



Local Government Performance Assessment

Mbarara District

(Vote Code: 537)

Assessment	Scores
Accountability Requirements	67%
Crosscutting Performance Measures	72%
Educational Performance Measures	64%
Health Performance Measures	66%
Water Performance Measures	63%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Annual Performance Contract Submitted & received at MoFPED on 24/7/2018 which is within the timeline date of 1st August 2018</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>Consolidated Procurement Plan was embedded in the performance contract 2018/2019</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Annual Performance report- Q4 was submitted to MoFPED and received on 21st August 2018 which is outside the timeline date of 31st July 2018</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>Quarterly Budget performance report submitted as follows: Q1 dated 15/12/2017 Q2 dated 11/03/2018 Q3 dated 28/05/2018 Q4 dated 21/8/2018 which was outside the timeline date of 31st July 2018</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>The district provided and submitted information to the PS/ST on the of implementation of Auditor General findings for the financial year 2016/2017 in a letter REF CR/251/1 dated 7th March, 2018 which was received by the (MoFPED) on 5th April 2018 . All the 6 audit issues were responded to in that response letter. This was before the deadline of 30th April 2018 as required by the PFMA.</p> <p>The submission of responses against the audit findings of the Internal Auditor General were submitted in a letter CR/251/1 dated 18th April 2018 and was received by the MOFPED on 20th April 2018. All the 30 internal audit findings were responded to by the LG.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The auditor General's report for the FY 2017/18 for Mbarara DLG was unqualified.</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 a functional Physical Planning Committee as evidenced by the minutes of 30/11/2017 and 17/5/2018</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was no evidence that district submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD</p>	0

<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>In the absence of a Physical Development plan, it was difficult to ascertain any consistency of planning with new infrastructure investments</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>There was no evidence that Action area plan was prepared for the previous FY</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.

From the Approved annual workplan Education sector has priorities such as: Construction of classrooms block at omumabare P/S in Kashare S/C, Nyakayojo P/S, Omukigando P/S in Rubaya S/C, Mishenyi P/S in Rwanyamahembe S/C, Omunkiri P/S in Rugando S/C page 57.

Under health sector Mbarara District planned to rehabilitate a theatre at Mwizi HCIII, Completion of staff house at Nyabikungu HCII, and repair of Nyaruhandagazi HCII Page 53.

Under water sector the district planned to rehabilitate 20 Bore holes & 15 Springs, Construction of Public VIP Latrine at Rugando at Nyakaguruka P/S & Kyehabure weekly market in Bukiro S/C Page 70 AWP. All these are based on the outcomes of the budget conference held on 14th November, 2017

<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>Capital investments in the approved AWP for FY 2018/19 were derived from the 5year DDP as shown hereunder:</p> <p>Education Sector;</p> <p>Construction of classrooms blocks at omumabare P/S, Nyakayojo P/S, Omukigando P/S, Mishenyi P/S, Omunkiri P/S and Rukanja P/S.</p> <p>Health sector;</p> <ol style="list-style-type: none"> 1. Rehabilitation of a theatre at Mwizi HCIII 2.Completion of staff house at Nyabikungu HCII, and repair of Nyaruhandagazi HCII <p>Water Sector;</p> <p>Rehabilitation of 20 Bore holes & 15 Springs,Construction of Public VIP Latrine at Rugando at Nyakaguruka P/S & Kyehabure weekly market as priority areas were found in the District Development Plan (2015/2016-2019/20-2020) (Pg.132,176,137 and 138). Which demonstrates clear linkage.</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>Project profiles for FY 2018/2019 were developed and discussed by TPC at its meeting of DTPC held on 10th April 2018 under Min. 69/4/2017/2018: for all investments in the AWP 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>Annual Statistical Abstract of 2017 with gender disaggregated data was compiled and presented to the DTPC at its meeting of 2nd May 2018 under Min. 79/5/2018: Presentation and Discussion on the Annual Statistical Abstract 2017/2018 FY</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>All Infrastructure projects implemented by the LG in the previous FY 2017/2018 were derived from the approved Annual Work Plan and Budget as shown in the sampled projects hereunder:</p> <p>Education:</p> <p>Completion of a 2 classroom block constructed at Rwamukondo P/S in Kashare S/C, Buhumuro P/S in Rwanyamahembe S/C, Komuyaga P/S in Bubaare S/C found in Q4 Performance report(page 60) and AWP page 44</p> <p>Water:</p> <p>e.g. Drilling of Boreholes in Rwnyamahemeb,Rubaya,Kashare and Rubindi as found in the approved AWP 53 and Q4 performance report (Page 72). Were some of the infrastructure projects implemented that show linkage with the approved budget (pg 31) by the Council.</p>	2
<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>Out of the 6 sampled investment projects(shown hereunder), all were implemented during the year under review representing 100% performance as found in the APR</p> <p>Education</p> <p>e.g. Construction of a 2 classroom blocks at Buhumuro P/S, Rwamunkondo PS,and Komuyaga P/S</p> <p>Works and Technical Services</p> <p>Completion of Block B 3rd Floor Phase II</p> <p>Installation of Culverts in the selected roads</p> <p>Drilling of Bore holes</p> <p>Construction of 5 stance pitlatrine at Kahomo Rubaya</p> <p>Construction of gravity flow scheme in Kagongi Kyandahi page 53 AWP</p> <p>All these investments were completed as per work plan by end of FY. DLG has already issued Final certificates of completion indicating 100% execution</p>	4

<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>From the District Annual budget performance report a number of projects have been reported completed within the budget and these include: Construction of 2 Classroom Block at Buhumuriro P/S UGX 67,095,5335, Construction of 2 Classroom Block at Rwamunkodo P/S ugx 65,746,060, Construction of 2 Classroom Block at Komuyaga P/S at UGX 66,311,280, Completion of Block B 3rd Floor Phase II UGX 33,952,140, Supply and Installation of Culverts on selected roads UGX 49,741,767, Drilling of Boreholes UGX 127,098,532, Construction of 5 stance Pit Latrine at Kahomo Rubaya UGX 19,896,806, Construction of Gravity floor Scheme at Kagongi Kyandahi UGX 165,693,004.</p> <p>All were completed within approved budget</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The LG budgeted for UGX 24,839,345 and spent UGX 21,361,836 in the FY 2017/18 constituting 86% which was at least 80% of O&M budget for infrastructure.</p>	<p>2</p>
<p>Human Resource Management</p>			

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

• Evidence that the LG has filled all HoDs positions substantively: score 3

• All HoDs positions are substantively filled at the LG of Mbarara during FY 2017/18. As per the staff structure, there are 11 HoDs and heads of units. In Mbarara district, all the 11 HoDs are substantively filled according to the personal files and appointment letters viewed. This represents 100% of positions filled. Some of the details of appointment are broken down as follows:

? Chief Finance Officer – position is substantively filled by Muganzi Julius as per letter appointment letter dated 1/7/2018 signed by Felix Curthbert Esoku (CAO) under min DSC48/06/2018(a).

? District Engineer (Mwebaza Emmanuel) – position is substantively appointed as per letter dated 1.4.2018 and signed by Felix C. E. with min extract DSC15/02/2018(a)(i).

? District Education Officer (Ahimbisibwe Gabriel) – position substantively filled by appointment letter dated 1/11/2013, signed by Lubuuka David under minute DSC179/9/2013.

? Principle HR Officer position (Kagaba Allan) –Substantively appointed as per letter dated 1/7/2015 and signed by Felix and with min extract DSC49/10/2017(a)(ii).

? Trade and Industry (Mutebi Geoffrey) – filled by appointment letter dated 22/5/2018 and signed by Felix C Esoku under minute DSC43/5/2018(a)(i).

? District Health Officer (Dr. Sebutinde Peter) – position is substantively filled as per appointment letter dated 24/8/2016, signed by Felix Cuthbert Esoku and Ref DSC37/8/2016(a).

? District Production & Marketing (Benson Tayebwa) – position is substantively appointed by letter dated 7.4.2017 signed by Kato Milton under min DSC22/04/2017(a)(i).

Each of the personal files the HoDs are equipped with proof that they are all substantively appointed by way of having appointment letters and minute extract provided during appointment by DSC. Therefore having all the 11 HoDs substantively appointed represents a percentage of 100.

<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"> • Appraisals during FY 2017/18: 11 HoDs were appraised during FY 2017/18 using standard guidelines from MoPS by various officers. This represents 100% of HoDs appraised. Some of the appraisal reports for those HoDs were dated as follows: 3/7/2017 (Production & Marketing) by Felix, 10/7/2018 Community Based Services and appraised by Kalyesubula Fred. 4/7/2018 by Felix Cuthbert Esoku, 11/3/18 – appraised by Felix Cuthbert Esoku, 4/7/18 (Dist Education Officer) by Felix C E etc. 	<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"> • According to DSC minutes and submission list viewed (dated 4.12.2017) in Mbarara district, a total of 173 positions were submitted for recruitment at DSC during FY 2017/18. Submission list dated 7th Sept 2017 carried many positions such as Head teachers, Chief Finance Officer, Roodgang, Headman etc, submission dated 23/10/2017 & 10/4/2018 carried positions of Enrolled Midwife, Enrolled Nurse, Anaesthetic Officer, Parish Chiefs, Driver etc; Submission dated 22/11/2017 carried positions for Education assistants. It is noted that during meeting sessions such as of 26th to 28th March 2018, staff positions of Education Assistants (e.g. Mucunguzi Ronald) was recruited. Natukunda Adella was also considered in the same meeting session this resulting in being recruited under minute extract DSC32/03/2018(a)(1). Other meeting sessions that considered these positions are: 19/2/2018, 15/2/2018 and 24 & 25th April 2018. Minute extracts resulting from consideration of these positions were: DSC37/4/2018(a)(ii)1 for midwife Nakawala Fatima, Ahumuza Rachel and Turyasingura Mutebira etc. DSC37/44/2018(a)(i)1, DSC15/02/2018(a)(vi)1&2, DSC15/02/2018(ii)1&2 for Parish chiefs like Wanyama Annet, Katwesigye Stella, driver Joseph Muine, , etc. Submission lists were consulted and contained all the 173 candidates considered. New Vision advert of 12/12/2017also confirmed that all the 173 positions submitted were considered. These submissions viewed indicate that all the 173 positions were considered for recruitment. That is 100% 	<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"> 11 staff were submitted for confirmation during FY2017/18. Submission lists for confirmation viewed (dated 27.11.2017 signed by Kalyesubula Fred, 29.11.2017, 17.11.2017 signed by Kalyesubula Fred carried staff submitted for confirmation. Eventual confirmation letters with references as follows CRD/2082, CRD/20807, CRD/20665 carried staff confirmed to their positions (eg Himbisa Emmaniel confirmed as staff nurse, Ezra Muramuzi, Mwebembezi Robinah confirmed as Agricultural Officer, Asiimwe Bruce confirmed as Office Attendant, Mbatudde Nucifa confirmed as Lab Tech etc. A minute extract allocated during consideration of these staff for confirmation was DSC63/12/2017(f)(1-11) developed confirmation consideration for all the 11 staff submitted to DSC. The submission list from CAO's office and corresponding dates indicates that all the 11 staff submitted for confirmation. A list of confirmed staff during FY 2017/18 indicated that all 11 staff submitted were confirmed as per minute extract indicated above. This represents 100% of staff confirmed during FY 2017/18. 	<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"> 18 staff were submitted to DSC for disciplinary action in Mbarara district. According to the submission list (dated 23/10/2017 and 23/2/2018, 19/04/2018, 17/01/2018 with reference numbers CRW/120/40 and EDUC/N/1652 carried staff submitted for disciplinary action. In addition, meeting session of 9th and 10th Nov. 2017 discussed disciplinary action for all the 18 staff such as Tumukunda Peninah, Nagesha Ruth, Mugabe Abdulrashid, Abasa Amoni bearing minute extracts DSC34/8/2017(a)i to iv respectively. Other minute extracts resulting included DSC57/11/2017(c) for Dist Natural Resources Officer Musubira J, DSC43/5/2018(b)1 for Health Officer Masereka Umar, DSC21/02/2018(c)(i) for Medical Officer Shafiq Lubulwa. All these submission notes and minute extract confirm that all the 18 staff were considered for disciplinary action during FY2017/18 in Mbarara district. No staff submitted therefore was not considered for disciplinary action in Mbarara district. This is 100%. 	<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"> Of the 172 staff verified as recruited during FY 2017/18, all of them entered salary payroll within 2 months of recruitment in Mbarara district. This information is derived through verification of payroll invoice register and IPPS numbers of the staff recruited. For example, some of these 172 staff recruited accessed salary payroll as follows: <p>Mujuni Everest (Dpty H/Teacher 541869), Bekunda George William (Dpty H/Teacher 543572), Kaima Peter (Vermin Control 1018897), Ahimbisibwe Deogratius (Tourism Officer 1018903) and Murungayo Ronald (Parish Chief 1018902) were recruited on 1/3/2018 and all accessed salary payroll on 28/3/2018 (same month). Waswa Rogers (Educ Asst), Tuhirirule Judith (Educ Asst 1022932), Twinobusiingye Prisca (Educ Asst) were recruited 1/5/2018 and all accessed payroll in 28/5/2018 (same month). Bigirwa Bob (Agric Officer 1023961), Kamarembo Scovia (Anaesthetic Officer), Kakunda Phionah (Enrolled Nurse 1023750) all were recruited on 2/5/2018 and accessed salary payroll on 28/5/2018 (same month). This sample of 13 staff recruited provide representative evidence that all the 172 staff recruited accessed salary payroll within 2 months of recruitment. This is hence 100%.</p>	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>Mbarara District LG submitted 30 staff who retired during FY 2017/18. The list indicated that the 30 staff retired on different months within the FY17/18 and only 3 of them accessed pension payroll within 2 months of retirement. For example, Barugahare John Mary (Education Asst) and Bahemuka George (Head Teacher) retired on 18.11.17 and accessed pension payroll Feb 2018 (3 months later); Ndyomubandi Kellen Rosex (H/Teacher) retired on 29/11/2017 and accessed pension payroll in April 2018 (5 months later); Barigye Amon (H/Teacher) retired on 6/3/2018 and accessed pension in May 2018 (2 months later); Karubanga Serapio (Educ Asst) retired on 21/4/2018 and accessed pension in June 2018 (2 months later); Rwamu Lawrence (Agric Officer) retired on 2/2/2018 and accessed pension in June 2018 (4 months later); Tugumisirize Auralia (Sr. Educ. Asst) retired on 2/7/2018 and accessed pension on 30/6/2018 (1 month later). Kahangire Moses retired on 2/4/2018 and accessed pension only on August 2018 (4 months later). Therefore, only 3 out of 30 staff accessed pension payroll within 2 months of retirement in Mbarara district. i.e. 3 out of 30 is 10%.</p>	0
Revenue Mobilization			

<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>The OSR for the district LG increased by 33% from UGX 851,032,437 in the FY 2016/17 to UGX 1,136,033,334 in the FY 2017/18. This variance is much more than the acceptable variance of 10%. (Source: District financial statements for FY 2017/18).</p>	<p>4</p>
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>The actual/budget revenue collection ratio for the FY 2017/18 was 84% (UGX 1,136,033,334 /1,350,730,000). This resulted in a budget variance of 16% which is higher than 10 %.(Source: budget and financial statements for FY2016/17).</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>The financial statements for the FY 2017/18 indicated that Local Service Tax (LST) amounting to UGX 91,540,765. And remitted only UGX 30,085,000 to LLGs which constitutes 33% which less than the minimum 65% percent for sub-counties and 100% for urban local governments.</p>	<p>0</p>

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>While the LG collected UGX 851,032,437 in the FY 2016/17 and spent UGX 169,102,152</p> <p>On council allowances and emoluments in the FY 2017/18 which is just 20% which is consistent with section 4 of the LG Act CAP 243</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The district had substantively appointed senior procurement officer (Mwije Dinah) appointment letter dated 16th April 2014 under minute DSC 52/4//2014(xi) and procurement officer (Bagume Robert) appointment letter dated 4th October 2016 under DSC minute number 54/09//2016(g)(i) both appointment letters were signed by CAO.</p>	<p>2</p>

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>For all the 5 sampled projects there was evidence that the TEC produced and submitted reports to the contracts committee as shown below;</p> <ul style="list-style-type: none"> • Completion of block B at district headquarters, the TEC sat on 11th August 2017 produced the evaluation report on the same day and submitted to the contracts committee on 18/08/2017. • Construction of two classroom blocks at Rwamukondo and Buhumuro Primary Schools, the two were evaluated on the same day (2nd October 2017) and produced the evaluation reports which were submitted to the contracts committee on 06/10/2017. • Construction of maternity ward at Rubaya HC III the TEC sat on 14th December 2017 produced the evaluation report on the same day and submitted to the contracts committee on 15th December 2017. • Construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1 the TEC sat on 2nd October 2017 produced the evaluation report on the same day and submitted to the contracts committee on 6th October 2017. 	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The contracts committee considered the recommendations of the TEC as per evaluation reports and approved the award of the contracts without any deviations for all the five sampled projects as evidenced below;</p> <ul style="list-style-type: none"> • Completion of block B at district headquarters, the contracts committee sat on 18th August 2017 and approved under minute number 19/08/2017/2018. • Construction of two classroom blocks at Rwamukondo and Buhumuro Primary Schools, the contracts committee sat on 6th October 2017 and approved under minute number 34/10/2017/2018 and 32/10/2017/2018 respectively. • Construction of maternity ward at Rubaya HC III the contracts committee sat on 15th December 2017 and approved under minute number 83/12/2017/2018. • Construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1 the contracts committee sat on 06/10/2017 and approved under minute number 31/10/2017/2018. 	<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 the previous FY: score 2 	<p>There was evidence that the procurement and disposal plan for FY 2018/2019 availed which was signed by the CAO (undated) and received by PPDA on 24th July 2018 covers all Infrastructure projects in the approved AWP for the current FY 2018/2019 generated on 24th July 2018.</p> <p>The LG procured as per the procurement plan in the previous FY 2017/18, all the sampled projects that were implemented existed in the procurement plan of the previous FY 2017/2018.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 	<p>According to the procurement and disposal plan for FY 2018/2019 availed which was signed by the CAO (undated) and received by PPDA on 24th July 2018, there were 30 infrastructure projects (exclusive of road maintenance) and the LG had only prepared the bid documents for 10 projects (33.33%) by 30th August 2018.</p>	<p>0</p>

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The LG had an updated contracts register for the previous FY 2017/2018 with all the sampled projects registered and procurement activity files were complete.</p>	<p>2</p>
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>According to PPDA guidelines 2008, all works projects above 50 million open bidding should be used while those below 50 million selective bidding should be used.</p> <ul style="list-style-type: none"> • Completion of block B at district headquarters was budgeted 34,185,000Ushs and the procurement method used was selective bidding. • Construction of two classroom block at Rwamukondo Primary School was budgeted 68 million Ushs and the procurement method used was open domestic bidding. • Construction of two classroom block at Buhumuriro Primary School was budgeted 68 million Ushs and the procurement method used was open domestic bidding. • Construction of maternity ward at Rubaya HC III was budgeted 79 million Ushs and the procurement method used was open domestic bidding. • Construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1 was budgeted 200 million Ushs and the procurement method used was open domestic bidding. <p>The above indicated that the LG adhered to procurement thresholds for all the five sampled projects.</p>	<p>2</p>

The LG has certified and provided detailed project information on all investments

Maximum 4 points on this performance measure

• 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

For all the sampled projects that were implemented in the previous FY 2017/2018, there was evidence of certification though not all projects were issued with both interim and completion certificates as indicated below;

- Completion of block B at district headquarters only one certificate was availed dated 5th October 2017 with total amount due 32,254,533Ushs approved by CAO on 30/10/2017.
- Construction of two classroom block at Rwamukondo Primary School three certificates were availed first one dated 12th December 2017 with total amount due 61,162,881Ushs, second one dated 12th September 2018 with total amount due 4,517,099Ushs and a completion certificate dated 16th April 2018 and approved by CAO on 16th April 2018.
- Construction of two classroom block at Buhumuro Primary School three certificates were availed first one dated 10th January 2018 with total amount due 43,984,766Ushs, second one dated 10th April 2018 with total amount due 19,751,673Ushs and a practical completion certificate dated 10th April 2018 and approved by CAO on 10th April 2018.
- Construction of maternity ward at Rubaya HC III three certificates were availed first one dated 15th May 2018 with total amount due 55,858,309Ushs approved by CAO on 21/05/2018, second one dated 11th June 2018 with total amount due 19,996,398Ushs approved by CAO on 12th June 2018 and a third one dated 27th September 2018 with total amount due 52,140,513Ushs approved by CAO on 1st October 2018.
- Construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1 two certificates were availed first one dated 22nd February 2018 with total amount due 87,488,014Ushs approved by CAO on 6th March 2018 and a second one dated 18th April 2018 with total amount due 78,204,990Ushs approved by CAO on 25th April 2018.

The above indicated that projects were not appropriately certified since not all were issued with completion certificates.

<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>For all the five sampled projects (completion of block B at district headquarters, construction of two classroom blocks at Rwamukondo and Buhumuro Primary Schools, construction of maternity ward at Rubaya HC III and construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1) none had a site board.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The monthly bank reconciliation statements (BRS) for the FY 2017/18 were updated, verified and approved. Both the TSA Account and the rest of the bank accounts were not done for the new FY 2018/19 for the for the months ended July, August and September.</p>	<p>0</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If the LG makes timely payment of suppliers during the previous FY <ul style="list-style-type: none"> no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>In the education, health and water sectors, all the 9 sampled payments were cleared on time (within 30 days) as provided for in the contracts ie there were no overdue payments(For detailed payments, see the sections of education, health and water sectors below) .</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. 	<p>The Senior Internal Auditor (Mr Ashaba Moses) was substantively appointed a Senior Internal Auditor (scale U3) by the District Service Commission under minute DSC49/10/2017/(a)(ii) as per appointment letter dated 25th February 2015 signed by the Chief Administrative Officer (ESUKU FELIX). This position is as per the LGPA Manual.</p>	<p>1</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The DIA produced 4 quarterly Internal Audit reports. First quarterly report was signed on 30th October 2017. The Second quarter report was dated 25th January 2018. The 3rd quarter report was dated 27th April 2018 and the 4th quarter report was dated 16th August 2018.</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>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of</p> <p>internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>There was evidence of information to LGPAC and Council on the implementation of the implementation of Internal Audit findings. There was evidence of submission of the status of implementation of internal audit issues to LGPAC and Council as indicated below:</p> <p>1st quarter report on 22nd /11/2017</p> <p>2nd quarter report on 29th /01/2018</p> <p>3rd quarter report on 30th /04/2018</p> <p>4th quarter report on 20th /08/2018</p> <p>The LGPAC acted on the audit reports and followed up the audit issues as per the LGPAC meeting which took place on the 24th -25th July 2018 for the 1st, 2nd and 3rd quarter 2017/18 signed by the Chairperson and members.</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>	<p>• 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>	<p>There was evidence that internal audit reports for the FY 2017/18 were submitted to both AO and LGPAC on the following dates respectively : 1st quarter report on 22nd /11/2017</p> <p>2nd quarter report on 29th /01/2018</p> <p>3rd quarter report on 30th /04/2018</p> <p>4th quarter report on 20th /08/2018</p> <p>There was evidence of review and follow up of all internal audit issues for the FY 2017/18. There was evidence of LGPAC minutes or reports in respect of that matter. The LGPAC acted on the audit reports and followed up the audit issues as per the LGPAC meeting which took place on the 24th -25th July 2018 for the 1st, 2nd and 3rd quarter 2017/18 signed by the Chairperson and members.</p>	<p>1</p>
<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<p>• Evidence that the LG maintains an up- dated assets register covering details on</p> <p>buildings, vehicle, etc. as per format in the accounting manual: score 4</p>	<p>There assets registers were in place and in a prescribed format. In addition there was evidence of an updating them. For example a number of assets put in place by the LGs in the FY 2017/18 could be traced in the assets registers eg. Block B at Kamukuzi Value 33,952,140, 2 classroom block (UGX 67,095,535) at Buhumuro PS, 2-classroom block (UGX 66,311,280) at Komuyaga PS and 2-classroom block (UGX 65,746,060) at Rwamukondo PS.</p>	<p>4</p>

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>The external audit report for Mbarara DLG for the FY 2017/18 was unqualified.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>The district availed a set of council minutes for the FY 2017/2018 as follows: 24/8/2017; 31/10/2017; 15/12/2017,22/3/2018,3/5/2018,24/5/2018 and all the sets of minutes provide proof that Council met and discussed service delivery related issues including; Monitoring and inspection of Schools,Renovation of operating theatre at Mwizi HCIII,Recruitment of more health workers,Planning and Budgeting with Implementing Patrnrs,Training of SMCs and Headteachers in financial management, and Perfomance in PLE Exams 2017.</p>	<p>2</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>Mr Tuhame Cyril Senior Information Scientist is the designated person to handle complaints as per the letter dated 4/12/2017 CR/103/1 signed by CAO</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 no evidence that the LG had specified a system for recording, investigating and responding to grievances</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>The payroll for September 2018 and the pensioner schedules for September 2018 were found on the public notice board at the administration block</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>Procurement plan for 2018/2019 was found published at the District Notice Board. Notice of awarded contracts for 2017/2018 was found on display</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>There was no evidence that the LG performance assessment results were published on the budget website or notice board for the previous year</p>	<p>0</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>The guidelines on Discretionary Development Equalization Grant(DDEG) from Office of the prime minister for 2017/2018 were availed for assessment. However there was no evidence that the HLG communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY.</p>	<p>0</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>There was no evidence that LG during previous FY conducted discussions (e.g Barazas, radio programmes) with the public to provide feed-back on status of activity implementation</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>The CDO provided guidance to sector departments as evidenced in the report on gender mainstreaming dated 10th November 2017 signed by community development officer.</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>The LG CDO had planned for gender mainstreaming meetings, sensitization meetings, court inquiries, follow up visits, among others as activities for the current FY 2018/2019 as evidenced in the AWP for the current FY generated on 24th July 2018 signed by CAO.</p> <p>The previous year's budget was 1,026,272,000Ushs as evidenced in the budget of the FY 2017/2018. The total expenditure as provided by the district community development officer and signed by CAO on 10th October 2018 amounts to 1,076,552,000Ushs which was 104% of the previous year's budget. This showed that more than 90% of the previous year's budget was implemented.</p>	<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>Two of the five sampled projects (construction of maternity ward at Rubaya HC III and construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1) had evidence of environmental screening and environmental impact assessment done on 20/11/2017 and 18/09/2017 respectively. The other three projects had no proof of screening or EIA however there was evidence that mitigation measures were planned and budgeted for as evidenced in the BOQs for the all five sampled projects.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>There was proof of integration of environmental and social management and health and safety plans in the contract bid documents for all the sampled projects that were implemented in the FY 2017/2018. The BOQs attached to the bid documents includes environmental mitigation measures.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>For all the five sampled projects (completion of block B at district headquarters, construction of two classroom blocks at Rwamukondo and Buhumuro Primary Schools, construction of maternity ward at Rubaya HC III and construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1) none had proof that they were implemented on land where LG had proof of ownership.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>Only two of the five sampled projects (construction of maternity ward at Rubaya HC III and construction of Kibingo-Kyandahi Gravity Flow Scheme phase 1) had evidence that environmental and social mitigation certification forms were signed however that was done by the environmental officer only. The certification form had no provision for the CDO to sign. The other three projects had no evidence of environmental and social certification.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence that environmental and social clearance was done for all the sampled projects.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none">• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1	<p>There was no evidence that the environmental officer and CDO report monthly therefore no completed check lists and observed deviations for all the four projects implemented.</p>	<p>0</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>Mbarara District Office, has 157 primary schools. According to the PBS generated for the FY 2018/19 on 11/10/2018 09:05, some schools did not meet the minimum requirement of seven teachers and a head teacher, according to the PBS and 2018 lists of schools provided by the DEO's office. The examples are: Rubagano P.7 school P.S has a budget for 7 teachers and no head teacher, Kyonyo P.7 school had a budget for 6 teachers and no HM, Kakongora P.7 school had a budget for 6 teachers and a head teacher, Kabukara P.7 school was budgeted for 5 teachers and a head teacher, Kabarama was also budgeted for 6 teachers and a head teacher.</p>	0

<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4 	<p>According to the PBS generated for FY 2018/19 on 11/10/2018 09:05, deployment does not meet the minimum requirement Rubagano P.7 school P.S has a budget for 7 teachers and no head teacher, Kyonyo P.7 school had a budget for 6 teachers and no HM, Kakongora P.7 school had a budget for 6 teachers and a head teacher, Kabukara P.7 school was budgeted for 5 teachers and a head teacher, Kabarama was also budgeted for 6 teachers and a head teacher.</p> <p>There were also some discrepancies between the list of teachers in the PBS and those found in the sampled schools as follows:</p> <p>In Rwemiyenje, the teachers found in the school are 14 and a head teacher, while the PBS gives 16 and a deputy head teacher.</p> <p>Kinoni: the teachers found in the school are 18 and 1 head teacher, while the PBS gives 18 and 1 head teacher.</p> <p>Kitunguru: the teachers found in the school are 8 and a head teacher, while the PBS gives 16 and a head teacher.</p> <p>Nyakaguruka: the teachers found in the school are 9 teachers and 1 head teacher, while the PBS gives 9 and 1 head teacher</p> <p>Kakigani: the teachers found in the school were 11 and 1 head teacher, while the PBS gives 16 and a head teacher the teachers found in the school are 8 and a head teacher, while the PBS gives 8 and 1 head teacher</p>	<p>0</p>
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The staff ceiling for Mbarara District Education Office for Primary Schools teachers is 1414 as per the approved structure in the recruitment plan from the performance contract. The Education office has filled the positions up to 1284 teachers as per the PBS generated for the year 2018/19 on 11/10/2018 09:05. This translates to 90.8% of the filled positions</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>According to the staff structure approved by Ministry of Public Service on 6th November 2017, Ref: ARC135/306/01, for Mbarara District, the local government is supposed to have three school inspectors. On deployment, there are four inspectors: One position of senior inspector was filled and appointed on 9th April 2014, Ref CR/D/10391 by DSC Minute number 42/03/2014, and the inspectors of schools were appointed on 25th August 2015, Ref: CR/D/20235, Min nu. 59/08/2015, 20th May 1996, Ref: NAF. 3, DSC Min. No. 258/96, and November 14, 2005</p>	6
<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 education department submitted a recruitment plan dated 25th April 2018 and was received on the same date by the HR Office.</p> <p>The District has 1471 approved positions for primary school teachers, and of these, 1463 are filled, thus 8 positions vacant.</p>	2
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>The education department submitted a recruitment plan dated 25th April 2018 and was received on the same date by the HR Office.</p> <p>The plan highlights that all the three approved positions for inspectors are filled.</p>	2
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"> • There are 4 School Inspectors in Mbarara district, as shown by the list of inspectors and personal files verified. It is evident through the appraisal reports, personnel files and list verified that all the 4 school inspectors were appraised during FY 2017/18. Appraisal report for school Inspector Ayebazibwe Kellen (Senior Insp of schools) was signed by Baingana Benson on 6th July 2018; School Inspector Mbabazi Crescent was appraised by Baingana Benon and dated the report on 17/7/2018; School Inspector Murangira B was appraised by Ayebazibwe Deo and Felix and dated the appraisal report on 5/7/2018; School Inspector Mbabazi Edward was appraised by Aibazibwe Kellen with report dated 21/8/2018. All appraisal reports indicated above and against each of these school inspectors confirm all four were appraised. Therefore 4 out of 4 school inspectors appraised represents a percentage of 100%. 	<p>3</p>
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<ul style="list-style-type: none"> • There are 157 Primary Schools in Mbarara district. A sample of 10% of 157 Primary schools was made to make 16 Primary Schools. Thus personal files of 16 Head Teachers of these schools were presented and analysed. Reviewing these personal H/Teachers' files, appraisal reports were found in all of them. These included for example, for H/Teacher for Mugarutsha P. School (Kwesiga Erastus) appraised by Tumusime Dez – report dated 24.4.17; H/Teacher for Rubaya P School (H/Teacher Tumusiime Glades) appraised by Murangira Kenneth and report dated 30.5.17, Head Teacher of Kibare I P. School, Kabigumira Vencious, was appraised by Mujuni on 28.4.2017 etc. This list of Head Teachers and appraisal reports and agreements viewed in their personal files shows that from the sample of 16, all of them were appraised - that is a percentage of 100%. 	<p>3</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>There was no availed at the District Education Officer's office, that they had copies of the three required circulars, in addition, there was no evidence of communicating them to schools.</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>Although the district education office holds meetings every term with the head teachers in their district, there was no evidence of communicating circulars in the minutes accessed and in the sampled schools (Rwemiyenje, Kitunguru, Nyakaguruka, Kakigani, Kinoni Integrated P.Schools) no evidence was provided in this regards.</p>	<p>0</p>

<p>The LG Education De- partment has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 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>Mbarara District education office has 46 registered and licensed. The district education office inspected 41 of these schools at least once a term (3rd term 2017, 1st term 2018 and 2nd term 2018). $41/46=89.1$</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>The Education office held meetings and discussed inspection reports for example on 11th August 2017, the DEO pointed out school's whose teachers were not found in schools during inspection meetings, those that did not have schemes of work or prepared lesson plans. Several recommendations were reached and corrective measures proposed through forwarding them to the rewards and sanctions committee.</p>	<p>4</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>The District education office submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES). Acknowledgement letters dated 2nd July 2018, 7th May 2018, were seen in the DEO's office were seen as evidence of submission.</p>	<p>2</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence that the recommendations were followed up, for example the DEO followed up the Inspection recommendations as recorded in his monitoring report of term two 2018 dated 15th August 2018: in Kangirirwe P.S, the first inspection report noted lack of classrooms and recommended construction of the same. This was followed up and the second inspection visit, reported that parents had taken the initiative and completed one classroom. In Kashekure P.S, the inspectors noted that the head teacher was not providing support to early grade reading and a recommendation to that effect was made. In the second inspection, it was noted that the head teacher had started providing the required support.</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 list of schools for Mbarara District in the PBS generated on 11/10/2018 09:05 was 157 while the list provided by the MoES had 154. There was a difference of three schools, which were left out of the MoES list. These are Kyamatambarire, Rushozi and Kongoro which appear on the district list but not in the MoES.</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 enrolment data according to the PBS of 11/10/2018 09:05 was 61,273, while enrolment from the MoES list was 57,292. This gives a variance of 3981</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Council Committee responsible for Health and Education met on the following days 19/7/2017; 29/9/2017; 22/11/2017; 18/1/2018,18/4/2018,15/5/2018 discussed service delivery issues including inspection and monitoring of schools,Perfomance in PLE Exams,Training of SMCs, Improvement of staff and accomodation.</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>22/3/2018 under minute COU 29/03/2018 and 15/12/2017 under minute COU 21/12/2017 there is proof that the education sector committee presented issues that required approval of Council</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>A file with approved SMCs was accessed at the DEO's office with minutes from SMCs and the sampled schools had their meetings as follows:</p> <p>Rwemiyenje P/S: 7th December 2017, 1st May 2018, 21st August 2018</p> <p>Kitunguru P/S: 31st October 2017, 21st March 2018, 26th June 2018</p> <p>Nyakaguruka P.S: 27th November 2017, 30/03/2018, 11/06/2018</p> <p>Kakigani P/S: no third term 2017 Minutes, 1st March 2018, 30th July 2017.</p> <p>Kinoni Integrated P.S: 30th October 2017, 15th March 2018, 28th June 2018.</p>	<p>5</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non- wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p>	<p>There was a posting of the non-wage recurrent grants on the Education Office Notice. The UPE releases were found in the five sampled schools as well.</p>	<p>3</p>
<p>Procurement and contract management</p>			

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was a procurement plan with an item of construction of 8 classrooms at various schools prepared and submitted to the procurement unit and received on 16th April 2018.</p>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>The LG education department certified and recommended payments to suppliers on time because the 5 sampled contracts (agreements) were paid for within 30 days stipulated in the contracts as indicated below: 1.JB Kabuyanda Ltd –PV.EDUC/1112 for UGX 61,162,881 for construction of 2 classroom block at Rwamukondo PS was invoiced on 12/12/2017 and paid on 05/01/2018 (24days). 2. Geses Uganda Ltd -PV.ED/003/03/18 for UGX 43,984,766 for construction of 2-classroom block at Buhumuro PS was invoiced on 11/01/2018 and paid on 05/02/2018(25 days) 3. Kamo Consult & Investments Ltd –PV.ED025/05/18 for UGX 36,025,786 for construction of 2 classroom block and furniture at Komuyaga PS was invoiced on 08/06/2018 and paid on 29/06/2018 (21 days) 4. Bana Enterprises Ltd-PV.ED/0114/06/18 for UGX 457,911,506 for construction of facilities at selected schools (Kongoro, Binyuga, Kibaare, Rwobugingo, and Kashenyi) was invoiced on 05/06/2018 and paid on 20/06/2018(15days) 5. Bana Enterprises ltd PV.ED/023/06/18 (UGX209,615,569) for construction facilities at selected schools(Kongoro, Binyuga, Kibaare, Rwobugingo, and Kashenyi) was invoiced on 22/06/2018 and paid on 29/06/2018 (7 days).</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 department submitted to the Planner the annual performance report for the previous FY 2017/2018 for Consolidation on 21/8/2018 which is outside the timeline of mid July</p>	<p>0</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>The education department had 5 internal audit queries in quarter 2 and 16 queries in quarter 3. The queries were responded to in letters dated April, 16, 2018 by the head Teacher Mikamba PS, Kitojo Primary School dated 23rd July 2018 and Kinoni Girls Secondary School (dated 23rd July 2018), Rubare PS (dated 25th July 2018).</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The DEO's office has a record dated 15th February 2018, talking about reproductive health sanitation and hygiene in schools: offering guideline on how senior women can support girls and men for boys.</p>	<p>2</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There district had minutes of a meeting held on 1st June 2018, where the District team and head teachers discussed and came up with critical areas to implement in term II of 2018, that included improved sanitation in schools especially for girls, formation of sanitation committees to oversee the sanitation issues in all the schools.</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 Guidelines on gender composition for the SMCs says the committee should have at least 2 females on the team. All the schools adhered to this guideline: for example for the sampled schools; Rwemiyenje P.S had 4 females, Kinoni Integrated P.S had 3 females, Kitunguru P.S had 4 females, Nyakaguruka P.S had 4 females and Kakigani P.S: had 5 female representatives on committees of 12 members.</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>There District Education Office issued guidelines on environmental management, in a circular dated 31st July 2017. This was followed by a meeting on 11th August 2017with head-teachers to discuss environmental management where they planned to distribute 150 tree seedlings to schools. They also emphasized formation of environmental clubs to protect the environment both in private and government schools. Another meeting held on 1st June 2018 underscored tree planting and gardening in all 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>No evidence was provided.</p>	<p>0</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>No evidence was provided.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<ul style="list-style-type: none"> • Review of the performance contract (generated on the 24/07/2018 08:36) and approved structure revealed that there are 243 established position of primary health workers filled. • Review of wage IPFs in performance contract (generated on the 24/07/2018 08:36) revealed that there are 243 positions of health worker with a wage bill provision of 2,974,678,000/= for the year 2018/19 • Hence more than 80% of the structure for primary health workers with a wage bill provision from PHC wage for the current FY has been filled 	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<ul style="list-style-type: none"> • Review of the performance contract (generated on the 24/07/2018 08:36) revealed that there was a staff establishment and recruitment plan for the year 2018/19. • Review of the recruitment plan revealed that 184 vacant positions of primary health care workers had been included. • There was a submission letter from the DHO to the Principle Human Resource officer dated 10th January 2018 and received by the HRM on the same day 	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"> • There are 3 Health Centre 4s in Mbarara district with In-charges as follows: <p>Dr. Mugasira Cranmer is In-charge of Bwizibera HC4 and was appraised on 24.7.18 by Ssebutinde Peter. Dr. Twesigomwe Allan Paton who is In-charge of Kinoni HC4 was appraised as per appraisal report by Ssebutinde Peter and Felix on 30/7/2018. In-charge of Bugomba HC4, Dr. Atuheire Richard was appointed on 1/6/2018 and hence was not yet eligible for appraisal due to being a newly recruited staff.</p> <p>Therefore, 3 out of 3 HC4 In-charges of Mbarara district were appraised during FY 2017/18, that is 100%.</p>	8
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<ul style="list-style-type: none"> • The number of midwives and enrolled nurses deployed at Bwizibwera HC IV (3 enrolled nurses & 5 enrolled midwives) and Bubaya HC III (3 enrolled nurse & 3 enrolled midwife) as counted on the health worker`s list on deployment are consistent with the staff Lists submitted with the budget of 2018/19 	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"> • There was no evidence (a communication letter) to indicate that the DHO communicated ALL of the following guidelines issued by the national level in the FY 2017/18: <ol style="list-style-type: none"> 1. Ministry of Health Guidelines for Local Government Planning Process Health Sector Supplement – 2017 2. Ministry of Health, Sector Grant and Budget Guidelines to Local Governments FY 2018/19 3. Ministry of Health, Policy Strategies for Improving Health Service Delivery 2016-2021 	0

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>Only two sets of DHMT meeting minutes provided. These were dated 4th October 2017 and 1st February 2018 and did not indicate that the DHO had held discussions with the health facility in-charges and among others explaining the guidelines, policies, circulars issued by the national level.</p> <p>In addition none of the visited health facilities (Bwizibwera HC IV, Bubaya HC III & Holy Innocents PNFP Hospital) had copies of the three prioritized guidelines</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>The DHT did not provide all the 4 mandatory Support supervision reports. The only reports provided were Q1 report dated 16th October 2017, Q2 report dated 16th January 2018 & Q3 dated 10th May 2018. There was no Q4 report.</p> <p>Review of the 3 supervision reports revealed that all the 3 HC IVs and the 3 PNFPs receiving PHC grant were not supervised by DHT quarterly.</p> <p>Review of the supervision log book at Holy Innocents PNFP Hospital revealed that it had NOT been supervised by the DHT in the FY 2017/18</p> <p>Hence the DHT did not supervise 100% of the 3 HC IVs and the 3 PNFPs receiving PHC grant at least once in a quarter</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>The DHT provided no evidence (ALL copies of support supervision reports by the HSDs) to indicate that all 2 HSDs supervised lower level health facilities within the FY 2017/18.</p> <p>During the visit to Bwizibwera HC IV - the 4 mandatory support supervision reports for Kashari HSD were presented.</p> <p>However The DHT did not provide the 4 mandatory support supervision reports for Rwampara HSD</p>	<p>0</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>The health department and HSDs did not provide the 4 mandatory quarterly integrated support supervision reports for the FY 2017/18.</p> <p>Review of the only set of DHT meeting minutes presented during the assessment (dated 4th September 2017, 8th November 2017, 4th December 2017 & 26th February 2018) did not have a minute or record of discussions of the mandatory quarterly integrated support supervision reports and using the reports to make recommendations</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>In the review of DHT meeting minutes presented during the assessment (dated 4th September 2017, 8th November 2017, 4th December 2017 & 26th February 2018) there was no record of discussion of neither the DHT nor HSD integrated support supervision reports. Hence no recommendations to be followed upon.</p>	<p>0</p>
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The list of health facilities receiving PHC funding (in PBS generated on the 24/07/2018 08:36) is consistent with the list received from MoH (health facilities reporting 2018/19).</p> <p>All 33 public health facilities and 3 PNFP health facilities in PBS are also on the HMIS list from MOH.</p> <p>However the HMIS list from MOH also has HFs that are in Mbarara Municipality</p>	<p>10</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>Council Committee responsible for Health and Education met on the following days 19/7/2017; 29/9/2017; 22/11/2017; 18/1/2018, 18/4/2018, 15/5/2018 discussed service delivery issues including Recruitment of more health workers, and Renovation of a theatre at Mwizi HCIII</p>	<p>2</p>
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>22/3/2018 under minute COU 29/03/2018 and 15/12/2017 under minute COU 21/12/2017 there is proof that the Health sector committee presented issues that required approval of Council</p>	<p>2</p>
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79: %: score 2 If less than 70%: score 0 	<p>HUMCs were fully functional all sampled HFs held the four mandatory HUMC meetings and meetings minutes presented.</p> <p>Bwizibwera HC IV - presented the 4 mandatory HUMC meeting minutes dated 25/10/2017, 29/12/2017, 30/03/18 & 29/06/2018</p> <p>Kinoni HC IV - presented the 4 mandatory HUMC meeting minutes dated 19/07/2017, 05/10/1017, 30/03/2018 and 28/06/2018</p> <p>Ndejja HC III – presented the 4 mandatory HUMC meeting minutes dated 10/07/2017, 12/10/1017, 05/02/2018 and 28/06/2018.</p>	<p>6</p>

<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>There was a posting on the public notice board at the DHOs office of a list of all health facilities receiving PHC non-wage recurrent grants</p> <p>All the HFs visited (Holy Innocents PNFP Hospital, Bwizibwera HC IV & Bubaya HC III) had a posting of the PHC non-wage recurrent grant received on a public notice board.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<ul style="list-style-type: none"> Review of the performance contract (generated on the 24/07/2018 08:36) revealed that there was a procurement plan for the year 2018/19. There was a submission letter from the DHO to the Procurement Disposal unit dated 9th April 2018 and received by the head of PDU on the 9th April 2018 	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was a copy of form PP1 with PD entry name and code – 537. (Subject of procurement – Supply of assorted Stationary). Confirmation of need was established on the 9th February 2017 and was signed for confirmation of funding by the CAO on the 10th February 2017.</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>The DHO certified and recommended payments to suppliers/contractors on time because the sampled 4 contracts certified and recommended suppliers within 30 days as per the contracts as evidenced below:</p> <ol style="list-style-type: none"> Yeewa Enterprises Ltd –PV No. DDEG001/05/18 (UGX 55,858,309) for construction of a maternity ward at Rubaya Health centre III (Cert No. 1) was invoiced on 11/06/2018 and paid on 16/06/2018 (5 days). Yeewa Enterprises Ltd –PV No. DDEG003/06/18 (UGX 19,314,073) for construction of Rubaya HCIII (Cert No.2) was invoiced on 11/06/2018 and paid on 19/06/2018 (8 days). Total Lake View Vr No. HLT/017/04/18 (UGX 1,219,888) for supply of fuel for support supervision was invoiced on 27/05/2018 and paid on 19/06/2018 (23 days). Rita Catering Services (UGX 693,000) Vr No . HLT/04/11/17 for payment for tea and accompaniments was invoiced on 09/11/2017 and paid on 01/12/2017(22 days). 	<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 depart- ment submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The department submitted to the Planner the annual performance report for the previous FY 2017/2018 for Consolidation on 21/8/2018 which is later than the timeline of mid- July</p>	<p>0</p>

<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 	<ul style="list-style-type: none"> • The LG health department had 6 internal audit queries in the first quarter internal audit report for the FY 2017/18 relating to Nyabisibira HCII and Karwenshanga HCII. They were responded to by the Ag District Health Inspector (Mr Mbirabiremu Venasion) in a letter dated August 03, 2018 REF HEA/225/1 and in another one by the Ag District Health Officer (Dr Sebutinde Peter) dated 9th March 2018 REF . HEA/225/1 	<p>2</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>	<p>All Health Unit Management Committees (HUMCs) at the sampled health facilities met the gender composition as per guidelines (i.e. minimum of 30% females on the HUMC).</p> <p>Bwizibwera HC IV (2 female & 3 male)</p> <p>Bubaya HC III (2 female & 4 male)</p> <p>Kinoni HC IV (3 female & 6 Male)</p> <p>Ndeiija HC III (3 female & 6 Male)</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> • Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There was no evidence that the health department had issued guidelines on how to manage sanitation in health facilities (No communication letter from the LG was provided)</p> <p>None of the visited HFs (Holy Innocents PNFP Hospital, Bwizibwera HC IV & Bubaya HC III) had guidelines on how to manage sanitation in health facilities</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>The health department implemented health facility infrastructure projects at Rubaya HC III (Construction of maternity ward). However there was no evidence (screening checklist and a risk mitigation plan) provided to indicate that health facility infrastructure projects are screened before approval for construction.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>No site visit or inspection reports by the district EO or CDO were presented for the health facility infrastructure project at Rubaya HC III (Construction of maternity ward) as there were no risk mitigation plan developed in the first place</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>All HFs visited (Bwizibwera HC IV, Bubaya HC III & Holy Innocents PNFP Hospital) had a chart on medical waste management guidelines pinned in either the labor ward, laboratory or treatment room</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>Data obtained from MIS reports at the Ministry of Water and Environment and the District Water Office revealed that the average safe water coverage for Mbarara District for FY 2017/18 was 78%.</p> <p>The Sub-counties with safe water coverage below the District average were Bubaare (66%)</p> <p>Kashare (37%)</p> <p>Mwizi (70%)</p> <p>Rubaya (63%)</p> <p>Rwanyamahembe (65%)</p> <p>From the Annual Work plans and PBS for FY 2018/19, out of the total Sector Development Grant of UGX 556,261,527 /=, the total budget allocation to Sub-counties below the District average was UGX 313,000,000/= representing about 56 % of the total Sector Development Grant and was distributed as follows:-</p> <p>Bubaare S/C UGX 42,500,000/=</p> <p>Kashare S/C UGX 66,000,000/=</p> <p>Mwizi S/C UGX 18,000,000/=</p> <p>Rubaya S/C UGX 147,000,000/=</p> <p>Rwanyamahembe S/C UGX 39,500,000/=</p>	0

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)

Maximum 15 points for this performance measure

- 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

The review annual progress report for FY 2017/18 prepared by the District Water Office revealed that the following projects were implemented:

- Construction of Kibingo – Kyandahi Gravity Flow Scheme.
- Protection of 6 No. medium water springs.
- Rehabilitation of 15 No. boreholes.
- Rehabilitation of 15 No. protected medium water springs.
- Drilling of 7 No. deep boreholes and fitted with hand pumps.
- Supply and installation of 22 No, communal Rain Water Harvesting Tanks.
- Construction of one 5-stance lined VIP latrines.
- Design of mini piped water supply system in Ndejja.

Out of the above projects, the following were implemented in the Sub-counties with safe water coverage below the District average:

- Construction of 10 No. communal Rain Harvesting Tanks in the Sub-counties of Mwizi, Rwanyamahembe, Kashare, Rubaya and Bubaare.
- Protection of 2 No. water springs in Mwizi Sub-county.
- Rehabilitation of 3 No. protected springs in Mwizi Sub-county.
- Rehabilitation of 12 No. boreholes in the Sub-counties of Kashare, Rubaya, Bubaare and Rwanyamahembe.
- Drilling of 6 No. deep boreholes in Sub-counties of Kashare, Rubaya, Bubaare and Rwanamahembe.
- Construction of one 5-stance lined VIP latrines in Rubaya Sub-county.

In capital terms, about 61% of the water projects were implemented in the Sub-counties with safe water coverage below the District average.

<p>The district Water department carries out monthly monitoring of project investments in the sector</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>The review of the annual progress report revealed that the District Water Office had constructed one Gravity Flow Scheme, constructed 22 No. communal Rain Water Harvesting Tanks, protected 6 No. medium water springs, rehabilitated 15 No. boreholes, rehabilitated 15 No. protected springs, drilled 7 No. deep boreholes, constructed one 5-stance lined VIP latrines and designed one piped water supply scheme. The availed periodic inspection reports clearly indicated that all the new projects were regularly supervised and monitored. Data from the District Water Office indicated that there were functional 405 No. protected springs, 88 No. shallow wells, 119 No. deep boreholes, 2833 Rain Harvesting Tanks and 832 Public Tap-stands. Extension staff monitoring reports on files indicated that about 718 water supply points were monitored and supervised every Quarter during the FY 2017/18 by the District Water Office supported by the Extension Staff (Health Assistants and Community Development Officers located at the respective Sub-counties). It is therefore estimated that about 2872 out of 4277 functional water supply points were monitored and supervised which represented about 67%.</p>
<p>Maximum 15 points for this performance measure</p>		

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The District Water Office submitted There was evidence that FORM 1 (Data Collection Form for Point Water Sources) and FORM 4 (Source Functionality, Management and Gender) to the Ministry of Water and Environment for capture in the MIS. The list of the water facilities reported in the PBS were consistent with MIS records at the Ministry of Water and Environment and included:</p> <ul style="list-style-type: none"> • Construction of one Gravity Flow Scheme. • Protection of 6 No. medium water springs. • Rehabilitation of 15 No. boreholes. • Rehabilitation of 15 No. protected medium water springs. • Drilling of 7 No. deep boreholes and fitted with hand pumps. • Supply and installation of 22 No, communal Rain Water Harvesting Tanks. • Construction of one 5-stance lined VIP latrines. • Design of one piped water supply scheme. 	<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>List of water facilities indicated in the Ministry of Water and Environment MIS reports were consistent with those in PBS as follows:</p> <ul style="list-style-type: none"> • Construction of one Gravity Flow Scheme. • Protection of 6 No. medium water springs. • Rehabilitation of 15 No. boreholes. • Rehabilitation of 15 No. protected medium water springs. • Drilling of 7 No. deep boreholes and fitted with hand pumps. • Supply and installation of 22 No, communal Rain Water Harvesting Tanks. • Construction of one 5-stance lined VIP latrines. • Design of one piped water supply scheme. 	<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>The sector submitted in put for the District Procurement Plan to PDU that cover all investment items in the approved Sector annual work plan and budget on April 4, 2018 which was within the stipulated time frame.</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>There was evidence in form of signed letters that the District Water Officer was appointed Contract Manager by the Chief Administrative Officer to manage and supervise WSS contracts. E.g. for the construction of Kibingo - Kyandahi, the District Water Officer was appointed Contract Manager in a letter dated 14th November 2017. Regarding the drilling of 7 No. deep boreholes fitted with hand pumps, the District Water Officer was appointed Contract Manager in a letter dated 14th November 2017 and for the protection of 6 No. medium water springs, the District Water Officer was appointed Contract Manager in the letter dated 14th November 2017. Contract Management Plans were prepared and the review of the sampled WSS projects revealed that monitoring and supervision visits were conducted on monthly basis.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 	<p>All designs for water supply and sanitation facilities were approved by the District Engineer and were availed to the Assessor for review. The Assessor inspected the Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, one protected water spring at Ibumba village in Mwizi Sub-county, one deep borehole in Rwanyamahembe Sub-county, two communal Rain Water Harvesting Tanks in Kashare Sub-county All of the water supply and sanitation facilities were found functioning satisfactorily as per engineering designs.</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>Certificates of Practical Completion and Handover Reports were prepared, certified and filed appropriately. E.g. Under Procurement Reference MBAR 537/WRKS/2017 -18/00002 for the construction of Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, contracted to M/s DAIKAM Technologies Ltd, Certificate of Practical Completion was signed by all parties on 18th April 2018, under Procurement Reference No. MBAR 537/WRKS/2017 -18/00004 for the construction of 7 No. deep boreholes fitted with hand pumps, contracted to M/s KLR Uganda Ltd, Certificate of Practical Completion was signed by all parties on 14th February 2018 and under Procurement Reference MBAR 537/WRKS/2017 -18/00003 for the protection of 6 No. water springs, contracted to M/s LEGITIMATE Engineering and Technical Services Ltd, Certificate of Practical Completion was signed by all parties on 15th January 2018</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>Sampled Interim Payment Certificates showed that the District Water Officer had duly certified the Payment Certificates. E.g. Under Procurement Reference No. MBAR 537/WRKS/2017 -18/00002 for the construction of Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, contracted to M/s DAIKAM Technologies Ltd, Interim Payment Certificate No.1 was duly certified by the District Water Officer on 22nd February 2018. Under Procurement Reference No. MBAR 537/WRKS/2017 -18/00004 for the construction of 7 No. deep boreholes fitted with hand pumps, contracted to M/s KLR Uganda Ltd, Interim Payment Certificate 1 was duly certified by the District Water Officer on 26th February 2018. Under Procurement Reference No. MBAR 537/SRVCS/2017 -18/00002 for the sitting and supervision of drilling of 7 deep boreholes, contracted to M/s GETS Technical Services Ltd, Interim Payment Certificate 1 was duly certified by the District Water Officer on 26th July 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 	<ul style="list-style-type: none"> The LG Water department certified and recommended payments to suppliers on time as provided for the contracts A sample of 3 payment vouchers and contracts showed that all payments were certified and paid within a maximum of 30 days provided for in the contract as evidenced below: <ol style="list-style-type: none"> Daikam Technologies Ltd -PV. No. WK/012/04/18.(UGX 127,098,532) for drilling, , was invoiced on 22/06/2018 and paid on 29/06/2018 (7 days). Daikam Technologies Ltd-PV.No.WK006/05/18 (UGX 78,204,990) for construction of Kibingo GFS (Cert No 2) invoiced on 18/04/2018 and paid on 09/05/2018(22 days). Ligitimate Engineering & technical Services Ltd- WK008/01/18 (UGX 1,184,325) as retention for construction of 6 medium springs was invoiced on 15/12/2017 and paid on 08/01/2018(24 Days) . 	<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 District Water Office submitted to the District Planner the annual performance report for the FY 2017/18 on 3rd July 2018. The Quarter 1 performance report was submitted on 13th October 2017, the Quarter 2 performance report was submitted on 5th February 2018, Quarter 3 performance report was submitted on 21st May 2018 and Quarter 4 including annual performance report was submitted on 13th July 2018. Therefore the annual performance report was submitted earlier than the stipulated date</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</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 	<p>The LG Water department had 2 internal audit queries in 4th quarter of the FY 217/18. Relating to construction of Kibingo GFS(UGX 181,023,688) Drilling and installation of a borehole (UGX 127,098,352)Siting and supervision of boreholes (UGX 16,107,000), redesigning of Kakond GFS (UGX 23,568,201) and design of GFS and solar system (UGX 28,900,000). All the above querries were duly responded to with letter dated May 30, 2018 REF WAT/752/1 signed by the Senior Engineer in charge of Water (Musinguzi Joseph).</p>
<p>Maximum 5 for this performance measure</p>	<p>findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	
<p>Governance, oversight, transparency and accountability</p>		

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>The Mbarara District Water and Sanitation Coordination Committee held meetings on 22nd September 2017, 6th December 2017, 14th March 2018 and 14th June 2018 to discuss water supply and sanitation issues and prepared submissions to the Standing Committee for Works and Technical Services which held meetings on 5th October 2017, 20th December 2017, 19th March 2018 and 10th August 2018 and considered among others the report from the District Water and Sanitation Coordination Committee.</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>The Mbarara District Council meetings were held on 24th August 2017, 31st October 2017, 15th December 2017, 22nd March 2018 and 3rd May 2018 where the Standing Committee for Works and Technical Services presented the report which contained among others water supply and sanitation issued which required approval from the Council under Minutes COU 09/08/2017, COU 15/10/2017, COU 21/12/2017 and COU 29/03/2018.</p>	<p>3</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The was evidence that the AWP, budget and the Water Development grant releases and expenditures were clearly displayed on the District Notice Boards as per the PPDA Act. There was no evidence in form of minutes that advocacy meetings were held.</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>The water supply projects which were sampled on 10th and 11th October 2018 were Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, a protected water spring at Ibumba village in Mwizi Sub-county, a deep borehole in Rwanyamahembe Sub-county, two communal Rain Water Harvesting Tanks in Kashare Sub-county. All the above projects were clearly labeled indicating the name of the project, date of construction, the contractor and source of funding.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on tenders and contract awards (indicating contractor name /contract and contract sum) were displayed on the District Notice Boards.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>Application letters from communities for water supply facilities together with the minutes of the meetings held by communities were submitted to the District Water Office for action and were properly filed. E.g application from Akaihamba LC1 for a deep borehole was dated 12th December 2017, application from Rwemisha LC1 Village for the protection of water spring was dated 27th September 2017, application from Nyantungu LC1 for a deep borehole was dated 5th December 2017 and application from Byamamira LC1 for the protection of water spring was dated 18th September 2018.</p>	<p>1</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>The sampled water supply facilities were fenced, properly maintained and functioning satisfactorily. Quarterly reports from Extension staff on functionality of Water User Committees and software activities implemented were available on files. There was evidence that communities had paid community contribution. E.g. communities from Rwemisha village paid UGX 45,000/= on Receipt No. 44762 as community contribution towards the protection of a water spring, communities from Byanamira village paid UGX 45,000/= on Receipt No. 44761 towards the protection of a water spring, communities from Rugyerera village paid UGX 200,000/= on Receipt No. 45163 as community contribution towards the drilling of a deep borehole, communities from Ibumba village paid UGX 50,000/= on Receipt No. 45968 as community contribution towards the protection of a water spring and communities from Kagongi Sub-county paid UGX 1,500,000/= for acquisition of land where installations for the Kibingo – Kyandahi Gravity Flow Scheme would be located.</p> <p>O & M funds were being raised in form of user fees. Communities being served by protected springs and boreholes pay user fee of UGX 500/= per household per month. Whereas for gravity flow schemes, communities pay user fee of UGX 1,000/= per household. The respective Water and Sanitation Committees were responsible for the collection and safe custody of the user fees with the support supervision from the Sub-counties and District Water Office. Each Water and Sanitation Committee kept a book where records of funds received and spent are maintained.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>The Environmental and Social Screening Form for the construction of Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county was signed on 18th September 2017 and the Environmental Impact Assessment report issued on 23rd September 2017. Regarding the drilling of 7 No. deep boreholes, Environmental and Social Screening Forms were signed on 14th, 15th and 16th December 2017. Regarding the protection of 6 No. water springs, Environmental and Social Screening Forms were signed on 4th and 5th August 2017</p>	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was evidence in form of Environment and Social Certifications issued by officers responsible that there was follow up support provided to address unacceptable environmental concerns raised in FY 2017/18. E.g. for the construction of Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, Environment and Social Certification No. 002/2018 was issued on 10th May 2018. Regarding the drilling of 7 No. deep boreholes, Environment and Social Certification No. 001/2018 was issued. Regarding the protection of 6 No. water springs, Environment and Social Certification No. 003/2018 was issued on 18th June 2018</p>	<p>1</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>Sampled construction and supervision contracts had clauses on environmental protection. E.g. Contract under Procurement Reference No. MBAR 537/WRKS/2017 - 18/00002 for the construction of Kibingo – Kyandahi Gravity Flow Scheme in Kagongi Sub-county, Contract under Procurement Reference No. MBAR 537/WRKS/2017 -18/00004 for the construction of 7 No. deep boreholes fitted with hand pumps and Contract under Procurement Reference MBAR 537/WRKS/2017 - 18/00003 for the protection of 6 No. water springs all had clauses under Article 7 (Environmental Considerations) which stated “The Contractor shall ensure that the issues of environmental conservation and protection are adhered to”</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>Review of information contained in FORM 4 (Source Functionality, Management & Gender) and the Annual Progress Reports revealed that at least 50% WSCs are women and at least one occupied a key position (chairperson, secretary or treasurer) as per the sector critical requirements.</p>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/ RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The sampled 5-stance lined VIP latrines, at Kahooma Trading Centre in Rubaya Sub-county, at Mwizi Weekly Market in Ngoma Sub-county and at Mugarusya Rural Growth Centre in Bubaare Sub-county were not marked to give direction as to which stances were for men, women and PWDs.</p>	<p>0</p>