



Local Government Performance Assessment

Sheema District

(Vote Code: 609)

Assessment	Scores
Accountability Requirements	50%
Crosscutting Performance Measures	58%
Educational Performance Measures	72%
Health Performance Measures	68%
Water Performance Measures	58%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>The LG submitted on line the Annual Performance Contract which was approved on 19th /07/2018 according to the information/data supplied on the PBS at the LG planning unit. The early submission was attributed to a draft performance contract the LG had submitted in 19/5/2018 to MoFPED immediately after the planners training on the use of the PBS.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>The LG submitted a Budget for the FY 2018/19 that did not include a procurement plan. The budget had been generated and approved on 19th /07/2018 at 06.26 pm according to the information on the PBS at the LG planning unit. And the procurement plan generated on the 2/8/2018. The LG attributed this to challenges on the PBS system which could not attach or generate the procurement plan together with budget as required</p>	No

Reporting: submission of annual and quarterly budget performance reports

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The LG submitted the Annual Performance Report for the previous FY 2017/2018 on 14th /08/2018 according to the PBS record at the planning unit. This delay was attributed to the network and other system challenges on the PBS.</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 LG had made Submissions of the all quarterly budget performance reports during FY 2017/2018 using PBS from the information seen at the LG Planning unit: the delays in submission of the quarterly report were attributed to PBS being new and officers were not trained in time besides network challenges.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Quarter</th> <th style="text-align: left;">Date of submission</th> <th style="text-align: left;">Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>3/1/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 02</td> <td>5/3/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 03</td> <td>31/5/2018</td> <td>PBS LG planning unit.</td> </tr> <tr> <td>Quarter 04</td> <td>14/8/2018</td> <td>PBS LG planning unit.</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 01	3/1/2018	PBS LG planning unit.	Quarter 02	5/3/2018	PBS LG planning unit.	Quarter 03	31/5/2018	PBS LG planning unit.	Quarter 04	14/8/2018	PBS LG planning unit.	<p>No</p>
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<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG wrote to the PS/ST on the implementation status of audit recommendations for FY 2016/17. The communication dated 27th November 2017 (Ref. IIA 50/260/01) written by the CAO contained actions taken on 25 internal audit recommendations of FY 2016/17. The communication was received at MoFPED on 18th December 2017, which was within the February deadline as required.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence of a functional physical planning committee. The committee had 18 members appointed on assignment of duties on the 3rd /7/2018 and others on 4/7/2018 under ref CR/554/1 with the physical planner as secretary and CAO as chairperson.</p> <p>The committee had a register opened in FY 2012/13 for plans and plans received for 2017/18 were 15 plans. The plans had been approved within 60 days of submission. There was evidence that the physical planning committee considered new investments as per the meeting and minutes dated 20/9/2017,22/3/2018, 14/12/2017 and 18/6/2018 chaired by the CAO.</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence of submission of 4 copies of minutes of the Physical Planning Committee to MoLHUD as per stamp dates of receipt 29/9/2017, 04/4/2018, 13/7/2018 and 19/12/2018.</p>	1

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The LG did not have a physical development plan. This was attributed to inadequate budget to develop a structural plan for the whole district</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>The LG had draft detailed plans for the previous FY 2017/18 for Kitagata Town centre and Kyempisi-Shuuku prepared in 2016/17. There was no evidence to show the investments conformed to approved detailed plans.</p>	<p>0</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

Maximum 5 points on this performance measure.

• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.

There was evidence that priorities in the AWP the FY 2018/19 were based on outcomes of the budget conference as below; upgrading HC11 to HC111(AWP pg 61), renovation of OPD at Kyangyenyi HC 111 (AWP pg 61), reconstruction of Katojo piped water supply system (AWP pg 86), construction of GFS at Katojo (AWP pg 87), procurement of a vehicle (AWP pg 67) construction of classrooms at Kigarama (AWP pg 68)

From the budget conference report the priorities are discussed on pg 34,pg46, pg39,pg38 and under minutes of TPC 6/2018 dated 30/7/2018 signed by the CAO.

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>There was evidence that the investments in the Annual Work Plan for the current FY 2018/2019 were derived from the approved Five-Year Development Plan on pg 93,pg123, pg121,pg91,pg90,</p> <p>Differences had been discussed by TPC under min 4/2018 and min 6/2018 of 30th/ 7/2018. Council minutes 4/COU/2018 dated 12/3/2018</p> <p>It was also noted that sector guidelines for health and education were received late by the district.</p>	<p>1</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>There was evidence that project profiles had been developed and submitted to TPC meetings held on 30/7/2018 min 8/2018.</p> <p>All investment profiles in the AWP were as per LG Planning guidelines.</p>	<p>2</p>
<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> • 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 evidence of a signed copy of the statistical abstract with disaggregated data on pg77, pg79, pg83 approved by the TPC under min 5/08/2018.</p> <p>Notably this was the second statistical abstract the district had developed with training from UBOs.</p>	<p>1</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 Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council reference pages 70, pg 21,pg 85 of the annual performance report and pages references 68, pg16, pg76, pg21 of the annual work plan.</p> <p>The changes in work plan were approved by the council of 23/3/2018 under Min 7/COU/2018</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was no evidence that investment projects were completed as per work plan by the end of the FY;</p> <p>From the records in the annual performance report the underlying were completed</p> <ul style="list-style-type: none"> - Purchase of vehicle - Rehabilitation of water system at Katojo & Katoma the funds were used to rehabilitate other water points in the district. - Rehabilitation of Kambugye GFS, project was taken over by NWSC and the funds used to rehabilitate old water source at Kitagata and Kasaana reference pg 85 of Qtr 4 report - There was evidence of committee and council minutes warranting change in the work plan. under council min 7/COU/2018 	<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 all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>There was evidence the investments in the FY 2017/18 had been completed within (- /+) 15% of the budget.</p> <p>From the annual performance report a review found;</p> <ul style="list-style-type: none"> - Purchase of vehicle had a variance of -10% - Construction of cattle slaughter slab had a variance of -14% - Construction and completion of council hall phased had a variance of 1% - Purchase of computers and printers had a variance of 1% - Completion of finance block had a variance of 1% - Completion of 2 class rooms at Nyakashara P/S and Bigona P/S were incomplete. 	<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>There was evidence of a Budget for O&M in FY 2017/2018 of UGX 126,561,000.</p> <p>Actual expenditure on O&M during the FY was UGX 68,102,448 giving 53.9%.</p> <p>The district compiled an assets register that was not costed and did not have all infrastructural assets of the district.</p> <p>From the record on the annual performance there was no evidence of O & M on infrastructural assets in the FY 2017/18.</p>	<p>0</p>
<p>Human Resource Management</p>			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<ul style="list-style-type: none"> • As per the district approved structure ARC 135/306/01 Dated 6/11/17 • The district has some HODs positions that are not substantively filled e.g the district engineer, the district natural resources officer, and the district commercial officer. which is 44.4% 	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<ul style="list-style-type: none"> • The heads of departments were appraised • DEO was appraised on 20th/7/18 • DHO was appraised on 10/8/18 • CFO was appraised on 31/8/18 • DNRO was appraised on 1/8/18 • PAS was appraised on 10/7/18 • DCDO was appraised on 31/07/18 • Planner was appraised on 16/07/18 	<p>2</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<ul style="list-style-type: none"> • CAO's submissions REF CR/D/159/3 Dated 09/07/2017 • Minutes of the meeting of Sheema district service commission HELD ON 12TH – 24TH April in the District service commission office . • Minutes of the Sheema District service held on 21st, 22nd , and 23rd may 2018 in District service commission office. <p>All the positions submitted for recruitment were considered 100%</p>	<p>2</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<ul style="list-style-type: none"> • CAO's submission REF CR/D/159/3 DATED JULY 09 2017 • Minutes of the district service commission held on 8th and 9th may 2018 in the district service commission office. <p>All the staff that were submitted for confirmation were considered 100%</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<ul style="list-style-type: none"> • There were no cases submitted for disciplinary action the district service commission there for no actions were taken 	<p>1</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<ul style="list-style-type: none"> The district recruited 104 new staff in may 2018 and were all able to access the payroll in june 2018. 	3
<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>14 staff retired in the previous year but 1 was able to access the pension pay roll on time.</p>	0
<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>Sheema DLG local revenue for FY 2016/17 was Shs 356,607,219. Performance for FY 2017/18 was Shs 267,557,443. The decrease in revenue performance was Shs 89,049,776, which was 24.9%.</p> <p>The main cause of this reduction in revenue performance was the creation of 3 Town Councils which are autonomous, self-accounting entities, thus loss of revenue for the district.</p>	0

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within <p>+/- 10 %: then score 2. If more than +/- 10 %: Score 0.</p>	<p>Sheema DLG local revenue original budget for FY 2017/18 was Shs 561,963,000. Local revenue realised for the same year 2017/18 was Shs 267,557,443. The difference was Shs 294,405,557, which was 52.3% below the budgeted amount.</p> <p>This was outside the +/-10% range.</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>According to Sheema DLG Trial Balance for FY 2017/18, Shs 51,584,281 was collected for Local Service Tax. During the same year, Shs 32,000,000 was remitted to Town Councils and Sub counties. Some examples of the remittances are:</p> <p>Remittance of Shs 14,427,500 to 5 Town Councils and 6 Sub counties on 04/09/17 (Journal Voucher No.2204).</p> <p>Remittance of Shs 6,000,000 to 6 Sub counties on 07/12/17 (Journal Voucher No.2424).</p> <p>Remittance of Shs 2,000,000 to Bugongi Town Council on 07/12/17 (Journal Voucher No.2423).</p> <p>Remittance of Shs 2,000,000 to Masheruka Town Council 13/12/17 (Journal Voucher No.2437).</p> <p>Remittance of Shs 2,000,000 to Shuuku Town Council on 07/02/18 (Journal Voucher No.2363).</p> <p>Remittance of Shs 2,000,000 to Kakindo Town Council on 05/02/18 (Journal Voucher No.2361).</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>OSR collected in the previous year i.e. FY 2016/17 was Shs 356,607,219.</p> <p>For the year ended FY 2017/18, Sheema DLG spent the following amounts on Council out of local revenue:</p> <p>Allowances for Council Shs 6,135,000</p> <p>Travel Inland Shs 29,623,000</p> <p>Welfare Shs 6,756,000</p> <p>Fuel Shs 22,821,000</p> <p>Airtime Shs 2,120,000</p> <p>Totalling Shs 67,455,000.</p> <p>The proportion of this expenditure to the previous year OSR was 18.9%, which was well below the 20% limit.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<ul style="list-style-type: none"> - There WAS Evidence that Sheema DLG had the position of a Senior Procurement Officer substantively filled under DSC Min. No. 60/2015 (a) (2) Dated 01/June/2015. - There WAS Evidence that Sheema DLG had the position of Procurement Officer substantively filled under DSC Min. No. 24/2011 (1) Dated 14/April/2011. 	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>There WAS Evidence that TEC Produced and Submitted Reports to the Contracts Committee for the previous FY (2017/2018 FY) as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG (SHEE/609/WRKS/2017-2018/00004). TEC Min Date: 12/February/2018. - Construction of School Facilities in 4 Primary Schools – RUHIGANA, KASHANJURE, RWENTOBO, RWANAMA under World Bank Fund (SHEE/609/WRKS/2017-2018/00001). TEC Min Date: 17/May/2017. - Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). TEC Min Date: 10/April/2018. - Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). TEC Min Date: 27/March/2018. - Supply of Materials for Roofing District Council Hall under Development Fund (SHEE/609/WRKS/2017-2018/00005). TEC Min Date: 15/May/2018. 	<p>1</p>
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<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>There WAS Evidence that Sheema District Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG (SHEE/609/WRKS/2017-2018/00004). DCC Min Date: 14/February/2018. - Construction of School Facilities in 4 Primary Schools – RUHIGANA, KASHANJURE, RWENTOBO, RWANAMA under World Bank Fund (SHEE/609/WRKS/2017-2018/00001). DCC Min Date: 10/August/2017. - Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). DCC Min Date: 12/April/2018. - Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). DCC Min Date: 28/March/2018. - Supply of Materials for Roofing District Council Hall under Development Fund (SHEE/609/WRKS/2017-2018/00005). DCC Min Date: 15/May/2018. - Routine Maintenance of Roads for Works Department under Road Fund (SHEE/609/WRKS/2018-2019/00003). DCC Min Date: 13/August/2018. - Construction of RWAKAHUMA BRIDGE in Bugongi Town Council under Road Fund (SHEE/609/WRKS/2018-2019/000010). DCC Min Date: 03/August/2018. 	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> • a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for 	<p>(a) There WAS Evidence that the procurement and Disposal Plan for the current year (2018/2019 FY) covered all infrastructure projects in the approved annual work plan and budget as exemplified by the following procurements that were indicated both in the Procurement Plan and in the approved annual work plan and budget for the current FY (2018/2019 FY):</p> <ul style="list-style-type: none"> - Routine Maintenance of Roads for Works Department under Road Fund (SHEE/609/WRKS/2018-2019/00003). (Pages 47 and 48 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 048151 Community Access Roads Maintenance (LLS), 263104 Transfers to Other Government Units AND was also indicated as Nos. 2-10 on Page 1 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018). 	<p>2</p>

the previous FY:
score 2

- Construction of RWAKAHUMA BRIDGE in Bugongi Town Council under Road Fund (SHEE/609/WRKS/2018-2019/000010). (Pages 52 and 53 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 048157 Bottlenecks Clearance on Community Access Roads, 242003 Other Structures AND was also indicated as No. 7 on Page 2 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018).

- Rehabilitation of Point Water Sources in KIGARAMA, KASANA, RUGARAMA and MASHERUKA Sub counties under Water and Sanitation Fund (SHEE/609/WRKS/2018-2019/00009). (Page 47 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 098151 Rehabilitation and Repair of Rural Water Sources (LLS), 263101 LG Conditional Grant AND was also indicated as No. 1 on Page 1 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018).

- Routine Maintenance of Roads in KAKINDO Town Council under Road Fund (SHEE/609/WRKS/2018-2019/00006). (Page 24 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 088154 Basic Health Services, 263101 LG Conditional Grant AND was also indicated as Nos. 10-18 on Pages 10 and 11 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018).

- Light Grading of MASHERUKA Town Council Roads under Road Fund (SHEE/609/WRKS/2018-2019/00005). (Page 25 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 088182 Maternity Ward Construction and Rehabilitation, 312104 Other Structures AND was also indicated as Nos. 2 and 9 on Page 7 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018).

- Reconstruction of KATOJO – KATOMA Gravity Flow Scheme (GFS) in Masheruka and Kigarama Sub counties under Water and Sanitation Fund (SHEE/609/WRKS/2018-2019/00007). (Pages 52, 53 and 54 - Sheema DLG District Budget Estimates for FY 2018/2019, Prepared by The Budget Desk for Approval by the District Council, Output 098151 Rehabilitation and Repair of Rural Water Sources (LLS), 263101 LG Conditional Grant AND was also indicated as No. 11 on Page 2 in Sheema DLG Procurement and Disposal Plan for FY 2018/19, Prepared by Senior Procurement Officer on 20/August/2018 and Approved by CAO on 22/August/2018).

(b) There WAS Evidence that the LG made procurements in previous FY (2017/2018 FY) as per plan (adherence to the procurement plan) for the previous FY (2017/2018 FY) as exemplified by the following procurements that occurred in the Procurement Plan, in the Annual Work Plan and Budget and in Referenced Procurement Files for the previous FY (2017/2018 FY):

- Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG (SHEE/609/WRKS/2017-2018/00004). (Page 23 – Sheema DLG Approved Budget Estimates for Fiscal Year 2017/2018, Vote 609, Output 078180 Classroom Construction and Rehabilitation, 312101 Non Residential Buildings. Also indicated on Page 2 in Sheema DLG Updated Procurement and Disposal Plan for FY 2017/2018 Dated 14/08/2018, Prepared by Senior Procurement Officer, Approved by CAO on 15/08/2018, Received by PPDA on 17/08/2018 and Referenced CR/D/207/1).

- Construction of School Facilities in 4 Primary Schools – RUHIGANA, KASHANJURE, RWENTOBO, RWANAMA under World Bank Fund (SHEE/609/WRKS/2017-2018/00001). (Page 19 – Sheema DLG Approved Budget Estimates for Fiscal Year 2017/2018, Vote 609, Output 078151 Primary Schools Services UPE (LLS), 263206 Other Capital Grants. Also indicated as No.7 on Page 10 in Sheema DLG Updated Procurement and Disposal Plan for FY 2017/2018 Dated 14/08/2018, Prepared by Senior Procurement Officer, Approved by CAO on 15/08/2018, Received by PPDA on 17/08/2018 and Referenced CR/D/207/1).

- Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). (Page 7 – Sheema DLG Approved Budget Estimates for Fiscal Year 2017/2018, Vote 609, Output 138172 Administrative Capital, 312101 Non Residential Buildings. Also indicated as No.5 on Page 9 in Sheema DLG Updated Procurement and Disposal Plan for FY 2017/2018 Dated 14/08/2018, Prepared by Senior Procurement Officer, Approved by CAO on 15/08/2018, Received by PPDA on 17/08/2018 and Referenced CR/D/207/1).

- Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). (Page 7 – Sheema DLG Approved Budget Estimates for Fiscal Year 2017/2018, Vote 609, Output 138172 Administrative Capital, 312101 Non Residential Buildings. Also indicated as No.2 on Page 5 in Sheema DLG Updated Procurement and Disposal Plan for FY 2017/2018 Dated 14/08/2018, Prepared by Senior Procurement Officer, Approved by CAO on 15/08/2018, Received by PPDA on 17/08/2018 and Referenced CR/D/207/1).

- Supply of Materials for Roofing District Council Hall under Development Fund (SHEE/609/WRKS/2017-2018/00005).

		<p>(Page 7 – Sheema DLG Approved Budget Estimates for Fiscal Year 2017/2018, Vote 609, Output 138172 Administrative Capital, 312101 Non Residential Buildings. Also indicated as No.13 on Page 1 in Sheema DLG Updated Procurement and Disposal Plan for FY 2017/2018 Dated 14/08/2018, Prepared by Senior Procurement Officer, Approved by CAO on 15/08/2018, Received by PPDA on 17/08/2018 and Referenced CR/D/207/1).</p>	
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

- For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2

For current FY (2018/2019), there was NO Evidence that the LG prepared 80% of the bid documents (Bills of Quantities) for all investment/infrastructure by August 30. ACTUAL Preparation Dates of Individual Bid Documents (Bills of Quantities) were NOT available. The Assessor made a calculation based on the respective Dates of Submission of Individual Bills of Quantities to Chief Administrative Officer by District Heads of Departments/Town Clerks/Sub county Chiefs and found that 50% of Bills of Quantities for 2018/2019 FY works projects were submitted to Chief Administrative Officer by District Heads of Departments/Town Clerks/Sub county Chiefs AFTER August 30, 2018. The Calculation made by the Assessor was based on the following Projects and the respective Dates on which the Projects Bills of Quantities were submitted to Chief Administrative Officer by District Heads of Departments/Town Clerks/Sub county Chiefs:

- Routine Maintenance of Roads for Works Department under Road Fund (SHEE/609/WRKS/2018-2019/00003). Date of Submission of Bills of Quantities to Chief Administrative Officer: 03/August/2018.

- Construction of RWAKAHUMA BRIDGE in Bugongi Town Council under Road Fund (SHEE/609/WRKS/2018-2019/000010). Date of Submission of Bills of Quantities to Chief Administrative Officer: 03/August/2018.

- Rehabilitation of Point Water Sources in KIGARAMA, KASANA, RUGARAMA and MASHERUKA Sub counties under Water and Sanitation Fund (SHEE/609/WRKS/2018-2019/00009). Date of Submission of Bills of Quantities to Chief Administrative Officer: 13/September/2018.

- Routine Maintenance of Roads in KAKINDO Town Council under Road Fund (SHEE/609/WRKS/2018-2019/00006). Date of Submission of Bills of Quantities to Chief Administrative Officer: 13/September/2018.

- Light Grading of MASHERUKA Town Council Roads under Road Fund (SHEE/609/WRKS/2018-2019/00005). Date of Submission of Bills of Quantities to Chief Administrative Officer: 06/August/2018.

- Reconstruction of KATOJO – KATOMA Gravity Flow Scheme (GFS) in Masheruka and Kigarama Sub counties under Water and Sanitation Fund (SHEE/609/WRKS/2018-2019/00007). Date of Submission of Bills of Quantities to Chief Administrative Officer: 13/September/2018.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements:
score 2

For previous FY (2017/2018 FY), there WAS Evidence that the LG had an Updated Contracts Register and had Completed Procurement Activity Files for all procurements as exemplified by the following:

- An Updated Contracts Register was seen by the Assessor at Sheema DLG PDU with a Starting/Opening Procurement Entry (S/N 1) Titled 'Completion of a 2 Classroom Block at NYAKASHARARA P/S' Referenced 'SHEE/609/WRKS/2017-18/00007', Procurement Method: Open Competitive Bidding, Date of Agreement: 01/March/2018, Amount Committed: 20,029,320 UGX, Contractor: KOSAIL Team Limited and an Ending/Closing Procurement Entry (S/N 15) Titled 'Routine Road Maintenance of KYARWERA Road' Referenced 'SHEE/609/WRKS/2017-18/000011', Procurement Method: Force Account.

- Referenced and Completed Procurement Activity Files for all procurements were seen by the Assessor at the PDU.

<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>For previous FY (2017/2018 FY), there WAS Evidence that the LG adhered to Procurement Thresholds as exemplified by the following procurements:</p> <ul style="list-style-type: none"> - Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG (SHEE/609/WRKS/2017-2018/00004). Contract Amount: 20,029,320 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 29/December/2017, New Vision Newspaper. - Construction of School Facilities in 4 Primary Schools – RUHIGANA, KASHANJURE, RWENTOBO, RWANAMA under World Bank Fund (SHEE/609/WRKS/2017-2018/00001). Contract Amount: 2,365,303,451 UGX. Verified Procurement Method: Open Domestic Bidding. Date of Advertisement: 09/March/2017, New Vision Newspaper. - Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). Contract Amount: 29,372,560 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 21/February/2018. - Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). Contract Amount: 44,915,520 UGX. Verified Procurement Method: Selective Bidding. Date of Invitation to Bid: 21/February/2018. Letter of Invitation to Bid Referenced CR/D/156/1 and Signed by Deputy CAO. - Supply of Materials for Roofing District Council Hall under Development Fund (SHEE/609/WRKS/2017-2018/00005). Contract Amount: 95,665,721 UGX. Verified Procurement Method: Direct Procurement (LPO Nos. 3490 and 3491). Date of Agreement: 21/05/2018. Agreement Signed by CAO, District Engineer and Contractor. Date of LPOs: 21/05/2018. LPOs Signed by District Engineer, Senior Procurement Officer, Senior Finance Officer and CAO. 	2
<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 for all projects based on technical supervision: score 2 	<p>There WAS Evidence that all works projects implemented in the previous FY (2017/2018 FY) were appropriately certified – interim and completion certificates for all projects based on technical supervision as exemplified by the following projects:</p> <ul style="list-style-type: none"> - Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG (SHEE/609/WRKS/2017-2018/00004). Certificate No. 1 Dated 29/05/2018, Signed by Assistant Engineering Officer, District Engineer, CAO. - Completion of a 2 Classroom Block at NYAKASHARARA P/S in Kigarama Sub-county under DDEG 	2

(SHEE/609/WRKS/2017-2018/00004). Certificate No. 2 Dated 29/06/2018, Signed by Assistant Engineering Officer, District Engineer, CAO.

- Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). Certificate No. 1 Dated 10/05/2018, Signed by Acting Town Engineer, Town Treasurer.

- Renovation of Administration Block at KITAGATA Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000013). Certificate No. 2 Dated 22/05/2018, Signed by Acting Town Engineer.

- Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). Certificate No. 1 Dated 19/06/2018, Signed by Acting Town Engineer, Town Treasurer, Town Clerk.

- Construction of SHUUKU Administration Block Phase I at SHUUKU Town Council Headquarters under Development Fund (SHEE/609/WRKS/2017-2018/00007). Certificate No. 2 Dated 25/06/2018, Signed by Acting Town Engineer, Town Treasurer, Town Clerk.

- Completion of Administration Block and Partitioning of Nutrition Hall at KAKINDO Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000012). Interim Certificate No. 0001 Dated 08/04/2018, Prepared by Head of Works, Approved by Town Clerk.

- Completion of Administration Block and Partitioning of Nutrition Hall at KAKINDO Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000012). Practical Completion Certificate No. 002 Dated 20/04/2018, Prepared by Head of Works, Confirmed by Head of Finance, Approved by Town Clerk.

- Renovation of SHUUKU Administration Block in Shuuku Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000010). Certificate No. 1 Dated 19/06/2018, Signed by Acting Town Engineer, Town Treasurer, Town Clerk.

- Renovation of SHUUKU Administration Block in Shuuku Town Council under Development Fund (SHEE/609/WRKS/2017-2018/000010). Certificate No. 2 Dated 21/06/2018, Signed by Acting Town Engineer, Town Treasurer, Town Clerk.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>There was NO Evidence that all works projects for the current FY (2018/2019 FY) were clearly labeled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration since NOT even a single works project for the current FY (2018/2019 FY) had commenced construction by the time the Assessor visited the LG.</p>	<p>0</p>
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Financial management

<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>Sheema DLG is not yet on IFMIS and currently operates 22 bank accounts.</p> <p>As on the day of the assessment on 17/09/18 all the bank accounts were reconciled to the end of the year ended 30/06/2018.</p> <p>The reconciliations were however not up to date up to 31/08/2018.</p>	<p>0</p>
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<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>Sheema DLG payments reviewed show that the district made effort to make payments to its suppliers within the 2 months limit. Examples of the payments reviewed are:</p> <p>Payment of Shs 1,500,000 to Shell Kabwohe for supply of fuel. Invoicing 18/01/18 and payment 08/02/18 (20 days).</p> <p>Payment of Shs 410,000 to Ediraj Book Centre for supply of printer cartridges, paper and spirals for binding. Invoicing 20/12/17 and payment 08/02/18 (1 month 18 days).</p> <p>Payment of Shs 1,133,280 to Total (U) Ltd for supply of fuel to the Education department. Invoicing 28/02/18 and payment 09/03/18 (11 day)</p> <p>Payment of Shs 130,000,000 to MAC East Africa Ltd for supply of Double Cabin Pickup Truck for Education department. Invoicing 26/03/18 and payment 27/03/18 (1 day).</p> <p>Payment of Shs 2,256,000 to Kyalimanya Resort Hotel for conference hall and catering for staff end of year party. Invoicing 21/11/17 and payment 11/12/17 (1 month 24 days).</p> <p>Payment of Shs 2,429,830 to City Tyres Ltd for supply of vehicle tyres. Invoicing 12/08/17 and payment 12/08/17 (0 days).</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Sheema DLG Internal Audit department is headed by Ruhamire Ivan in acting capacity. Per his appointment letter dated 16/11/2015, he is a Senior Accountant and not a Senior or Principal Internal Auditor. 	<p>0</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<ul style="list-style-type: none"> • The LG produced all the internal audit reports for the 4 quarters of FY 2017/18. Quarter 1 report is dated 30/10/17, quarter 2 dated 30/01/18, quarter 3 dated 27/04/18 and quarter 4 dated 30/07/18. 	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Sheema DLG internal audit reports did not contain a tracker of previous unresolved audit recommendations, nor was a separate presentation or tracker on the same seen.</p> <p>No evidence was available to the effect that the Council or LGPAC was informed on the status of implementation of internal audit findings for FY 2017/18.</p>	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>According to the Internal Audit department delivery book and the stamps in the delivered reports, Quarters 1-4 Internal Audit reports were delivered to District Chairman, RDC, Secretary Finance, DPAC Chairman, CFO, Auditor General Office Mbarara and CAO on the following dates: Quarter 1 on 30/10/17, Quarter 2 on 30/01/18, Quarter 3 on 27/04/18 and Quarter 4 on 30/07/18.</p> <p>The latest reports discussed by DPAC were quarter 2 and 3 of FY 2016/17. These were discussed in a DPAC meeting on 10/05/17. None of the reports for FY 2017/18 has yet been discussed in the DPAC or followed up by the same.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The district has an assets register that is formatted as required by the accounting manual. It contains some of the most recent government donated assets such as the Road Unit.</p> <p>However, government donated assets don't have attached values, as well as buildings and land which whose information such as titles is lacking. Some of this information needs to be sought from the mother district of Bushenyi.</p>	<p>0</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> Unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	<p>The district had an unqualified audit opinion for its FY 2017/18 financial report.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence the LG Council under the chair of the speaker met 4 times and discussed service delivery related issues as provided in the signed minutes by the speaker as below:</p> <p>Meeting held on 22nd/12/2017 under min 100/COU/2017</p> <p>Meeting held on 30/5/2018 under Min 20/COU/2018</p> <p>Other Meetings were held on 19/10/2017 and 12/3/2018</p> <p>However from the minutes and order paper of the council there was no evidence that the council discussed LG/PAC reports, monitoring reports, LG performance assessment reports</p>	<p>0</p>

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was Evidence of a letter assigning Mr Bwebare Wycliffe the PAS duties dated 2/7/2018 by the CAO to manage Complaints/ grievances. At the time of assessment no complaints had been received or responded to by him.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>There was evidence that a complaints box had been placed at CAOs office but no complaint had been received through it. There was no evidence of a structure display at the notice board or above the complaints box directing how complaint and grievance are managed.</p>	<p>0</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was no evidence of display of Salaries and pensioner payroll on the human resource notice board at administration block. This was attributed to delayed release of funds for Qtr 1.</p>	<p>0</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>There was evidence of Displays of best evaluated bidders notice dated 28/6/2018 on the general notice board at the administration block;</p> <p>However the procurement plan had not been published.</p>	<p>0</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 performance assessment results and implications were displayed on the notice board at the planning unit and communicated under min 4/2018 and min 2/2018 dated 29/6/2018 TPC meeting.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence of communication DDEG guidelines to LLGs and circulars;</p> <p>A mentoring report dated 25/5/2018 seen disseminated DDEG guidelines, LG planning guidelines, mainstreaming gender and environment guidelines and LG Budgeting guidelines to LLGs and other district staff.</p> <p>A distribution sheet for DDEG 2018/19 grant budget and implementation guidelines was seen and duly signed for by the LLGs and other staff.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was evidence that radio talk shows had been held to provide a feed back on implementation.</p> <ul style="list-style-type: none"> A talk show report dated 20/5/2018 on radio west Mbarara on the topic assisted partner notification (HIV) A talk show report dated 23/3/2018 on vision radio Mbarara on hygiene and sanitation A talk show report dated 11/6/2018 on radio west Mbarara on male engagement in HIV programmes. 	<p>1</p>

Social and environmental safeguards

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

Maximum 4 points on this performance measure.

• Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.

There WAS Evidence that the LG gender focal person provided guidance and support to sector departments to mainstream gender into their activities as exemplified by the following:

- The Assessor saw Sheema DLG Report on District Technical Planning Committee Meeting that was held on 21/05/2018 in the District Council Hall. The Report contained a Presentation to DTPC Members on Guidelines for Addressing Gender and Equity Issues in Budget Processes, Signed by District Community Development Officer/Gender Focal Person.

- The Assessor saw Sheema DLG Report on Supervision of Civil Works for Construction of Facilities at Selected 4 Schools under the Decentralized Modality of the Uganda Teacher and School Effectiveness Project (UTSEP) in Sheema District Prepared by District Community Development Officer, Submitted to CAO and Stamped on 26/June/2018.

- The Assessor saw Sheema DLG Report on Supervision of Civil Works for Construction of Facilities at Selected 4 Schools under the Decentralized Modality of the Uganda Teacher and School Effectiveness Project (UTSEP) in Sheema District Prepared by District Community Development Officer, Submitted to CAO and Stamped on 17/July/2018.

<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. 	<ul style="list-style-type: none"> - There WAS Evidence that gender focal point had planned activities for current FY (2018/2019 FY) to strengthen women's roles. The Assessor saw Sheema DLG Work Plan for FY 2018/2019 with the following planned activities: LLG Staff Mentored on Mainstreaming Culture, Gender and other Crosscutting Issues in Plans at District Headquarters (545,000 UGX – Local Revenue, Page 112, Output 108107 Gender Mainstreaming, Non Standard Outputs); PWDs and Older Persons Mobilized and Sensitized on their Rights to Access Social Assistance Support (21,634,000 UGX – Local Revenue and Conditional Grant, Page 114, Output 108110 Support to Disabled and the Elderly); Youth Income Generation Activities Supported with Youth Livelihood Revolving Grant (229,200,000 UGX – Conditional Grant, Page 113, Output 108109 Support to Youth Councils, Non Standard Outputs); Women Groups Assessed, Selected and Approved to Access UWEP Support (120,823,000 UGX – Conditional Grant, Page 116, Output 108114 Representation on Women Councils, Non Standard Outputs). - There WAS Evidence that more than 90% of previous year's budget for gender activities was implemented since Allocations that were made for Gender Activities for FY 2017/2018 were utilized at 94% Level according to computation based on validated Expenditure Vouchers that were retrieved from the Accounts Department by the Gender Focal Point Person. 	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There WAS Evidence that environmental screening or EIA where appropriate, was carried out for activities, projects and plans as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Point Water Sources that were Rehabilitated in Kasana and Kitagata Sub counties by Sheema DLG Dated 11/August/2018; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Light Grading of Kashekuro – Kasana Road Dated 20/November/2017; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Construction of 4 Primary Schools (Kashanjure, Rwentobo, Ruhigana, Rwanama Dated 11/June/2018; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report 	<p>1</p>

		<p>on Completion of 2 Classroom Block at Nyakasharara P/S in Kigarama Sub county Dated 20/August/2018; Addressed to CAO and Signed by Acting DNRO.</p> <ul style="list-style-type: none"> - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Rehabilitation of Point Water Sources by Sheema DLG for 4th Quarter of FY 2017/2018 Dated 28/August/2018; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Light Grading of Kakindo – Muziira – Kalyango Road Dated 06/November/2017; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Safeguards Compliance Monitoring and Supervision Report on Light Grading of Itendero – Kanyeganyegye Road Dated 15/September/2017; Addressed to CAO and Signed by Acting DNRO. - The Assessor saw Sheema DLG Environmental and Social Screening/Assessment of District Roads and Bridges for FY 2017/2018 Dated 29/August/2017; Addressed to CAO and Signed by District Environment Officer. - The Assessor saw Sheema DLG Environmental and Social Safeguards Guidelines for All Health Facilities in Sheema DLG for FY 2017/2018. 	
<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>There was NO Evidence that the LG integrated environmental and social management plans in the contract bid documents.</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>There WAS Evidence that all projects were implemented on land where the LG had proof of ownership by way of a land title or agreement with land owners as exemplified by the following:</p> <ul style="list-style-type: none"> The Assessor saw a Land Title for Roofing of Council Hall with the following details: LW (SHE) 87, Certificate of Title, Freehold Register, Volume MBR 80, Folio 17, Block (Road) 5, Plot 350 – 352 and 351 at Kibingo, 11.5670 Ha. The Assessor saw a Land Title for Construction of a 10,000 Liter Water Tank and Tree Planting Project of Sheema DLG with the following details: LW (SHE) 107, Certificate of Title, Freehold Register, Volume MBR 109, Folio 9, Block (Road) 5, Plot 371 at Rubaare Cell. The Assessor saw a Land Title for Upgrading of Mabaare Health Centre II in Masheruka Town Council with the following details: LW (SHE) 523, Certificate of Title, Freehold Register, Volume MBR 519, Folio 18, Block (Road) 19, Plot 236 and 237 at Nyakanoni. The Assessor saw Consent for Sale of Land for a Gravity Flow Scheme (GFS) Dated 03/January/2018 and Signed by Seller, CAO, LC V Chairperson and LC I Chairperson Nyamitooma. The Assessor saw Sell Agreements/Consents for Sale of Land for Shuuku – Matshyoro Water Supply and Sanitation Project Phase I. The Assessor saw a Land Offer for Weekly Market of Kakindo Town Council Dated 01/January/2017 with the following details: DLB Min. SDLB/729/6 (A) (728) of 28/September/2017, Signed on 21/November/2017. The Assessor saw a Land Offer for Kakindo Town Council Dated 01/January/2017 with the following details: DLB Min. SDLB/730/17/06 (A) (729) of 28/September/2017, Signed on 21/November/2017. 	<p>1</p>
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<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>There WAS Evidence that all completed projects had Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer as exemplified by the following:</p> <ul style="list-style-type: none"> - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Light Grading of Kyarwera – Kasana – Kitagata Road in Kitagata and Kasana Sub counties Dated 21/March/2018, Referenced CR/852/2, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Light Grading of Kishabya – Nyakarama – Kagaati Road in Rugarama Sub county Dated 09/January/2018, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Light Grading of Itendero – Kanyeganyegye Road in Kigarama Sub county Dated 18/September/2017, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Light Grading of Kakindo – Muziira - Kalyango Road in Kyangenyi Sub county Dated 09/November/2017, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Construction of Ruhigana Box Culvert Dated 22/June/2018, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Culver De-silting and Spot Gravelling around District Roads Dated 21/December/2017, Signed by District Environment Officer, District Engineer and CAO. - The Assessor saw Sheema DLG Certificate of Environmental Restoration for Phase II Completion of the Waterborne Toilet at the District Headquarters Dated 14/February/2018, Signed by District Environment Officer, District Engineer and CAO. 	
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<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was NO Evidence that Contract Payment Certificates included prior environmental and social clearance.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>There was NO Evidence that Environmental Officer and CDO Monthly Report included a) completed checklists b) deviations observed with pictures c) corrective actions taken.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG budgeted for a Head teacher and a minimum of 7 teachers for FY 2018/19 to the tune of 5,180,860,855/= for the 789 teachers at 85 schools as per Performance contract CR/D/204 dated 27/6/2018</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG has deployed a Head teacher and a minimum of 7 teachers per school for the current FY as per list of schools and staff lists. In visited schools, at Kakundo P.S there was 1 Head teacher and 9 teachers for the 491 pupils. In Rweibaare P.S, there was a Head teacher and 12 teachers for the 377 pupils. Bunura P.S had a Head teacher and 11 teachers for the 468 pupils while Maseruka P.S had a Head teacher and 18 teachers for the 854 pupils.</p>	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>The LG has filled the structure for primary teachers with a wage provision by 784 teachers out of the 789 teachers representing 99% of the structure.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • 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 LG has substantively filled all positions of school inspectors as per staff structure of 2. The Inspectors are Lois Tumusiime and Muzafari Ssemu.</p>	<p>6</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>The LG has submitted a recruitment plan to HRM for the current FY to fill positions of the following; 12 Head teachers, 25 Deputy Head teachers, and 6 Education Assistants as per letter dated 7/5/2018.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>There was no need to submit a recruitment plan for inspectors since the structure had already been filled.</p>	<p>2</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<ul style="list-style-type: none"> • The inspectors of schools were both appraised. • The principle inspector of schools file no CR/D/10940 • Inspector of schools file no CR/D/10666 	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>A sample of 40 out of the 85 primary school teachers was used and all of them had been appraised</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The LG has not communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools. Only the circular on closure of private schools had been communicated in letter EDUC 305 dated 10/4/2018 and 309/3 dated 21/11/2017.</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The LG held a meeting for Head teachers on 23/11/2017 and among others explained and sensitized teachers on the guidelines, policies, circulars issued by the national level under Min 15/12/17. 81 Head teachers were in attendance.</p>	<p>2</p>
<p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Not all private and public schools have been visited at least once per term and reports produced. Only 286 inspections were made in previous FY for the 119 schools which required 357 inspections. This represents 80% of the required inspections. In visited schools Kakindo was inspected on 18/4/2018, 3/9/2017, 17/10/2017, 2/10/2017, and 15/6/2017 implying there was no inspection in Term 2. Rweibaare was inspected on 26/7/2017, 18/10/2017, 27/10/2017, 5/4/2018, and 2/3/2018 implying there was no inspection in Term 2. Bunura was inspected on 13/6/2018, 4/4/2018, and 12/7/2017. There was no inspection for Term 3. Maseruka had been inspected on 17/10/2017, 28/3/2018, 9/4/2018, 16/7/2018, and 16/8/2018. No reports were available for the last two inspections although the inspectors had signed the visitors' book.</p>	<p>8</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>There is evidence that the Education Department had discussed school inspection reports and used reports to make recommendations for corrective action as reflected in Departmental meeting held on 9/7/2017 Min 12/7/2017.and 29/10/2018 Min 03/01/2017/18 where support supervision by Head teachers, fencing of school land, provision of lunch by parents, and strengthening of disciplinary committees in schools and signing of daily attendance books by teachers were discussed.</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>Acknowledgement letters from DES were available at the Department as evidence of submission of inspection reports to DES and they were dated 22/6/2018 for Q1 and Q2 while for Q4 it was dated 22/8/2018.</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 is evidence that Inspection recommendations are followed up from Head teachers met at visited schools as follows;</p> <p>Kakindo P.S – Enriching the classroom environment, lesson planning, and scheming</p> <p>Rweibaare P.S – Display of UPE releases, schemes of work and daily lesson plans</p> <p>Bunura P.S –Schemes of work for whole term and availability of subject headings</p> <p>Maseruka P.S – Display of UPE releases and daily reporting time for teachers</p>	<p>4</p>
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The LG has not submitted accurate / consistent data pertaining to list of schools in the district. The LG has 119 schools (85 public and 34 private) while EMIS data indicates a total of 118 schools.</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>	<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 has not submitted accurate/consistent enrolment data. The LG has a total of 33,540 pupils while EMIS data indicates a total of 33,095</p>	<p>0</p>

Governance, oversight, transparency and accountability

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</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>The DEO presented to the Education sector committee his report on 5/6/2018 under min 5/EH/2017/18 and discussed issues to do with the embezzlement of funds by the Head teacher at Nyakarama P.S, end of year P.6 and P7 PLE Exams as well as the issue of drop-outs. On 20/9/2019 the DEO under Min 6/EH/2017 presented report that proposed the sports funds to be calculated per pupil rather than per school as well as the matter of procurement of school uniforms.</p>	<p>2</p>
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>There is evidence that in the Education sector committee meeting of 12/12/2017 under Min 18/EH/2017, the Department sought approval of the following:-</p> <p>Re-allocation of funds from Bwayegamba P.S to Nyakasherura and Bigona P.S for completion of classrooms.</p> <p>The Departments Work Plan and budget were approved on 5/6/2018 under Min 6/EH/2017/18.</p>	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence of functional SMCs and all the 5 schools on file had held SMC meetings and submitted their SMC minutes to the DEO's office as indicated below;</p> <p>Kamurinda P.S had submitted minutes of meeting held on 13/5/2018 and Head teacher's report was presented under min 3/2018</p> <p>Buraro P.S had submitted minutes of meetings held on 22/2/2017 and 27/9/2017 and Head teacher's report was presented under min 3/2018 and Min 7/2017 respectively</p> <p>Bunura P.S had submitted minutes of meeting held on 11/7/2017 and Head teacher's report was presented under min 3/2017</p> <p>Nyarutooma P.S had submitted minutes of meetings held on 14/3/2018 and 2/8/2017 and Head teacher's report was presented under min 2/2018 and Min 6/2017 respectively</p> <p>Murari has submitted minutes of meeting held on 16/2/2018 and Head teacher's report was presented under min 1 b 2018.</p> <p>In visited schools, SMC meetings had been held as follows:-</p> <p>Kakindo P.S had held meetings on 22/6/2018, 9/2/2018, and 26/9/2017.</p> <p>In Rweibaare P.S the meetings were held on 29/3/2018 and 4/7/2017. No meeting was held for Term 3.</p> <p>Bunura P.S had held meetings on 5/7/2018, 12/4/2018, and 4/12/2017.</p> <p>Maseruka P.S held SMC meetings on 27/6/2018, 19/3/2018, and 26/6/2017. There was no meeting for Term 3.</p>
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<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non- wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>The LG has publicised all schools receiving non-wage recurrent grants through posting on the Department’s public noticeboard and the main District notice board.</p> <p>In visited schools, Kakindo P.S had the non-wage recurrent grants for June-Aug 2018 of 1,489,341/= displayed in the general office. In Rweibaare P.S the non-wage recurrent grants were displayed in the Head teachers office. 1,815,175/= had been received or Term 2. In Bunura P.S the non-wage recurrent grants were displayed in the Head teacher’s office and in the staff room. 1,613,015/= had been received for Term 2. In Maseruka, the non-wage recurrent grant was displayed in the Head teacher’s office and in the general office. 2,531,060/=</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The sector had only submitted procurement input to Procurement Unit covering all investment items in the approved Sector annual work plan and budget on 12/7/2018 for construction of 2 classroom blocks at each of the following schools; Mukono, Kazigangore, Kyabigo, Kishenyi, and Kigarama.</p>	<p>0</p>
<p>Financial management and reporting</p>			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>For FY 2017/18, Sheema DLG Education department certified payments mainly centred on the World Bank project that is constructing classroom blocks, administration blocks, teachers' houses and stance latrines at select primary schools.</p> <p>During FY 2017/18, Shs 327,779,482 ws paid to Greystone Investments Ltd for this work. The requisition was dated 15/05/2018, certificated 06/04/2018 and payment was effected on 16/05/18 (1 day).</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The annual performance report for the previous FY was submitted to the Planner for consolidation on 13/7/2018.</p>	<p>4</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Sheema DLG Education department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 reported on unaccounted for funds to a tune of Shs 4,114,197.</p> <p>Quarter 2 reported on unaccounted for funds to a tune of Shs 7,645,616.</p> <p>Quarter 3 reported on unaccounted for funds to a tune of Shs 2,790,794</p>	
Social and environmental safeguards			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The LG Education department had disseminated guidelines on gender in circular EDUC 305/1 of 9/7/2018 as well as in Head teachers meeting held on 23/11/2017. The gender focal person had presented the Gender Guidelines in TPC meeting held on 21/8/2018. This indicates the office's involvement in dissemination of the guidelines.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>The LG Education department in collaboration with gender department have issued and explained guidelines on sanitation Head teachers meeting held on 23/11/2017.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The SMCs meet the guideline on gender composition. In visited schools the following females were on the SMCs representing the Foundation body as follows:-</p> <p>Kakindo P.S – Joy Karuhanga, Monica Tindyebwa, and Juliet Mucunguzi</p> <p>Rweibaare P.S – Olive Nuwamanya and Miriam Mwesigwa</p> <p>Bunura P.S – Jane Mulira and Mauda Mwebaze</p> <p>Maseruka P.S – Jovia Muhanguzi and Rosettee Kamukama</p>	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>The LG Education department in collaboration with Environment department has issued guidelines on environment management in Head teachers meeting held on 23/11/2017</p> <p>In visited schools, Bunura and Rweibare had fruit trees in their compound while the Environment Officer had promised seedlings to Kakinda and Maseruka primary schools.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>School infrastructure projects have been screened before approval for construction as per Environment Officer's report dated 10/1/2018 and the field visit that took place on 18/9/2018 at the time of the assessment.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>The Environment Officer and Community Development Officer have visited the sites to check whether mitigation plans are complied with as reflected in Environment Officer's Environment and Social Safeguards Compliance Monitoring and Supervision report of 11/6/2018 and CDDO (Gender Focal Person)'s report of 21/6/2018 on the 4 schools; Rwanama, Kashanjure, Rwentobo, Ruhigana.</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 	<ul style="list-style-type: none"> • Approved structure is 387, filled positions 277. The staffing level stands at 72% • Examined are the following Sources of information; Health department staff establishment list report as at the 1st July 2018, the approved structure from Ministry of Public Service (MOPS) and the revised wage bill estimates circular (Ref. HRM 155/222/02, Annex 1B page 2 of 4) from PSST/MOFPED (authored by Kenneth Mugambe) dated 20th March 2018 amounting to UGX.3, 312,130,305 provided for the 277 staff positions filled. 	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>	<ul style="list-style-type: none"> • The department submitted a Recruitment Plan (submitted to through PBS submitted on the 9th May 2018) for 124 staff for the Health Department. 	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 	<ul style="list-style-type: none"> • The health facility in charges were appraised and reference is on their personnel files i.e. • CR/DE/10649 • CR/D/10569 • CR/D/10592 • CR/D/10612 • CR/D/10602 • CR/D/10627 • CR/D/10632 • CR/D/11467 • CR/D/10435 • CR/D/10654 • CR/D/10625 	8
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<ul style="list-style-type: none"> • The department deployed staff as per the list submitted and this was consistent with the staff found at the health units visited. • Evidenced from the staff posting list as of 1st July 2018 and verification of the staffing at the health facilities of: • SHUUKU HCIV, BUGONGI HCIII, KIGARAMA HCIII, MATSYORO HCII & KYANGYENTI HCIII visited on the 18th September 2018. The posting were as follows: SHUUKU HCIV 33 BUGONGI HCIII 17 KIGARAMA HCIII 19 MATSYORO HCII 3 KYANGYENYI HCIII 16 • The posting list at the DHO's office corresponded to the staff at the Health Centres visited as per the daily monthly wage/attendance registers and duty Rosters and head counts for those present on duty. 	4
Monitoring and Supervision			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<ul style="list-style-type: none"> The DHO never communicated and distributed only one guideline from the MOH on allegations that they had not received any of those guidelines from the Ministry. This has been observed in the other districts visited. No copy of these guidelines was found in all the five(5) health units visited. There was no evidence that the other three guidelines (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health, Policy Strategies for improving health Service Delivery 2016-2021) from the Health Units with the allegations that the department had not yet received the two guidelines from the MOH. 	<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 	<ul style="list-style-type: none"> Evidence examined showed that the DHO held three meetings with in-charges on the 5/7/2017; 23/10/2017 & 9/3/2018 and among the issues discussed were: Quality Improvement Projects in place; surge strategy implemented by RHITES-SW, priorities of subsequent quarters, recognition of best performers, staff appraisals, surveillance focal person to be included in the district rapid response team & PHC funds utilization and accountability. There was no evidence that the guidelines, policies & circulars issued or not issued were explained to the Health Unit In-Charges especially this particular three circulars & policies. (The Ministry of Health Guidelines for Local Government Planning process-health sector supplement-2017; Ministry of Health, sector Grant and Budget Guidelines to Local Government FY 2018/19 & Ministry of Health , Policy Strategies for improving health Service Delivery 2016/2021) 	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFs receiving PHC grant) at least once in a quarter: score 3</p>	<ul style="list-style-type: none"> • The DHT supervised the only HCIV (SHUUKU HCIV). • Evidence was the support supervision reports and support supervision log books examined at SHUUKU HCIV indicating the DHT carried out support supervision of SHUUKU HCIV on the 13/11/2017, 21/12/2017 & 19/04/2018. • The supervision reports which include the HCIV supervised authored by Dr. KABWISHWA JOHNSONS for the 1st, 2nd, 3rd & 4th Quarters dated the 12/10/2017, 21/1/2018, 9/4/2018 & 5/7/2018. • The supervision was done by DR. KABWISHWA JOHNSON, EVELYN KYOMUGISHA, ALOWO MARION, AINOMUGISHA COLLINS & MUGUME FRANCIS. 	<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 	<ul style="list-style-type: none"> • The SHEEMA SOUTH HSD carried out support supervision of BUGONGI HCIII & KITAHATA, KASOZI, KASAANA EAST & WEST, BURARE, KARERA, RUGARAMA, KYEIBANGA, and KYEIHARA & KARUGURO HCIIIs. • SHEEMA NORTH HSD is not functional because there is no HCIV as yet after KABWOHE HCIV was gazetted to the Municipality of SHEEMA. • Supervision done as evidenced in the health facilities of BUGONGI HCIII which was visited on the 18th September 2018. The supervision was done by DR. TWIINE GELVERSE. 	<p>3</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<ul style="list-style-type: none"> There was no evidence that the quarterly support supervision reports were discussed during both the DHT and the meetings with in-charges. 	0
<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 	<ul style="list-style-type: none"> The recommendations were followed up and specific activities under taken for correction. As well the comments on the supervision log books examined in the Health Units visited showed recommendations made by the DHT and HSD supervisors. 	6
<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 	<ul style="list-style-type: none"> The LG (health department) provided information regarding the list of Health facilities receiving PHC funding consistent with the MOH (health facilities reporting)/DIS2. A list of 21 Health Facilities (one Government hospital, one HCIV-three HCIIIs, three private not for profit HCIIIs & thirteen Government receiving PHC funding as per the list availed by the DHO's office. 	10

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues 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 	<ul style="list-style-type: none"> The Committee on Social Services met four times in the financial year (29/9/2017; 12/11/2017; 28/2/2018 & 5/6/2018 and discussed matters on; sanitation wanting and requires improvements, Ambulance for Kigarama requiring repairs in the next FY budget, upgrading Kigarama HCIII to HCIV, Sub County Chiefs and Parish Chiefs to monitor health facilities, need for PHC development to enable the sector carry out development projects, KITAGATA HOSPITAL board swearing, funding of the committee by the department & members to inspect health facilities. 	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues 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 	<ul style="list-style-type: none"> The Committee on Social Services after meetings presented reports to Council for approval. This was evidenced with submission reports dated the 31/5/2018, 27/3/2018, 7/12/2017, 21/9/2017 & 8/2/2018 by the Chairperson of the Committee (TINDAMANYIRE TITUS TUSIIME). 	<p>2</p>

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<ul style="list-style-type: none"> • All the health facilities visited (SHUUKA HCIV, BUGONGI HCIII, KIGARAMA HCIII, MATSYORO HCII, & KYANGENY HCIII have HUMCs in place. • KYANGENYI HCIII HUMC met on the 26/9/2017 (financial reports and accountability); 1/12/2017,9/3/2018, 6/6/2018 (PHC funding increased & staff attendance); • SHUUKU HCIV HUMC met on the 15/12/2017 & 31/8/2017 discussed issues on repair of general ward, planning for blankets, trimming of the fence • KIGARAMA HCIII HUMC met on the following dates; 12/10/2017 (discussed budget of 2017/18 presentations & immunizations; 18/1/2018 discussed PHC 2nd quarter accountability, installation of a suggestion box & involvement of the area councillor & PHC funds for 3rd quarter and 3/3/2018 PHC funds for 3rd quarter. • MATSYORO HCII HUMC met on the following dates; 29/9/2017(change of banking facility to centenary for PHC funds), 16/12/2017 (discussed immunization, patients books, construction of kitchen through sub county support & minute 8/2017 PHC financial reports; 23/2/2018 (discussed electricity, renovation health unit, minute 10/2017/18 PHC financial report & 29/6/2018 (discussed financial report & immunization mobilization) • BUGONGI HCIII HUMC met on the 6/6/2018 on stock outages & 5/7/2017 on renovation of OPD, need for medical wards & town clerk's remark to ensure the committee monitors work at the health unit. 	<p>2</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 	<ul style="list-style-type: none"> • The department did publicize the PHC funding to the 21 health units on the notice boards at the district headquarters examined, there was evidence that the lists of units receiving PHC funding were displayed. 	<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 	<ul style="list-style-type: none"> The department did not submit the procurement needs for the current FY 2018/2019 in time. Evidenced from the Annual Work Plans seen from the Planning unit and the PP1 forms signed by the DHO which were dated 1/7/2018 long after the 30th April 2018 deadline evidenced as below: submissions of the 1/7/2018 for two stance latrines at KASAANA HCII at UGX.7,000,000; DSTV set installed at DHO's office at UGX.1,400,000; Generator shade and burglar proofing structure at UGX. 4,742,000; Installation of lightening conductor at DHO's office at UGX. 1, 000,000; furniture at UGX.4, 000,000; motor vehicle repairs & tyres at UGX. 11,048,000 & fuel for supervision of the projects at UGX. 9,692,000. 	<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. 	<ul style="list-style-type: none"> For the FY 2017/2018, the health department submitted to CAO the procurement request of reference MED/117/1 dated 15/9/2017 (which is within the first quarter of the previous year 2017/2018) at part of the procurement plan 2017/2018 and were framework contracts for Fuel, stationery, tyres and newspapers. 	<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>Sheema DLG Health department did not have any project/contract payments for certification by the DHO in FY 2017/18.</p>	<p>4</p>
<p>Financial management and reporting</p>			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There was evidence the department submitted the annual performance report for the previous FY 2017/2018 to the planner on July 31st at 12.05 pm, through the PBS@ifms.go.ug notification after mid July.</p> <p>Submission of quarterly reports by the department to the Planner during FY 2017/2018 were as follows:</p> <table border="1" data-bbox="715 533 1409 831"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>18/12/2017</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 2</td> <td>4/3/2018</td> <td>PBS LG planning data</td> </tr> <tr> <td>Quarter 3</td> <td>31/5/2018</td> <td>PBS LG Planning data</td> </tr> <tr> <td>Quarter 4</td> <td>31/7/2018</td> <td>PBS LG Planning data</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	18/12/2017	PBS LG planning data	Quarter 2	4/3/2018	PBS LG planning data	Quarter 3	31/5/2018	PBS LG Planning data	Quarter 4	31/7/2018	PBS LG Planning data	<p>0</p>
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<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Sheema DLG Health Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 reported on unaccounted for funds Shs 2,321,370 and Shs 3,396,000. Quarter 1 also reported on lack of accounts books such as ledgers and abstracts by the DLG health department.</p> <p>Quarter 2 reported on unaccounted for funds Shs 1,541,412 and on late remittance of URA payments Shs 43,800.</p> <p>Quarter 3 reported on unaccounted for funds Shs 1,462,680.</p> <p>Quarter 4 reported on unaccounted for funds Shs 2,805,000.</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 <p>% women: score 2</p>	<ul style="list-style-type: none"> The compositions of the HUMCs of the five health units visited was (KYANGENYI HCIII (1 female & 4 males), SHUUKA HCIV (All Males), BUGONGI HCIII (2 females & 3 males) KIGARAMA HCIII (1 Females & 4 Males) & MATSYORO HCII (2 females & 2 males) Two of the health units met the gender composition as per guidelines and two (MATSYORO HCII & BUGONGI HCII) met the gender requirements. 	<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. 	<ul style="list-style-type: none"> Not all the health units visited had their sanitation facilities clearly labelled for both males & females and the privacy was as well observed. The ones that had were; KIGARAMA HCIII, BUGONGI HCIII, SHUUKA HCIV. Both KYANGENYI HCII & MATSYORO HCII did not have their sanitation facilities separated for men and women. The LG did not formally issue guidelines on how to manage sanitation in health facilities. 	<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 	<ul style="list-style-type: none"> In the financial year 2017/2018, there were no capital projects for health department. The environment officer only carried out inspections on health facilities and recommended environmental and social safeguards guidelines for health facilities of KYEIHARA & KYEIBANGANHCII and made seedling distribution for KYEIBANGA & BOGONGI HCIII 	<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 	<ul style="list-style-type: none"> Since there were no capital/investment projects under health in the previous year, there was no provision for the District Community development Officer and the District environment officer to carry out site visits. 	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<ul style="list-style-type: none"> Guidelines on waste management were distributed to health units as evidenced from the copies of the guidelines seen at the health units visited. The Health units visited displayed the Waste Management Instructions at the Health Units Notice boards. 	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>- From the DWO Summary of the safe water coverage submitted to Chief administrative officer showing the average safe water coverage of the district 85%) and each of the sub counties was presented and also was compared with computed safe water coverage from MWE. Only 1 sub county was found to be below the district average of safe water coverage and this included Kigarama with 75% From the AWP 2018/2019 submitted to MWE on 17/7/2018, it was established that a budget of 171,627,364 m was allocated to water projects and out 171,627,364 m, 120,177,555m was allocated to Kigarama sub county which is below the district safe water coverage and this constitutes 70% of the allocation and this include reconstruction Katojo-katoma GFs and rehabilitation of 3 bore holes i.e. mwengura, nyamina and kamurinda mosque in Kigarama sub county</p>	4

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • 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. 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 	<ul style="list-style-type: none"> - From the DWO progress reports submitted to MWE on 10/7/2018, It was established that 1 sub county out of 6 Sub-counties was below the average safe water coverage of the district and this included Kagarama 75% it was established that a total of 19 projects were implemented and only 3 projects were implemented in kagarama subcounty with safe water coverage of 75% below the district and this constitutes 16% 	<p>0</p>
<p>Monitoring and Supervision</p>			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • 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>From the Annual work plan of 2017/2018 it was established that 9 projects were planned for and also implemented and supervised and monitored in the same financial year.</p> <p>From the Rutooma GFS file, monthly reports on supervised and monitored projects were available and these included;</p> <ul style="list-style-type: none"> - A monitoring and supervision report on the construction of water sources dated 13/12/2017 for springs and borehole rehabilitations in Kagarama, Masheruka, Kitagata sub counties was compiled. - A report on supervision of Rehabilitation of point water sources dated on 30/6/2018 was compiled - 3 supervision reports on water born toilet dated on 23/12/2017, 12/1/2018 and 6/2/2018 were compiled. - A progress report on the supervision of point water sources which included spring and bore hole rehabilitations was compiled on 20/3/2018. 	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>From the Work plans and reports obtained from the DWO, that were submitted to MWE on 17/7/2018, it was established that all the water facilities were consistent and accurate. These included Katojo - Katooma and Rehabilitations of 3 boreholes.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>From the MIS data established from the MWE and DWO it was established that water facilities in MIS reports were also in PBS report these included Katojo-katooma GFS rehabilitation of bore holes and shallow wells</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>From the DWO there was a copy of procurement plan available and submitted to Procurement on 26/2/2018</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> 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>From the DWO, it was established that there was no contract management plan in place for the projects implemented</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>From the sampled projects of kigarama sub county, it was established that the construction and rehabilitation of bores was carried out as per designs there was soak pit, drainage channel handles and all in good working conditions</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>From the DWO in it was established that there were no hand over reports by the contractors for the finished projects.</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>From the copies of payemnts obtained from the DWO that were certified by the DWO. This included construction of water born toilet at the district head quarters dated on 6/12/17 and completion 6/2/2018</p> <p>on 14/9/2018, payment certificate of rehabilitation of boreholes and completion report attached dated on 30/6/2018</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>For FY 2017/18, Sheema DLG Water department used a procurement method called 'Force Account' where the district hires local labour for works and uses its own engineers in the Works Department to supervise. This method was approved by the LG Contracts Committee (Min.71/CC/2017-2018), communicated by the CAO in a letter dated 24/05/18. Two retention payments were however made during the year.</p> <p>Payment of Shs 565,007 to SAMOCA Agencies Ltd for rehabilitation and installation of a pipeline from Nshongo Mushanga to Kasu Kigarama. Requisition 02/02/18, certificate 28/03/18 and payment 28/03/18 (1 month 26 days).</p> <p>Payment of Shs 1,560,272 retention to SAMOCA Agencies Ltd for construction of a water born toilet at Sheema DLG headquarters. Invoice 22/03/18, certificate 22/02/18 and payment 28/03/18 (6 days).</p>	<p>3</p>															
<p>Financial management and reporting</p>																		
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted the annual performance report for the previous FY 2017/2018</p> <table border="1" data-bbox="660 1115 1399 1417"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>5/10/2017</td> <td>DWO Progress reports</td> </tr> <tr> <td>Quarter 2</td> <td>5/1/2018</td> <td>DWO Progress reports</td> </tr> <tr> <td>Quarter 3</td> <td>19/4/2018</td> <td>DWO Progress reports</td> </tr> <tr> <td>Quarter 4</td> <td>10/7/2018</td> <td>DWO Progress reports</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	5/10/2017	DWO Progress reports	Quarter 2	5/1/2018	DWO Progress reports	Quarter 3	19/4/2018	DWO Progress reports	Quarter 4	10/7/2018	DWO Progress reports	<p>5</p>
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<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>Sheema DLG Water Department had internal audit queries in FY 2017/18. Though effort was made to respond the queries, there are some which remained by the close of the year.</p> <p>For example Quarter 1 reported on unaccounted for funds Shs 468,000.</p> <p>Quarter 3 had a query on payment of Shs 1,560,272 retention to SAMOCA Agencies i.e. absence of a Contracts Register to help check earlier payments.</p> <p>Quarter 4 reported on inadequately supported payments totalling Shs 12,855,355. The same quarter also reported on inadequately supported funds totalling Shs 7, 830,508 with respect to supply of water materials by SAMOCA Agencies Ltd.</p>	<p>0</p>
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Governance, oversight, transparency and accountability

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence that the committees of works ,water and Natural resources met to discuss service delivery issues, progress reports and quarter work plans on the dates 5/6/2018 under min 7/2018 and on 21/2/2018 under min 7c/2018</p> <p>However there was no evidence the committee discussed or received LG PAC reports, supervision reports, and performance assessment results.</p>	<p>0</p>
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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>There was evidence that the committee chairperson submitted reports on water sector dated 21st to council for discussion and approval, on the 12/3/2018 under min 8 /COU/2018, Committee report on water sector dated 30/5/2018 under min 20/COU/2018, Committee report on water sector dated 22/12/2017 under min 100/COU/2017</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>From the district notice board, it was established that quarterly releases of funds were not displayed there were no advocacy meetings held to discuss the releases</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"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>From the sampled projects of bore hole rehabilitation and springs in Kagarama, Kitagata and Kasana Subcounties as well as water born toilet at the district, it was established that the labeling showing the date of construction, contractor, source of funding was not done as required.</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>From the district notice board it was established that there were display for tenders e.g. general building construction displayed on 28th june 2018 and the best evaluated bidder Dims technical services</p> <p>Prequalification for construction of gravity flow scheme displayed on 28/6/2018 best evaluated bidder was Gets technical services limited</p>	2
<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>From the DWO- Application file, it was established that kashanjure P/S requested for a water source on 8/3/2018, bwelindo LCI katooma parish requested for water facility on 23/2/2017, Kashangire II Masyoro parish requestd for a tap on 16/1/2017</p>	1
<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>From the DWO in masyoro file reports for WUC on monitoring of masyoro GFS application file was compiled by Subcounty chief and the committee on 27/7/2017 and reports for preventive maintenance on masyoro GFS by the committee were seen and been compiled on 11/8/2018,6/7/2018 and 28/8/2018.</p>	2
<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>From the DWO, it was established that they were no reports for environmental screening for the projects implemented as per the template.</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>From the DWO follow up reports were available dated on 11/8/2018 showing the concern to remove the eucalyptus tress near the water source of kyibanga and plant watr friendly tress and these were seen in the report to have planted fig trees and musiza trees.</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>From the DWO, it was established from the contract for the construction of Rutooma GFS, kyemango and kyakahind in the BOQs ITEM No.22,23,21 which indicated backfilling and cleaning the site, construction of live fence and planting of suitable grass</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>From the DWO, in the soft ware file, it was established that they were reports showing the composition of WSC and for 3 GFS, of Kamuhembe, Kanyina migyera GFS and Masyoro1 it was established that the composition of WUC for each of the scheme had above 50% composition of women and having keys position. for kamuhembe GFS it has 4 women out 5 members where the V/C person, treasure, and secretary are women and Kanyinamigyera GFS has 3 women and key positions such as vice chairperson, treasurer are women.</p> <p>Masyoro GFS has 3 women out 5 members. With treasurer, vice chair person and a secretary</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>It was established that the water born toilet at the District has adequate access and a separate stance for both men and women with no ramp adequate for PWDs</p>	<p>0</p>