 No meeting</p> <p>Quarter 2 No meeting</p> <p>Quarter 3 No meeting</p> <p>Quarter 4 2nd May 2018</p>	0

		<p>Pokwero HCIII</p> <p>Quarter 1 No meeting</p> <p>Quarter 2 No meeting</p> <p>Quarter 3 No meeting</p> <p>Quarter 4 No meeting</p> <p>(1st Meeting 27/09/2018)</p> <p>Amor HCII</p> <p>Quarter 1 27th Sep 2017</p> <p>Quarter 2 28th Nov 2017</p> <p>Quarter 3 27th Mar 2018</p> <p>Quarter 4 15th May 2018</p> <p>Aggregate is 1+1+1+0+4=7 Quarterly meetings out of 20 possible quarterly meetings, making 35%</p> <p>4 out of 5 Health Facilities reported that after the creation of the new District of Pakwach, the old HUMCs were disbanded, and new HUMCs started working mainly in Quarter 4 of FY 2017/2018.</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>The list of Health Facilities receiving PHC Funds for 4 Quarters of the current financial year (FY 2018/2019) was displayed at the Pakwach HCIV Notice Board.</p> <p>Total amount of PHC NWR to Pakwach District for FY 2018/2019 was UGX 102,801,722/= 9 that is UGX 25,700,437/= per Quarter).</p> <p>The funds for Quarter 1 of FY 2018/2019 displayed, at Pakwach DLG Notice Board showed however that UGX 32,148,660/= had been released for PHC NWR, without giving details about what each Health Unit would receive.</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 date the Health Department Procurement Plan for 2018/2019 was submitted was not established. However the Health Department Procurement Plan was consolidated into the Pakwach District Procurement Plan 2018/2019, which was submitted to PPDA by CAO under letter CR/158/3 of 24th August 2018, and was stamped received by PPDA on 06 September 2018.</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>Various Procurement Requisitions on LG PP Form 1 R 104 (1) were submitted to Procurement Officer and CAO on 26th September 2018.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The LG Health departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: (i) Payment was effected to M/s River Shore Trade Links for shs 13,322,899 on voucher number 15 dated 12th June, 2018 in respect of remodeling Pakwach Health Center IV and provision of toilet facilities. The Health Center IV was located in Pakwach Town Council. The request was done on 5th June, 2018, 2018 and certification was done on 11th June, 2018 and actual payment effected on 12th June, 2018. An average of 7 days within which payment was processed.</p> <p>(ii) A request for payment was done on 11th June, 2018 and certification done on 14th June, 2018. Actual payment to supplier was effected on 14th June, 2018. Payment was effected to M/s Abunia and Sons Construction and Engineering Works Ltd for shs 8,930,000 on voucher number 22 of 14th June, 2018. Payment was in respect of supply of furniture (2 bookshelves, 2 desks, 4 chairs etc) to the Health department at Pakwach DLG headquarters. Receipt number 1415 of 18th June, 2018 for the amount indicated above was issued by the supplier.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was no evidence of records of submissions from the Health Department to the District Senior Planner for consolidation</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<p>The Internal Auditor raised three in FY 2017/2018 all of which non was to.</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>11 out of 37 Hospital Board/HUMC members from the 5 sampled Health Facilities were Women. This was an aggregate of 29.7% members as female/women, which was below the 30% threshold, as follows:</p> <p>Pakwach HCIV (2 out of 9)</p> <p>Pakwach Mission HCIII (2 out of 8),</p> <p>Pokwero HCIII (2 out of 7),</p> <p>Pakia HCIII (3 out of 7),</p> <p>Amor HCII (2 out of 6)</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>Guidelines on Sanitation were seen at Pakwach HCIV only. Hand washing posters were seen at Pakwach Mission HCIII, Pakia HCII and Pokwero HCIII. Gender separation of toilets was not seen at any of the 5 sampled Health Facilities.</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 District Environment Officer did carry out screening of health infrastructural projects for environmental and social risks and developed Environmental and Social Management Plans (ESMPs).</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 check whether the mitigation plans are complied with: Score 2 	<p>The District Environment Officer and the District Community Development Officer did not participate in the monitoring or certification of health infrastructural projects for environmental and social safeguards.</p>	<p>0</p>

<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Health Care Waste Management Guidelines were not seen at any of the 5 sampled Health Facilities of Pakwach HCIV, Pakwach Mission HCIII, Pakia HCIII, Pokwero HCIII and Amor HCII. Only Pakwach HCIV and Pakia HCIII Laboratories had Standard Operating Procedures (SOPs) on Laboratory Hazardous Waste Management. All the 5 sampled Health Facilities practiced use of colour coded waste bins.</p> <p>The HCWM Algorithm Charts were seen at 4 out of 5 sampled Health Facilities.</p> <p>However guidelines on construction of facilities for medical waste disposal were not seen.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>There was evidence that sub counties with safe water coverage below the district average were targeted in the 2018/2019.</p> <p>At the time of preparation of the annual work plan, the safe water coverage for the district was 47%. Two sub-counties were below this namely Panyango and Wadelai both at 46%.</p> <p>The district allocated UGX 431,821,593 to the rural water supply development. Of this, UGX 300,000,000 was earmarked for construction of 12 new boreholes and UGX 55,773,228 for the rehabilitation of 12 existing ones. 5 of the new boreholes and 5 of the rehabilitated ones were to be located in the above two sub counties.</p> <p>This amounted to a budgetary allocation of UGX 148,238,845 for the two sub counties representing 34% of the development budget.</p>	0
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>The district became operational in 2017/2018. By then, there was no safe water coverage data to inform their decisions in the making of the annual work plan for 2017/2018.</p> <p>However, a total of 11 new boreholes and 19 rehabilitations were planned and executed to completion while it was still under Nebbi District.</p>	15
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>There was evidence that the District Water department supervised and monitored water supply facilities in 2017/2018 financial year. Monitoring and supervision reports were sampled as follows;</p> <p>i) On 8th February 2018, an inspection report was submitted for the rehabilitation of 19 boreholes.</p> <p>ii) On 5th July 2018, an inspection report was submitted for the drilling and construction of the 11 boreholes.</p> <p>iii) There was also a comprehensive assessment report for all the existing water facilities conducted in the month of June 2018 . This report highlighted which boreholes were functional and which ones were not.</p> <p>This gave the indication that at least 95% of the water facilities were supervised and monitored.</p>	
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The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

Maximum 10 for this performance measure

- 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

Quarterly reports for the financial year 2017/2018 were submitted to the Ministry as follows;

- Quarter one report was submitted on 19th February 2018, unreferenced.
- Quarter two report on 19th February 2018, unreferenced.
- Quarter three report on 24th August 2018, unreferenced.
- Quarter four & annual report on 24th August 2018, unreferenced.

In the financial year 2017/2018, the district water department planned and constructed 11 new boreholes and also rehabilitated 19 existing ones.

Correct information about the boreholes constructed was submitted to the ministry, with the exception of source numbers. However, some of the information submitted was not reflected in the sector MIS reports. Particularly with water facilities in Panyimur sub county, the missing information was as a result of the Ministry failing to realize that Panyimur sub county was in Pakwach district as opposed to Nebbi.

The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE

• List of water facility which are consistent in both sector MIS reports and PBS: score 5

The facilities that were consistent on both the sector MIS reports and AWP were;

- Amonjo community borehole in Alwi sub county (DWD 56516)
- Mulima community borehole in Pakwach sub county (DWD 56515)
- Jupajwata community borehole in Panyango sub county (DWD 56512)
- Japyemonen East community borehole in Panyango sub county (DWD 56513)
- Mutir central community borehole in Wadelai sub county (DWD 56530)
- Padengo community borehole in Alwi sub county (DWD 56517)

Facilities that were submitted to the ministry but were not reflected in the sector MIS reports were;

- Benia community borehole in Alwi sub county (DWD 56533)
- Masaka community borehole in Pakwach sub county (DWD 56514)
- Kabim Marama Lower community borehole in Panyimur sub county (DWD 56535)
- Ovurukojo community borehole in Panyimur sub county (DWD 56532)

Maximum 10 for this performance measure

Procurement and contract management

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted input for the district procurement plan to the PDU on 26th July 2018. Among the items that were submitted were;</p> <ul style="list-style-type: none"> i) Deep borehole drilling and construction estimated at UGX 264,000,000 for 12 of them. ii) Borehole siting and supervision estimated at UGX 36,000,000 for 12 of them iii) Borehole rehabilitation estimated at UGX 105,894,700 for 12 of them <p>However, the submission was made outside the deadline of 30th April as was required.</p>	<p>0</p>
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<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>The contract manager for projects implemented by the water department in 2017/2018 was not duly appointed. However, in place was a contract management plan for the drilling and construction of the 11 boreholes executed by Galaxy Agrotech (U) Ltd under Aquatech Enterprises Ltd as the consulting contractor.</p> <p>In these plans were requirements that the contractors submitted work programs showing the general methods, arrangements, order and timing for all the activities of the works within 14 working days upon delivery of the letter of acceptance. There were also requirements that the contractors adhered to certain time lines which included starting works within 7 working days from the date of signing of the contract, and completing them within 3 months from the starting date.</p> <p>In the bids submitted by Galaxy Agrotech (U) Ltd was a program of work whose duration was within the 3 months limit. The contract with Galaxy Agrotech was signed on 16th January which was also recorded as their starting date, and this was within the provisions of the 7 days.</p> <p>However, the end date was 18th June 2018 which was way out of the provisions of 3 months from the starting date. There was no record of any request by the contractor or resolution by the contracts committee to award an extension time.</p>	<p>0</p>
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<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>Five projects constructed in 2017/2018 under water supply and sanitation were visited and assessed on 5th October 2018. These were;</p> <p>i) Japyemonen East community borehole in Panyango sub county (DWD 56513)</p> <p>ii) Jupajwata community borehole in Panyango sub county (DWD 56512)</p> <p>iii) Padengo community borehole in Alwii sub county (DWD 56517)</p> <p>iv) Masaka community borehole in Pakwach sub county (DWD 56514)</p> <p>v) Ovurukojo East community borehole in Panyimur sub county (DWD 56532)</p> <p>All these projects were found to have been executed in accordance to the designs and specification, with some variation in the depth of the drilled boreholes.</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>In the 2017/2018 financial year, only Aquatech Enterprises (U) Ltd handed over their project which involved siting, drilling and construction supervision. Galaxy Agrotech Ltd, which was the drilling and construction contractor, did not hand over their part.</p> <p>The hand over report for Aquatech was submitted on 12th July 2018.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The District Water Officer appropriately certified all completed WSS projects in 2017/2018. Three certificates were sampled and they were as follows;</p> <p>i) On 8th June 2018, a final certificate was issued to Terracon Technical Work (U) Ltd for the design and documentation of Boro piped water system.</p> <p>ii) On 23rd June 2018, a final certificate was issued to Aquatech Enterprises (U) Ltd for borehole siting, drilling and construction supervision.</p> <p>iii) On 22nd June 2018, an interim certificate was issued to Galaxy Agro tech (U) Ltd for borehole drilling and construction. However, there was no final certificate for the same.</p>	<p>2</p>
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>The LG Water departments timely (as per contract) certified and recommended suppliers for payment:</p> <p>Example: (i) Payment to 102 routine manual road workers employed by the district for the month of June, 2018. A payment request was done on 27th June, 2018 and certification and approval done on 28th June, 2018. Payment was processed on voucher number 16 of 29th June, 2018 for shs 8,700,000. Signatures of beneficiaries for the payment were seen together acknowledgement of receipt of funds as was indicated on a payment schedule.</p> <p>(ii) Pakwach Town Council received shs 43,007,716 on voucher number 11 dated, 14th June, 2018 being transfer of Road Fund amount to the Town Council. The request for transfer was done on 8th June, 2018 and certification done on 12th June, 2018.</p>	<p>3</p>
<p>Financial management and reporting</p>			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>There was no evidence of records of submissions from the Water Department to the District Senior Planner for consolidation</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>The two queries which were raised by the Internal Auditor during FY 2017/2018 were responded to and one of them was followed and cleared at the time of the assessment.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that health sector committee met during FY 2017/18 and discussed issues among others related to service delivery under the General Purpose Committee;-</p> <p>One of the meeting was held on 14th November 2017 in the council board room and one of the items on the agenda, was presentation of the departmental 1st Quarter performance report for FY2017/2018 of which the health department presented the following achievements;-</p> <ul style="list-style-type: none"> - Procured contractors for the drilling and rehabilitation of the boreholes within the district - Held water and sanitation coordination committee meeting <p>Another meeting was held on 24th January 2018 in the council board room and one of the items on the agenda, was presentation of the departmental 2nd Quarter performance report for FY2017/2018 of which the water department presented the following achievements;-</p> <ul style="list-style-type: none"> - Water points for drilling and rehabilitation had been surveyed by the contractor awaiting construction works. 	
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<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>One of the sector recommendation arose from issues presented to council as noted from the General Purpose Committee (GPC) meeting held on 2nd -3rd May 2018 as follows under the water sector;</p> <ul style="list-style-type: none"> Borehole rehabilitation in the sub counties were to be equitably distributed with each sub county having 4 slots Borehole drilling for the entire sub county were allocated 2 slots with exception of Alwi and Panyango who were allocated 3 slots. The DWO was to map the boreholes distribution in the district and have the data for proper planning. <p>Another sector recommendation arose from issues presented to council as noted from the General Purpose Committee (GPC) meeting held on 14th November 2017 was that the District should expedite the recruitment process of critical staffing positions lacking in the district for improved performance and service delivery.</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The Annual Work Plan for the District Water and Sanitation department for 2018/2019 was clearly displayed on the Notice board, duly signed and stamped on 15th August 2018. Among the allocations on the work plan were;</p> <ul style="list-style-type: none"> i) District rural water supply – recurrent non-wage estimated at UGX 0. ii) District rural water supply – development estimated at UGX 431,821,593 <p>Also on display were details of the first quarter releases for 2018/2019 dated 24th August 2018. A sum of UGX 8,086,293 had been released for the sectors of water and environment.</p>	<p>2</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>All the five projects visited had clear engravings indicating the names of the projects, dates of construction and funders among others. Among the engravings sampled were;</p> <p>i) Japyemonen East community borehole in Panyango sub county;</p> <p>Village: Japyemonen S/C: Panyango DWD: 56513 Funded by: DWSCG Date: 17th May 2018</p> <p>ii) Jupajwata community borehole in Panyango sub county;</p> <p>Village: Jupajwata S/C: Panyango DWD: 56512 Funded by: DWSCG Date: 16th May 2018</p> <p>However, all the facilities assessed did not have information relating to the contractor which too was a requirement.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>At the time of the assessment, the procurement process for 2018/2019 was still ongoing and so information relating to best evaluated bidders was not yet available.</p> <p>However, for 2017/2018, the notice for best evaluated bidder was circulated from 20th November to 4th December 2017. In the department for Water were the follows;</p> <p>i) Borehole siting, and construction supervision awarded to Aquatech Enterprises (U) Ltd for a contract sum of UGX 26,349,400. (Ref: Pkch/618/wrks/17-18/00004).</p> <p>ii) Deep borehole drilling and construction awarded to Galaxy Agrotech (U) Ltd for a contract sum of UGX 252,230,000. (Ref: Pkch/618/wrks/17-18/00055).</p> <p>iii) Borehole rehabilitation awarded to Mastak Investment Ltd for a contract sum of UGX 84,904,148 (Ref: Pkch/618/wrks/17-18/00004)</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 no evidence that communities applied for public water and sanitation facilities for the financial year 2018/2019. What was in records were submissions from sub counties highlighting communities in need of water facilities as evidenced by Panyango and Wadelai sub counties which made theirs on 15th May and 28th May 2018 respectively. There were however no minutes to attest to meeting held with the said communities highlighting their water needs.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was evidence that the communities were committed towards proper operation and maintenance of their water facilities.</p> <p>Five water supply facilities were assessed as follows; Japyemonen East community borehole in Panyango sub county, Jupajwata community borehole in Panyango sub county, Padengo community borehole in Alwii sub county, Masaka community borehole in Pakwach sub county and Ovurukojo East community borehole in Panyimur sub county.</p> <p>The following people were interviewed; Alfreda Biywaga (Chairperson for Japyemonen East), Kacininyu Kenedy (Care take for Jupajwata), Owekohugu Bright (V. Secretary for Padengo), Oyirwoth Albert (Caretaker for Masaka) and Akumu Agnes (Vice chairperson for Ovurukojo East). All the five interviewed people claimed that their committees conducted monthly meetings and collected monthly contributions and records were seen for Japyemonen East and Jupajwata to attest to this.</p> <p>The assessors also observed that all the facilities had properly installed fences with the exception of Padengo.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>There was evidence of environmental screening for all the 11 boreholes implemented in 2017/2018. Screening forms and mitigation measures for three water facilities were sampled and these were; Jupajwata community borehole, Japyemonen community borehole and Padengo community borehole.</p> <p>For many of the recommendations given, it was difficult to ascertain if these were implemented since they were to be put in place during construction. Those that could be checked were borehole fencing and installation of soak-away pits.</p> <p>All the facilities assessed had proper fences installed with the exception of Padego whose fence was incomplete. None of the facilities had a complete and functioning soak away pit. The Environmental officer attributed this shortfall to absence of boulders within the vicinity of these communities.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence of follow up on negative environmental and social concerns raised during environmental screening in the form of a monitoring report. This was submitted by the Environmental officer on 17th September 2018.</p>	<p>1</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>In the specifications for the drilling and construction of the boreholes, there was a clause on environment. This clause required that the contractor to extra care in the handling of and storage of all drilling fluids, oils, greases and any fuels on site. It also required that the contractor disposed of any such materials in a manner which would not cause environmental degradation.</p> <p>There was also another clause that required that the contractor handed over a clean site.</p> <p>All mitigation measures on the part of the contractor were to be implemented during the construction phase and as such, the assessors relied on the environmental management report submitted by the Environment Officer. This report showed that the contractors had played their part.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Of the five water user committees assessed; Japyemonen East had 4 women out of the 7 members, Jupajwata had 5 out of 9 members, Padengo had 3 out of 7, Masaka had 5 out of 7 and Ovurukojo East had 2 out of 8.</p> <p>The average percentage of women on all the user committees assessed was 51%, which was more than the minimum recommendation of 50%.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>Three sanitation facilities were visited and assessed as follows;</p> <p>i) The sanitation facilities at Pakech primary school.</p> <p>ii) The sanitation facilities at Panyigoro Health Center III.</p> <p>iii) The public sanitation facility at Panyimur landing site.</p> <p>The sanitation facilities visited had separate facilities for males and females, and also had access ramps for people with disabilities. However, the one and Panyimur landing site which did not have physical separation between the sections for males and females. It however had a separate facility for people with disabilities.</p>	<p>0</p>
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