



LGMSD 2024/25

Kisoro District

(Vote Code: 526)

Assessment

Scores

PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	82%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	69%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	44%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	86%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services	75%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Production Services	82%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the LG constructed/installed all infrastructure projects in the previous FY (completed or on-going) as per design/specifications (and approved layout suitable to site conditions and sub-programme norms).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer collect: • Approved Designs and site layout • Sample at least 6 projects (1 per sub-program where there is an infrastructure project implemented) from the previous FY and check for compliance with designs and layout. If all infrastructure comply to design/specifications and approved layout for all sampled projects score 15 or else 0 If the LG has no approved design/specifications and approved layout for all sampled projects score 0	There was evidence that Kisoro District Local Government (DLG) successfully constructed and installed all infrastructure projects as planned in the previous financial year (FY), adhering to approved designs and site layouts. Six infrastructure projects, education, health, water, road maintenance, and micro-scale irrigation, were sampled for verification. T 1. Education: Construction of a 2-classroom Block at Rutare Primary School, Chahi Sub-County The construction was completed per the design approved by the Ministry of Education and Sports (MOES). The structure, measuring 16.2m by 6.4m, included a comprehensive range of works: substructure, superstructure, roofing, windows, doors, and internal and external finishes. Key features such as a cement-sand screed floor, a 1-meter verandah, and a 600mm splash apron were incorporated. Additionally, the building was equipped with a chalkboard and lightning protection system. The project adhered strictly to the MOES's approved designs and specifications, ensuring the building was fit for its educational purpose. 2. Health: Construction of an OPD at Gitovu Health Centre II, Mupako Town Council The construction followed the Ministry of Health (MOH) guidelines. The building dimensions were 14.61m by 6.26m, and it included both substructure and superstructure works. The windows and doors were installed according to specified measurements, with 1200mm x 1300mm windows and 900mm x 2100mm doors. The roof was constructed with pre-coated 28-gauge corrugated iron sheets, while the internal surfaces were finished with silk vinyl emulsion paint and external surfaces with weather guard emulsion paint. All works were completed per the approved designs, ensuring the facility met the required health standards. 3. Water: Construction of a Ferro Cement Tank with Roof Harvesting Structure in Nyakabingo Parish, Chahi Sub-County The construction of a 25 cubic meter Ferro Cement Tank in Nyakabingo Parish was executed according to the approved design and specifications. The tank, with a diameter of 4.5m, was reinforced with chicken mesh and galvanized wire, ensuring structural integrity. The roof was pitched and constructed with weld mesh, and the structure was fitted with manhole covers and a	15

steel ladder for easy maintenance. In addition, the rainwater harvesting shed was built with durable poles and a 28-gauge galvanized corrugated iron roof, complemented by UPVC gutters, delivery pipes, and fascia boards. The project was fully aligned with the approved specifications and drawings, providing a reliable water storage solution for the community.

4. Road Works: This was a force account-routine Mechanized Maintenance of Gisorora-Bubaga Road (4km)

Routine mechanized maintenance on the Gisorora-Bubaga road, spanning 4 kilometers, was carried out in line with the guidelines from the Uganda Road Fund. The maintenance work included bush clearing, the creation of mitre drains, road shaping, stone outcrop removal, and spot graveling. These activities were essential for ensuring the road's accessibility, safety, and durability, contributing to improved local infrastructure.

5. Sanitation: Construction of a 2-Stance VIP Latrine at Katarara, Kyanika Town Council

The construction of a two-stance VIP latrine at Katarara was completed according to the approved designs and specifications. The structure, measuring 4.65m by 2.8m, included a manhole of 0.45m by 0.5m, along with a precast manhole cover. The latrine was equipped with burnt clay vents, PVC vent pipes extending 1 meter above the roof level, and a cement-screed floor laid to facilitate drainage. This infrastructure improvement plays a crucial role in enhancing sanitation and public health in the area.

6. Micro-Scale Irrigation: Installation of Irrigation Equipment for Farmer Nshaka Erastus, Kigoma Village

The micro-scale irrigation system at Kigoma village involved the installation of various components designed to improve agricultural productivity. The system included a 10,000-liter Gentex tank, eight hydrants, and a distribution system consisting of 200 meters of 40mm HDPE pipe and a 100-meter transmission line. A solar-powered pumping system, complete with an 1100-watt solar panel, was installed to supply water to an irrigable land area of 2.5 acres. The installation followed the approved designs and layout from the Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF), providing a sustainable irrigation solution for local farmers.

Conclusion

Kisoro District Local Government successfully executed all infrastructure projects in the previous FY in strict accordance with the approved designs and specifications. Each project, whether in the education, health, water, road, sanitation, or agriculture sectors, was completed to the specified standards, contributing significantly to the district's development. The adherence to technical

guidelines from relevant ministries ensured that all projects were not only completed on time but also met the intended objectives of improving public services and community welfare. These efforts highlight the district's commitment to sustainable development and the effective delivery of infrastructure projects.

2

Evidence that the infrastructure projects constructed by the LG in the previous FY (completed or on-going) have no visible defects

- *Building structures: (i) Substructure (splash apron, floors, foundations, ground beams, ramps); (ii) Superstructures (walling, beams, columns, floors, doors, windows); (iii) roofing (Roof Cladding, ceilings, roof members, lightning conductors, rainwater goods); (iv) Mechanical and Electrical works (water and drainage system, lights, fire systems)*
- *Water systems (Water source; Water Storage; Water Quality (colorless, taste, odorless))*
- *Components (Pumps, Power source, Pipes and Fittings, Taps, Sprays)*
- *District & Urban Roads (Culverts, drainage, bridges)*

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

Sample at least six (6) project (1 per sub-program/ nature of project) from the previous FY and check for existence of visible defects.

Take pictorial evidence and describe the nature and extent of defects.

If no visible defects in any of the sampled projects score 15

If minor defects in any of the sampled projects - score 5

If moderate or significant defect in any of the sampled projects- score 0

All Infrastructure projects constructed by Kisoro DLG in the previous FY 2023/2024 had no visible defects. For instance;

1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C the project splash apron, floors and foundations, walls windows, and doors were devoid of defects.

2. Health – For the Construction of OPD at Gitovu HC ii in Mupako TC field observation revealed that the floor which was of cement sand screed was devoid of cracks, the walls and splash apron were non-defective and the roof was non-defective.

3. Water –For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C the ferro cement tank walls and splash apron were seen to be non-defective as well as the shed with the rainwater gutters which were feeding the tank.

4. Works – For the routine mechanized maintenance of Gisorora-Bubaga road (4km)

The road carriageway was seen to be non-defective and devoid of any potholes. The murram and graveling on the road were well compacted and devoid of ponding.

5. Production – For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

The VIP latrine facility had no defects on the splashapron, walling, doors and vents were in place and not broken.

6. Micro Scale Irrigation – For the Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

The system was seen to have no defects on the taps, reservoir tank, drag hose.

15

Usable

Evidence that the infrastructure projects have the basic amenities which are functional and used for the intended purpose

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

Sample at least six (6) projects (1 per sub-program) from the previous FY.

If the infrastructure projects have the basic amenities which are functional and used for the intended purpose score 10 or else 0

There was evidence that all infrastructure projects had the basic amenities that were functional and were used for the intended purpose at the time of assessment. For instance;

1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C the classroom block was in use by the pupils who were already using the 2 classrooms.

2. Health – For the Construction of OPD at Gitovu HC ii in Mupako TC the facility had an antenatal teaching room, drug store, UNEPI fridge room, dispensing, examination room, treatment room, counseling room, laboratory, and waiting room. These spaces in the outpatient department were all functional and being used by the community.

3. Water – For the Construction of a 2.5 cubic metre Ferro Cement Tank in Nyakabingo parish, Chahi S/C the facility had a reliable size the reservoir with capacity to supply the village who are using the water. The watershed also had an adequate roof and gutter system which supplied the tank with adequate water.

4. Works – For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

The carriageway of the road was functional and being used by vehicles and people and the drainage was safe.

5. Production – For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

The facility's basic amenities were being used by the community at the market for example the 2-stances were being well used, and functioning well.

6. Micro Scale Irrigation – Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

The facility's basic amenities like the storage tank and pumping system, the solar equipment the pipelines, and the taps were working well and being used for the intended purpose as the irrigation system was functional and the water being delivered well to the plants.

Human Resource Management

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll.

Districts

i. Chief Finance Officer

From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:

According to Kisoro DLG's customized and approved staff establishment structure, the following staff positions were substantively filled and staff deployed and were on the payroll of October 2024;

i. The position of the Chief Finance Officer was substantively filled. The incumbent Rutungana Benon was appointed 14th September 2021 as directed by the DSC under Minute No. KDSC. 98/2021, with IPPS No. 12956.

ii. District Planner	Appointment letters for all HoDs	ii. The position of the District Production Officer was substantively filled. The incumbent Habomugisha Richard was appointed on 22nd May 2023 as directed by DSC under Minute No. KDSC/60/2023, with IPPS No. 13020.
iii. District Engineer		
iv. District Natural Resources Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.	iii. The position of the District Natural Resource Officer was substantively filled. The incumbent Mudanga Mwesigye Vincent was appointed on 3rd August 2007 as directed by DSC under Minute No. KDSC/25/2007, with IPPS No. 10395.
v. District Production Officer		
vi. District Commercial Officer	If 100% of the above positions are filled score 6	iv. The position of the District Commercial Officer was substantively filled. The incumbent Kazungu Geoffrey was appointed on 31st May 2024 as directed by KDSC/73/2024 with IPPS No. 11728
vii. District Community Development Officer	If 80 – 99% of the above positions are filled score 4	v. The position of the District Health Officer was substantively filled. The incumbent Dr. Nsabiyumva Stephen was appointed on 10th October 2011 as directed by the DSC under Minute No KDSC/102/2011, with IPPS No. 11901.
viii. District Health Officer	If below 80% of the above positions are filled score 0	vi. The position of the District Education Officer was substantively filled. The incumbent Mwunvaneza Emmanuel was appointed on 23rd May 2023 as directed by the DSC Minute No. KDSC/69/2023, with IPPS No. 12808.
ix. District Education Officer		vii. The position of the District Community Development Officer was substantively filled. The incumbent Niyonzima Sam was appointed on 12th July 2019 as directed by the DSC under Minute No. DSC. RDSC/121/2019 with IPPS No12255.

The following positions were filled in an acting capacity at the time of assessment;

- i. The position of District Planner was not substantively filled nor was there a letter assigning an officer.
- ii. The position of the District Engineer was not substantively filled.

According to Kisoro DLG's customized and approved establishment structure, the following staff positions were substantively filled and staff deployed and were on the payroll of October 2024;

Out of the 9 positions of the HoDs, only 7 were substantively filled. Therefore, $7/9 \times 100 = 77.7\%$ which was below the threshold of 80% stipulated by the Assessment Manual.

Evidence that the City has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. City Chief Finance Officer	
ii. City Planner	Appointment letters for all HoDs
iii. City Engineer	
iv. City Natural Resources Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
v. City Production Officer	
vi. City Commercial Officer	If 100% of the above positions are filled score 6
vii. City Community Development Officer	If 80 – 99% of the above positions are filled score 4
viii. City Physical Planner	
ix. City Health Officer	If below 80% of the above positions are filled score 0
x. City Education Officer	

4

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. Principal Treasurer	
ii. Senior Planner	
iii. Municipal Engineer (Principal Executive Engineer)	Appointment letters for all HoDs
iv. Senior Environment Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
v. Senior Veterinary Officer/Senior Agricultural Officer	If 100% of the above positions are filled score 6
vi. Principal Commercial Officer	If 80 – 99% of the above positions are filled score 4
vii. Principal Community Development Officer	If below 80% of the above positions are filled score 0
viii. Medical Officer of Health Services	
ix. Principal Education Officer	

5

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll.	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Senior Procurement Officer	
ii. Principal Human Resource Officer	Appointment letters for all critical staff
iii. Principal Human Resource Officer (Secretary DSC)	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iv. Senior Environment Officer	
v. Senior Land Management Officer/Physical Planner	If 100% of the above positions are filled score 2 or else score 0
vi. Principal Internal Auditor	
vii. Senior Agriculture Engineer	

According to Kisoro DLG's customized and approved establishment staff structure, the following staff positions were substantively filled and staff deployed and were on the payroll of October 2024;

- i. The position of the Senior Procurement Officer was substantively filled. The incumbent Nyirakunga Margaret was appointed on 6th June 2018 as directed by DSC under Minute No. 76/2018, with IPPS No. 1029363
- ii. The position of the Principal Human Resource Officer was substantively filled. The incumbent Komushana Beatrice was appointed on 5th October 2006 as directed by DCS under Minute No. 87/2006, with IPPS No.850823.
- iii. The position of the Principal Human Resource Officer (DSC) w was substantively filled. The incumbent Mugisha Francesca was appointed on 12th November 1997 as directed by DCS under Minute No. 14d/97, with IPPS No. 752896.
- iv. The position of the Senior Environment Officer was substantively filled. The incumbent Mujya Judith on 29th October 1999 as directed by Kisoro DSC under Minute No. 389 (c) 99, with IPPS No. 752950.

0

- viii. Water Officer
- ix. Senior Inspector of Schools
- x. Labour Officer
- xi. Senior Assistant Secretaries (SAS)
- xii. Senior Assistant Town Clerks
- xiii. Parish chiefs

v. The position of the Senior Land Management Officer was substantively filled. The incumbent Sekabanza Thomas was appointed on 20th September 2013 as directed by Kisoro DSC Minute DSC.121/2013, with IPPS No. 839549.

vi. The position of the Principal Internal auditor was substantively filled. The incumbent was appointed on 30th August 2021 as directed by DSC Minute No. RDSC/07/2021, with IPPS No. 870778.

vii. The position of the Senior Agricultural Engineer was substantively filled. The incumbent, Ziragaba Hatega John was appointed on 29th October 1999 as directed by DSC Minute No. 38(a)/1999, with IPPS No.827538.

viii. The position of the Water Officer was substantively filled. The incumbent was appointed on 15th June 1999 as directed by DSC under Minute No. 34 (a)/99, with IPPS No. 827598.

ix. The position of the Senior/ Principal Inspector of Schools was substantively filled. The incumbent Mbyombi Emmanuel was appointed on 31st July 1998 as directed by DSC under Minute No.10/97, with IPPS No. 227813

x. The position of the Senior Labour Officer was substantively filled. The incumbent Gakuru Gideon Semanda was appointed on 4th March 2025 as directed by Minute No. 02/2005 with IPPS No. 753098.

xi. Senior Assistant Secretary (SAS)

1. Munyambabazi Dan was appointed on 1st November 2002 as directed by DSC Minute No.137/2002, with IPPS No.850801 DUY station: Nyakinama S/C.

2. Tumwiringiri Calvin was appointed on 29th October 1999 as directed by DSC Minute No. 38/(c) /1999, with IPPS No. 752949. Duty station: Busazanga S/C.

3. Mbarimo Grace was appointed on 18th December 2006 as directed by DSC Minute No. 90/2006 with IPPS No. 750789. Duty station: Nyabwishena S/C.

4. Sebago David was appointed on 12th November 1997 as directed by DSC Minute No. 19/1997, with IPPS No.856093. Duty station: Nyarusiza S/C.

5. Nteze Mpaka Herbert was appointed on 20th April 1999 as directed by DSC Minute No.14/97, with IPPS No. 856096. Duty station: Nyarubuyi S/C.

6. Twambazimane Aaron was appointed on 18th May 2018 as directed by DSC Minute No. 65/2018, with IPPS No. 1029698. Duty station: Bukimbiri S/C.

7. Tumuheirwe Miriam was appointed on 5th March 2015 as directed by DSC Minute No.

09/2015, with IPPS No. 960242. Duty station: Chahi S/C.

8. Ahaishakiye Johnson was appointed on 18th May 2018 as directed by the DSC under Minute No. 16/2018, with IPPS No. 1027418. Duty station: Mpaka T/C .

9. Friday Godwin was appointed on 31st October 2013 as directed by the DSC under Minute No. 133/2013, with IPPS No. 871349. Duty station: Mulamba S/C.

10. Thembo Stevenson was appointed on 20th September 2013 as directed by the DSC under Minute No. 118/2013 with IPPS No. 839152. Duty station: Nyakabande S/C.

11. Ntakirutimana Christine was appointed on 26th August 20013 as directed by the DSC under Minute No, with IPPS No. 862390. Duty station: Nyondo S/C.

12. Nsabimana Silver was appointed on 5th May 1998 as directed by the DSC under Minute No. 102/95, with IPPS No 850227. Duty station: Kanaba S/C.

xii. Senior Assistant Town Clerks/ Principal Townships.

1. Niyonzina Richard was appointed on 7th April 2009 as directed by the DSC under Minute No. 43/2009, with IPPS No. 850844. Duty station: Bunagana T/C.

2. Dyiringiro John was appointed on 7th April 2009 as directed by the DSC under Minute No. 49/2009, posted to Nkuringo T/C.

3. Nuwamanya Ketra was appointed on 7th April 2009 as directed by the DSC under Minute No. 45/2009 with IPPS No. Current Duty station: Rubuguri T/C

xiii. the following Parish Chiefs had been substantively appointed at the time of assessment;

1. Sunday Stephen was appointed on 29th July 1996 as directed by DSC Minute No. 151/1996, with IPPS No. 827524, and was posted to Bubuye Parish in Nyondo S/C.

2. Kabasinguzi Caroline was appointed on 22nd May 2017 as directed by DSC Minute No. 50/2017, with IPPS No. 1010034. Posted to Mabungo Parish, Nyarushiza S/C.

3. Nyiramugisha Genina was appointed on 22nd May 2023 as directed by DSC Minute No. 61/2023 with IPPS No. 1001909. Duty station: Muganza Parish, Chahi Sub-County.

4. Dusabe Doreen was appointed on 22nd May 2023 as directed by DSC Minute No. 61/2023 with IPPS No. 1141469. Duty station: Kagezi Parish, Kanaba S/C.

5. Iwaremyi Wilson was appointed on 18th May 2018 as directed by DSC Minute No.66/2018 with

IPPS No. 1027841. Duty station: Buhumbu Parish, Busanza S/C.

6. Nshimyumukiza Daniel was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018 with IPPS No. 1027960. Duty station: Rwingwe Parish.

7. Sayuni Dorothy was appointed on 14th September 2021 as directed by the DSC under Minute No. 108/2021 with IPPS No. 1142787. Duty station: Kahafi Parish.

8. Habyarimana John was appointed on 7th April 2009 as directed by the DSC under Minute No. 48/2009 with IPPS No. 827592. Duty station: Gisozi Parish, Muramba S/C.

9. Murekatete Anna was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018 with IPPS No. 1025870. Duty station: Rutare Parish, Chahi S/C.

10. Nyiraba Sister Barbra was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018, with IPPS No. 1028056. Duty station: Karambi Parish.

11. Nyiramugisha Happy was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018 with IPPS No. 773473. Current Duty Station: Nyakabingo Parish.

12. Twizere Micheal was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018, with IPPS No. 1028053. Duty station: Busengo Parish.

13. Mukandayisenga Daforoze was appointed on 18th May 2018 as directed by the DSC under Minute No. 66/2018/2018 with IPPS No. 1027844. Duty station: Gasiza Parish.

14. Kakuzi Paulinah was appointed on 7th April 2009 as directed by the DSC under Minute No. 48/2009 with IPPS No. 1026221. Duty station: Gisozi Parish, Muramba S/C.

15. Kanyamunyu Denis was appointed on 27th October 2008 as directed by the DSC under Minute No. 70/2008, with IPPS No. 827585. Duty station: Nyundo Parish.

16. Namanya Plaxedah was appointed on 27th October 2008 as directed by the DSC under Minute No. 70/2008, with IPPS No. 827584. Duty station: Rutare Parish. Chahi S/C.

17. Nteziryayo John Bosco was appointed on 27th October 2008 as directed by the DSC under Minute No. 70/2008, with IPPS No. 827582. Duty station: Sooko Parish, Muramba S/C.

18. Twinomuhangi Godfrey was appointed on 27th October 2008 as directed by the DSC under Minute No. 827586, with IPPS No. 1025972. Duty station: Kagunga Parish, Bukimbiri S/C.

19. Niragire Stephen was appointed on 5th November 2008 as directed by the DSC under Minute 822583 with IPPS No. 1028606. Duty

Station: Rwaramba Parish, Nyakinama S/C.

20. Wimana Deogratiou was appointed on 31st December 2001 as directed by the DSC under MIN. 106/2001, with IPPS No. 827550. Duty station: Rukongi Parish, Nyarusisa S/C.

21. Nshemereirwe Vincent was appointed on 31st December 2001 as directed by the DSC under Minute No. 106/2001 with IPPS No. 827557. Duty Station: Nyondo Parish, Kirundo S/C.

22. Bandagijimana Robert was appointed on 7th April 2009 as directed by the DSC, under Minute No. 48/2009, with IPPS No.850853. Duty station: Nyarutembe Parish.

The following Town Agents had been substantively appointed at the time of assessment;

23. Nshimiyimana Gloria was appointed on 25th November 2021 as directed by the DSC under Minute No. 134/2021, with IPPS No. 1148704. Duty station: Maziba Ward, Bunagana T/C.

24. Nuwamanya Pius was appointed on 25th November 2021 as directed by DSC under Minute No. 134/2021, with IPPS No. 1150125. Duty station: Kikobero Ward.

25. Kangabe Adrian was appointed on 25th November 2021 as directed by the DSC under Minute No.134/2021 with IPPS No. n1146434. Duty station: Kashenyi Ward.

26. Kamari John Bosco was appointed on 25th November 2021 as directed by the DSC under Minute No. 134/2021, with IPPS No. 1146429. Duty station: Rushaga Ward.

27. Mugisha Innocent was appointed on 25th November 2021 as directed by the DSC under Minute No. 134/2021, with IPPS No. 1146633. Duty station: Kahurire Ward.

28. Mukayuhi Viana was appointed on 25th November 2021 as directed by the DSC Minute No. 134/2021, with IPPS No. 1146459. Duty station: Central Ward, Mupaka T/C.

29. Nyiransenga Gloria was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 169687. Duty station: Kirimiro Ward, Kyanika T/C.

30. Cyimpaye Rose was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No: 1143261. Duty station: Bugara Ward, Mupaka T/C.

31. Uwizeye Doreen was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1171830. Duty station: Rukoro Ward, Kyanika T/C.

32. Irankunda Brandinah was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1143263. Duty station: Kinyababa Ward, Kyanika T/C.

33. Nyirabutumwa Phoebe was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1143267. Duty station: Gitowa Ward, Bunagana T/C.
34. Niyisabwa Jennipher was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1001909. Duty station: Central Ward, Chahafi T/C.
35. Mujawimana Sharonn was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1170866. Duty station: Kaburasazi Ward. Mupaka T/C.
36. Kaganza Kenneth was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1142504. Duty station: Ngombe Ward, Rubuguri T/C.
37. Habiwaremye Bruno was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1171433. Duty station: Nyamiyaga Ward, Nyanama T/C.
38. Arinietwe Verentino was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1142509. Duty station: Butengo Ward, Nyanama T/C.
39. Nyirandikumana Adrin was appointed on 25th November 2021 as directed by DSC Minute No. 134/2021, with IPPS No. 1146645. Duty station: South Ward, Chahafi T/C.
40. Hategekimana James was appointed on 4th November 2021 as directed by DSC Minute No. 127/2021, with IPPS No. 1090223. Duty station: Gitoa Ward, Bunagana T/C.
41. Arineitwe Denis was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1141507. Duty station: Kashija Ward, Rubuguli T/C.
42. Nyiranugisha Jennifer was appointed on 28th December 2016 as directed by DSC Minute No.196/2016, with IPPS No. 1001909. Duty station: Northern Ward, Rukundo T/C.
43. Zirimo Jack was appointed on 11th June 2021 as directed by DSC Minute No. 81/2021, with IPPS No. 1128910. Duty station: North Ward, Kahafi T/C.
44. Tumwebaze Julius was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1141580. Duty station: Nyabaremura Ward, Rubuguli T/C.
45. Bamughisha Michael was appointed on 28th December 2016 as directed by DSC Minute No. 195/2016, with IPPS No. 1001911. Duty station: Central Ward, Mupaka T/C.
46. Mujawimana Jemima was appointed on 14th September 2021 as directed by DSC Minute No. 109/2021, with IPPS No. 1143265. Duty station: South Ward, Rukundo T/C.

The CAO, Mayanja Majwala had assigned

officers to the following Principal Township Officer positions that were not substantively filled at the time of assessment;

i. Munyambabazi Dan was assigned this duty per the letter of assignment of duty dated 20th October 2023 and posted to Chahafi T/C.

ii. Tumuheirwe Miriam was assigned this duty per the assignment letter dated 18th July 2023. Duty station: Chanika T/C.

iii. Twambazimana Aaron was assigned this dusty per the letter of assignment dated 18th July 2023. Duty station: Nyanama T/C.

iv. Ntezempaka Herbert was assigned this dusty per the letter dated 22nd August 2023, with duty station at Rukundo T/C.

v. Ahishakiye Johnson was assigned this duty per the letter dated 18th July 2023, with the duty station at Mupaka.

There **was no evidence** that the LG had substantively appointed and deployed all the critical staff to the five (5) positions of Principal Township Officers

5

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Principal Procurement Officer	Appointment letters for all critical staff
ii. Principal Human Resource Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iii. Principal Human Resource Officer (Secretary DSC)	If 100% of the above positions are filled score 2 or else score 0
iv. Principal Environment Officer	
v. Principal Internal Auditor	
vi. Principal Inspector of School	
vii. Senior Labour Officer	
viii. Division Town Clerk	
ix. Principal Town Agents	

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll.	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Senior Procurement Officer	
ii. Principal Human Resource Officer	Appointment letters for all critical staff
iii. Senior Physical Planner	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iv. Senior Internal Auditor	
v. Senior Inspector of Schools	If 100% of the above positions are filled score 2 or else score 0
vi. Labour Officer	
vii. Principal Assistant Town Clerks	
viii. Town Agents	

Planning and budgeting

Evidence that the LG conducted and used results of site reconnaissance and technical investigations (where required) to prepare responsive tender documents for all infrastructure projects; conduct environmental, social, health, and safety assessments, incorporate project ESMPs into bidding documents; and ensure work item quantities are derived from standard or customized drawings, and maintain cost estimates consistent with customized designs.	From the LG Engineer obtain and review: • Standard technical designs. • Site reconnaissance reports. • Technical investigation reports (e.g. geo-technical investigations if required) Obtain and check for: • Existence of customized designs • Existence of customized BoQs based on the designs. • Incorporation of Cost Estimates. • Incorporation of costed ESMPs From the LG Community Development Officer /DNRO/SEO obtain and check for: • ESHS Assessment
---	--

There was evidence that Kisoro LG conducted and used results of site reconnaissance and technical investigations (where required) to prepare responsive tender documents for all infrastructure projects; conduct environmental, social, health, and safety assessments, incorporate project ESMPs into bidding documents, and ensure work item quantities are derived from standard or customized drawings, and maintain cost estimates consistent with customized designs. For instance;

(i) Prepared tender documents/BoQs for the following projects and were responsive to the standardized technical designs, customized to technical specifications and designs for example;

1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C
2. Health – For the Construction of OPD at Gitovu HC ii in Mupako TC
3. Water – For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C

All BOQs in the project files were seen to have been used for the execution of the works and were found to match the standardized technical designs, customized to technical specifications and designs.

There was incorporation of cost estimates and incorporation of costed ESMPs as indicated in element H sub-section 4 of the BOQs, Item No.10

Reports (Project Briefs, ESIA, Screening reports) to determine whether they were undertaken timely

- ESMPs for projects (At least 3 projects)

Check and verify if the LG conducted and used the results of the reconnaissance and/or technical investigations (where required) to:

i. Prepare tender documents/BoQs for all infrastructure projects that are responsive to the standard drawings and/or customized technical designs (before advertising);

ii. Ensure that the requisite Environment ESHS assessments have been undertaken (before preparing BoQs) (Screening for all projects, Project Briefs and Environmental Social Impact Assessment where applicable)

iii. Ensure that the environmental, social, health and safety requirements and measures identified in the project ESMPs were adequately incorporated in the schedule of requirements and specifications of the bidding documents

iv. Ensure the quantities of work items and specifications included in the BoQs are derived from the standard or customized drawings and make no omissions

v. Ensure that the cost estimates are consistent with the

of the BOQs, and items 33 to 42 in the BOQs respectively in the 3 sampled project files.

(ii) The District conducted the environment and social screening for the projects that were implemented in FY 2023/2024. The sampled projects had environment and social screening forms. The screening was conducted by the Senior Environment Officer and District Community Development Officer on the dates specified per each project. The construction of a 2.5M3 Ferro-Cement tank at Rukoro family group in Chachi Sub County was done on 30th August 2023. The construction of a 2-classroom block at Rutare Primary School in Chachi Sub County was done on 19th July 2023. The construction of OPD at Gitovu HCII in Mupaka town council was done on 15th September 2023. The design, supply, and installation of UGIFT micro-scale irrigation system was done on 16th April 2024. The construction of a 2-stance VIP latrine at Katarara market in Chanika town council was done on 21st July 2023. The routine maintenance of Gisorora-Bubanga road of 4.0 KM in Nyakabande Sub County was done on 21st July 2023.

(iii) The District incorporated the costed environment and social management plan in the bidding documents of all projects implemented in the FY 2023/2024. The sampled projects confirmed the incorporation as stipulated below. The construction of a 2.5m3 Ferro Cement tank in Rukoro family group in Chahi Sub County, the bidding document KISO 866/WRKS/2023/2024/00002, element on miscellaneous 34-43 reflected costed environment and social safeguards worthy Shs 500,000.

The construction of 2 classroom block at Rutare primary school in Chachi Sub County, bidding document KISO 866/WRKS/2023/2024/00023, section I, J.K, and L had costed environment and social safeguards worthy of Shs 250,000. The construction of OPD at Gitovu HCII in Mupaka town council, bidding document KISO 866/WRKS/2023/2024/00020, element 10 had costed environment, social and health safeguards worth Shs 850 000. The design, supply, and installation of UGIFT micro-scale irrigation system, bidding document KISO866/WRKS/2023/2024/00034, LOT4 had costed environment and social safeguards worth Shs 1,250,000. The construction of a 2-stance VIP latrine at Katarara market in Chanika town council, bidding document KISO 866/WRKS/2023/2024/ 00030 element 7 had costed environment and social safeguards worthy of Shs 822,000. The routine maintenance of Gisorora-Bubanga road 4.0 KM in Nyakabande Sub County. It was maintained under force on account. Under bill 4 there was costed environment and social safeguards worthy of Shs 564,000.

(iv) Quantities of work items and specifications were included in the customized, technical specifications and designs for projects,.

customized designs.

If the LG has met (i)
to (v) score 6 or else
0

iv) Project files for all the implemented projects that required site reconnaissance to inform the designs and costing were availed from the Procurement Office, District Water Office, and District Engineer's Office. From the files, the following information regarding quantities of work items and specifications included in the BoQs was established:

The work items and specifications in the BoQs for the project for construction of a block of 2 classrooms with an office and store, one block of 2 classrooms with a staffroom and one block of two units of staff houses, construction of two blocks of 5 stances drainable latrines, a block of 2 stances drainable latrine with bath shelter, construction of a block of two units of outside kitchen at Tegot primary school were examined and confirmed to have been derived from drawings approved by the District Engineer and District Planner on 3rd October, 2023.

(v) Cost estimates were consistent with the customized designs for all the projects, and in particular the 3 sampled projects. Indeed, BoQs were consistent with standard requests for requests, part two, section 5 schedule of works.

Project files for all the 12 projects new projects that required site reconnaissance to inform the designs and costing were availed from the Procurement Office, District Water Office, and District Engineer's Office. From the files, the following information regarding cost estimates was established:

The cost estimates for the project for construction of a block of 2 classrooms with an office and store, one block of 2 classrooms with a staffroom and one block of two units of staff houses, construction of two blocks of 5 stances drainable latrines, a block of 2 stances drainable latrine with bath shelter, construction of a block of two units of outside kitchen at Tegot primary school were based on BoQs derived from the drawings approved by the District Engineer and District Planner on 3rd October, 2023. They were hence consistent with the drawings.

Procurement

7

Evidence that the LG maintained a complete project file for each infrastructure project implemented in the previous FY. The procurement file should have and adhere to standards on the following: (or as amended to the PPDA guidelines on procurement records 2024)

From the PDU, Procurement Officer obtain the procurement file to determine the existence of the documents below;

i. Contracts Committee Composition. The Contracts Committee must be formally and properly constituted.

ii. Approved Procurement Plan;

(i) Kisoro DLG maintained a complete project file for EACH (ALL) infrastructure projects implemented in the previous FY. For instance;

Kisoro District Local Government Contracts Committee was formally and properly constituted by the CAO and the membership was:

(a) Chairman- Mwumvaneza Emmanuel was nominated and submitted by CAO on 23rd June 2022 to the PS of MoFPED, approved by PS/ST to the Treasury on 26th July 2022 and the CAO confirmed the appointment to membership of the contracts committee on 1st August 2022,

(b) Secretary - Kampire Beatrice was nominated and submitted by CAO on 23rd June 2022 to the PS of MoFPED, approved by PS/ST to the Treasury

2

iii. Initiation of procurement	on 26th July 2022 and the CAO confirmed the appointment to membership of the contracts committee on 1st August 2022.
iv. Contracts Committee approval of the procurement method, bidding document, evaluation committee and shortlist of providers where applicable;	(c) Member – Ahishakiye Johnson was nominated and submitted by CAO on 23rd June 2022 to the PS of MoFPED, approved by PS/ST to the Treasury on 24th August 2022 and the CAO confirmed the appointment to membership of the contracts committee on 19th October 2022.
v. Bidding document and any amendments or clarifications	(d) Member -Mugisha Sison was nominated and submitted by CAO on 7th August 2020 to the PS of MoFPED, approved by PS/ST to the Treasury on 13th January 2021 and the CAO confirmed the appointment to membership of the contracts committee on 17th June 2021.
vi. Copy of the published advertisement of shortlist	(e) Member –Mukanoheri Margreti was nominated and submitted by CAO on 23rd June 2022 to the PS of MoFPED, approved by PS/ST to the Treasury on 26th July 2022 and the CAO confirmed the appointment to membership of the contracts committee on 1st August 2022.
vii. Record of issuance of bidding document	
viii. Record of receipt of bids	(ii) The Approved Procurement Plan was as indicated below:
ix. Record of opening of bids	The Procurement Plan was compiled by Nyiratunga Margret the senior procurement officer and approved by council on 29th May 2023 under Min. No. 29/DLC/2023/2024. It was signed by the CAO Mr Badru Majwara Mayanja and PPDA received it on 14th July 2023.
x. Copies of bids received	
xi. Evaluation meetings and evaluation report	(iii) Initiation of procurement was as indicated below:
xii. Notice of best evaluated bidder	(a) Construction of OPD at Gitovu HC II in Mupaka Town Council was initiated by the head of the department Dr Nsabiyumva Stephen on 24th July 2023 at a reserve contract sum of UgX 105,361,749/=.
xiii. Submission of contract to the Solicitor General for clearance where applicable	(b) Construction of a 2-classroom block at Rutare Primary School Chahi Sub-County was initiated by the head of the department Mr. Mwumvaneza Emmanuel on 21st August 2023 at a reserve contract sum of UgX 122,275,232/=.
xiv. Approval by Solicitor General where applicable	(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County was initiated by the head of department Mr Mberwa Cranmer on 10th August 2023 at a reserve contract sum of UgX 28,298,180/=.
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council was initiated by the Head of Department Mr Habomugisha Richard on 12th January 2024 at a reserve contract sum of UgX 18,000,000/=.
xvi. Contract Committee minutes relating to the procurement	(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Kigoma Nyakabande Sub-County was initiated by the Head of Department Mr. Habomugisha Richard on 21st February 2024 at a reserve contract sum of UgX 21,500,000/=.
xvii. Correspondences between the procuring and disposing entity and the bidder(s)	
xviii. Evidence of	

resolution of
grievance or
complaints (if any)

Score 2 if all
documents are
available otherwise
score 0 if incomplete.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. There was a breakdown of the initiation process by Eng. Karamira James. First was the supply of fuel approved by the Contracts Committee under Min. No. CC/79/2023/2024 dated 6th May 2024 at a cost of UgX 20,476,000/=, second was the supply of gravel approved by the Contracts Committee under Min. No. CC/79/2023/2024 dated 6th May 2024 at a cost of UgX 3,960,000/=, and lastly labour and Environment and social safeguard was costed at UgX 1,564,000/=.

(iv) Contracts Committee approval of the procurement method, bidding document, evaluation committee, and shortlist of providers where applicable were as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council was approved on August 2023 under open domestic bidding method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/05/2023/2024.

(b) Construction of a 2-classroom block at Rutare Primary School, Chahi Sub-County was approved on 22nd August 2023 under open domestic bidding method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/05/2023/2024.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County was approved on 22nd August 2023 under the Request For Quotation method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/05/2023/2024.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council was approved on 12th January 2024 under the Request For Quotation method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/31/2023/2024.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Kigoma Nyakabande Sub-County was approved on 28th February 2024 under the Request For Quotation method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/56/2023/2024.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account was approved on 26th May 2024 under the Request For Quotation method, the bidding document, evaluation committee, and shortlist of providers under Min. No. CC/79/2023/2024.

(v) Bidding documents and any amendments or clarifications were as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council with procurement reference number KISO866/WRKS/2023-2024/00026.

(b) Construction of a 2-classroom block at Rutare

Primary School, chahi Sub-County with procurement reference number KISO866/WRKS/2023-2024/00023.

(c) Construction of a 25cm Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County with procurement reference number KISO866/WRKS/2023-2024/00002.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council with procurement reference number KISO866/WRKS/2023-2024/00030.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Kigoma Nyakabande Sub-County with procurement reference number KISO866/WRKS/2023-2024/00034 LOT4.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account with procurement reference number KISO866/WRKS/2023-2024/00130 for fuel and procurement reference number KISO866/WRKS/2023-2024/00143 for gravel.

(vi) A copy of the published advertisement of the shortlist was as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council was published in the Monitor under open domestic bidding method dated 8th September 2023.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County was published in the Monitor under open domestic bidding method dated 8th September 2023.

(c) Construction of a 25cm Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County was published on the Procurement and disposal noticeboard under Request for Quotation method dated 7th September 2023.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council was published on the Procurement and Disposal noticeboard under the Request for Quotation method dated 15th January 2024.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County was published on the Procurement and disposal noticeboard under the Request for Quotation method dated 18th March 2024.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga road, Force Account was published in the Monitor under open domestic bidding method dated 12th May 2023.

(vii) The record of issuance of the bidding document was as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council was issued using LGPP Form 6

dated 19th September 2023. The bidders were:

1-Detail MultiServices and Contractors Ltd.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County was issued using LGPP Form 6 dated 21st September 2023. The bidders were:

1-Forward Investments (U) Ltd.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County was issued using LGPP Form 6. The bidders were:

1-Bankutec Construction Co. Ltd on 15th September 2023,

2-Forward Investments Ltd on 10th September 2023.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council was issued using LGPP Form 6. The bidders were:

1-Upright Contractors Co. Ltd on 17th January 2024,

2-KIF Trading Co. Ltd on 16th January 2024.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County was issued using Form 8. The bidders were:

1-Anen Consulting Engineers Ltd on 19th March 2024,

2-Sprinktech on 22nd March 2024,

3-Bekunda Investments Ltd on 20th March 2024,

4-Associated Design and Build Eng. Ltd on 22nd March 2024.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga road, Force Account was issued (a)using LGPP Form 6 for gravel. The bidders were:

1-Gashiru Enterprises and Suppliers Co. Ltd on 29th May 2023,

2-Victory Links (u) Ltd on 26th May 2023,

3-Detail MultiServices and Contractors Co. Ltd on 24th May 2023,

4-Kif Trading Co. Ltd on 15th May 2023.

And (b) using LGPP Form 6 for fuel dated 26th May 2023. The bidders were:

1-Kindly Service Station,

2-Shell Kisoro Service Station.

(viii) Record of Receipt of bids was as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka

Town Council was received using LGPP Form 9 dated 29th September 2023. The bidder was:

1-Detail MultiServices and Contractors Ltd.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County was received using LGPP Form 9 dated 29th September 2023. The bidder was:

1-Forward Investments (U) Ltd.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County was received using LGPP Form 9 dated 22nd September 2023. The bidders were:

1-Bankutec Construction Co. Ltd,

2-Forward Investments Ltd.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council was received using LGPP Form 9 dated 29th January 2024. The bidders were:

1-Upright Contractors Co. Ltd,

2-KIF Trading Co. Ltd.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County was received using Form 11 dated 2nd April 2024. The bidders were:

1-Anen Consulting Engineers Ltd,

2-Sprinktech,

3-Bekunda Investments Ltd,

4-Associated Design and Build Eng. Ltd.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga road, Force Account was received using, (a) LGPP Form 9 for gravel. The bidders were:

1-Gashiru Enterprises and Suppliers Co. Ltd on 2nd June 2023,

2-Victory Links (u) Ltd on 1st June 2023,

3-Detail MultiServices and Contractors Co. Ltd on 2nd June 2023,

4-Kif Trading Co. Ltd on 1st June 2023.

And (b) LGPP Form 9 for fuel dated 2nd June 2023. The bidders were:

1-Kindly Service Station,

2-Shell Kisoro Service Station.

(ix) Record of opening of bids was as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka

Town Council used LGPP Form 10 dated 29th September 2023. The bidder was:

1-Detail MultiServices and Contractors Ltd at a contract sum of UgX 105,258,739/=.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County using LGPP Form 10 dated 29th September 2023. The bidder was:

1-Forward Investments (U) Ltd at a contract sum of UgX 121,223,760/=.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County using LGPP Form 10 dated 22nd September 2023. The bidders were:

1-Bankutec Construction Co. Ltd at a contract sum of UgX 28,267,136/=,

2-Forward Investments Ltd at a contract sum of UgX 28,891,112/=.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council used LGPP Form 10 dated 30th January 2024. The bidders were:

1-Upright Contractors Co. Ltd at a contract sum of UgX 18,587,242/=,

2-KIF Trading Co. Ltd at a contract sum of UgX 17 963,140/=.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County using Form 12 dated 2nd April 2024. The bidders were:

1-Anen Consulting Engineers Ltd at a contract sum of UgX 233,480,500/=,

2-Sprinktech at a contract sum of UgX 456,872 000/=,

3-Bekunda Investments Ltd at a contract sum of UgX 519,051,500/=,

4-Associated Design and Build Eng. Ltd at a contract sum of UgX 510,491,700/=.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account used (a) LGPP Form 10 for gravel. The bidders were:

1-Gashiru Enterprises and Suppliers Co. Ltd at a cost of UgX 85,000/= per trip,

2-Victory Links (u) Ltd at a cost of UgX 105,000/= per trip,

3-Detail MultiServices and Contractors Co. Ltd at a cost of UgX 116,230/= per trip,

4-Kif Trading Co. Ltd at a cost of Ugx 105,000/=.

And (b) LGPP Form 10 for fuel. The bidders were:

1-Kindly Service Station for Ugx 5,100/= per litre of diesel,

2-Shell Kisoro Service Station for Ugx 6,798/= per litre of diesel.

(x) Copies of bids received were as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council. Copies received were 1 and this was:

1-Detail MultiServices and Contractors Ltd.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County. Copies received were 1 and this was:

1-Forward Investments (U) Ltd.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County. Copies received were 2 and these were:

1-Bankutec Construction Co. Ltd,

2-Forward Investments Ltd.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council. Copies received were 2 and these were:

1-Upright Contractors Co. Ltd,

2-KIF Trading Co. Ltd.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County. Copies received were 4 and these were:

1-Anen Consulting Engineers Ltd at a contract sum of UgX 233,480,500/=,

2-Sprinktech at a contract sum of UgX 456,872 000/=,

3-Bekunda Investments Ltd at a contract sum of UgX 519,051,500/=,

4-Associated Design and Build Eng. Ltd at a contract sum of UgX 510,491,700/=.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. Copies received (a) for gravel were 4 and these were:

1-Gashiru Enterprises and Suppliers Co. Ltd,

2-Victory Links (u) Ltd,

3-Detail MultiServices and Contractors Co. Ltd,

4-Kif Trading Co. Ltd.

And copies received (b) for fuel were 2 and these were:

1-Kindly Service Station,

2-Shell Kisoro Service Station.

(xi) Evaluation meetings and evaluation report were as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council. The evaluation report dated 3rd October 2023 and evaluation committee comprised of 6 members chaired by Banzubaze John, recommended DetailMuilt Services and Contractors Ltd as the best bidder at a contract sum of UgX 105,251,808/= VAT inclusive.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County. The evaluation report dated 3rd October 2023 and evaluation committee comprised of 6 members chaired by Banzubaze John, recommended Forward Investment (U) Ltd at a contract sum of UgX 121,223,760/= VAT inclusive.

(c) Construction of a 25 CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County. The evaluation report dated 25th September 2023 and evaluation committee comprised of 5 members chaired by Niringiye Nzitus, recommended Bankutec Construction Co. Ltd at a contract sum of UgX 27,913,136/= VAT inclusive.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council. The evaluation report dated 31st January 2024 and the evaluation committee comprised of 6 members chaired by Akankwasa Eunice, recommended KIF Trading Co. Ltd at a contract sum of UgX 17,963,140/= VAT inclusive.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County. The evaluation report dated 3rd April 2024 and the evaluation committee comprised of 5 members chaired by Muja Judith, recommended Bekunda Investments Ltd at a contract sum of UgX 21,482,000/= VAT inclusive.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. The evaluation report dated 5th June 2023 and evaluation committee comprised of 5 members chaired by Basomyi Foustina, recommended Gashiru Enterprises Ltd as the supplier for gravel at UgX 85,000/= per trip and recommended Kindly Service Station at 5,100/= per litre of diesel.

(xii) Notice of best-evaluated bidder was as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council. The best evaluated bidder notice dated 16th October 2023 and signed by the CAO Mr. Mayanja Majwara Badru took as the best bidder Detail Muilt Services and Contractors Ltd at a Contract Sum of UgX 105,251,808/=. The date of removal was 27th October 2023.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County. The best evaluated bidder notice dated 16th October 2023 and signed by the CAO Mr Mayanja Majwara Badru took as the best bidder Forward

Investments Ltd at a Contract Sum of UgX 121,223,760/=. The date of removal was 27th October 2023.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County. The best evaluated bidder notice dated 16th October 2023 and signed by the CAO Mr Mayanja Majwara Badru took as the best bidder Bankutec Construction Co. Ltd at a Contract Sum of UgX 27,913,136/=. The date of removal was 27th October 2023.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council. The best evaluated bidder notice dated 5th February 2024 and signed by the CAO Mr Mayanja Majwara Badru took as the best bidder KIF Trading Co. Ltd at a Contract Sum of UgX 17,963,140/=. The date of removal was 16th February 2024.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County. The best evaluated bidder notice dated 17th April 2024 and signed by the CAO Mr. Mayanja Majwara Badru took as the best bidder Bekunda Investments Ltd at a Contract Sum of UgX 21,482,000/=. The date of removal was 30th April 2024.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. The best evaluated bidder notice dated 15th June 2023 and signed by the CAO Mr Mayanja Majwara Badru took as the best bidder Gashiru Enterprises Ltd at 85,000,000/= per trip of gravel. The date of removal was 28th June 2023. For fuel, the best bidder was Kindly Service Station at 5,100/= per litre of diesel. The date of removal was 28th June 2024.

(xiii) All implemented infrastructure projects for the previous FY did not require Solicitor General clearance as their contract sums were below the threshold. Projects included;

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account.

(xv) Contract and amendments thereto as per

format/requirements including Contractors ESMP indicated as below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council. From a site meeting dated 13th March 2024, it was agreed that the following modifications be made:

1-change from Pompey grills to a solid brick wall due to security reasons and also would not serve properly during rains,

2-additions works on the splash apron that had not been covered in the bills of quantities,

3-additional 3 windows and 1 door for also security reasons.

Therefore, these works amounting to UgX 10,643,381/= were on 28th March 2024, proposed by the Superintendant of works as an amendment through the District Engineer and DHO to the CAO who referred it to the contracts committee for approval. It was approved by the Contracts Committee on 16th April 2024 under Min. No. CC/71/2023/2024.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County. There was none.

(c) Construction of a 25 CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County. There was none.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council. There was none.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County. There was none.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. There was none.

(xvi) Contract and amendments thereto as per format/requirement including Contractors ESMP as indicated below:

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council. Contracts Committee confirmed the recommendations of the Evaluation Committee and confirmed Detail Muilt Services and Contractors Ltd as the best evaluated bidder at a contract sum of UgX 105,258,739/= under Min. No. CC/14/2023/2024 dated 13th October 2023.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County. The Contracts Committee confirmed the recommendations of the Evaluation Committee Committee and confirmed Forward Investments (U) Ltd as the best evaluated bidder at a contract sum of UgX 121,223,760/= under Min. No. CC/14/2023/2024 dated 13th October 2023.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County. The Contracts Committee confirmed the recommendations of the Evaluation Committee and confirmed Bankutec Construction Co. Ltd as the best evaluated bidder at a contract sum of UgX 27,913,136/= under Min. No. CC/14/2023/2024 dated 13th October 2023.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council. The Contracts Committee confirmed the recommendations of the Evaluation Committee and confirmed KIF Trading Co. Ltd as the best evaluated bidder at a contract sum of UgX 17,963,140/= under Min. No. CC/46/2023/2024 dated 2nd February 2024.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County. The Contracts Committee confirmed the recommendations of the Evaluation Committee and confirmed Bekunda Investments Ltd as the best evaluated bidder at a contract sum of UgX 21,482,000/= under Min. No. CC/66/2023/2024 dated 16th April 2024.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account. The Contracts Committee confirmed the recommendations of the Evaluation Committee and confirmed Gashiru Enterprises Ltd as the best evaluated bidder for gravel at UgX 85,000,000/= per trip under Min. No. CC/78/2023/2024 dated 14th June 2023 and Kindly Service Station as the best evaluated bidder for fuel at UgX 5,100/= per litre of diesel under Min. No. CC/78/2023/2024 dated 14th June 2023.

(xvii) There were no correspondences between the procuring and disposing entity and the bidder(s) for the following projects;

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account.

(xviii) Similarly, the following projects had no

grievances or complaints that required resolutions;

(a) Construction of OPD at Gitovu HC II in Mupaka Town Council.

(b) Construction of a 2-classroom block at Rutare Primary School, chahi Sub-County.

(c) Construction of a 25CM Ferro cement rainwater harvesting tank in Rukoro Family Group in Chahi Sub-County.

(d) Construction of a 2-stance VIP Latrine at Katarara Market in Chanika Town Council.

(e) Construction of a Micro Scale Irrigation project at Nshaka Erastus in Gisorora, Nyakabande Sub-County.

(f) Routine Mechanised Road maintenance of Gisorora-Bubaga Road, Force Account.

8

Evidence that the previous FY Procurement Plan included specific timelines for completing the outlined activities, and that the LG adhered to these established timelines.

From the PDU obtain the procurement plan and procurement files.

- Review the timelines outlined in the Procurement Plan.
- Review the procurement files to confirm the dates on which the specified activities were carried out and completed.

Score 4 if the timelines were specified in the procurement plan and the LG adhered to these guideline otherwise score 0

4

There was evidence that Kisoro DLG specified timelines in the procurement plan for all constructed/installed infrastructure projects in the previous FY 2023/2024, and adhered to the timelines. For instance;

1. Education - For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

Start date: 1st November 2023

Initial completion date: 1st April 2024

Actual completion date: 9th January 2024

Project duration: 4 Months

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

Start date: 1st November 2023

Initial completion date: 1st March 2024

Actual completion date: 22nd May 2024

Project duration: 4 Months

Timelines were adhered to.

3. Water - For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C

Start date: 1st November 2023

Initial completion date: 1st March 2024

Actual completion date: 15th December 2023

Project duration: 4 Months

Timelines were adhered to.

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Start date: 15th May 2023

Initial completion date: 15th June 2024

Actual completion date: 22nd June 2024

Project duration: 1 Month

The timelines were adhered to.

5. Production - For the construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

Start date: 19th February 2024

Initial completion date: 19th April 2024

Actual completion date: 23rd April 2024

Project duration: 2 Months

The timelines were adhered to.

6. Micro Scale Irrigation - For the Design, supply and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

Start date: 9th May 2023

Initial completion date: 9th July 2024

Actual completion date: 19th June 2024

Project duration: 2 Months

The timelines were adhered to.

Contract management

9

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Compulsory approvals

Verify if compulsory approvals were issued score 2 else score 0

There was evidence from the project files that the Project Manager, during implementation issued compulsory approvals for all implemented projects. For instance;

1. Education - For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

Compulsory approvals constituted material approvals for sand, bricks, hardcore, and coarse aggregate. Compulsory checks on the gauge of roofing iron sheets and thickness of window glass panes.

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

Compulsory approvals constituted material approvals for sand, bricks, hardcore, and coarse aggregate. Compulsory checks on the gauge of roofing iron sheets and thickness of window glass panes.

3. Water - For the Construction of a 2.5 cubic Ferro Cement Tank with a foof catchment structure in Rukoro Family Group in Nyakabingo parish, Chahi S/C

Compulsory approvals for the quality of sand, hardcore, BRC, and size of reinforcements like 12mm iron bars, binding wire, rings r6, wire

2

practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

mesh, and chicken mesh. 3" GI columns for the roof support, 0.25" for the taps and fittings, 150mm soft wood purlins for the roof catchment, 150 x 50 struts and ties for the roof, and 200 x 25mm fascia boards and 28 gauge ordinary iron sheets. Check the standard size of the capacity of the reservoir 4.5m diameter, pitch 25 degrees, and height of 1.9m.

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Compulsory approvals included the Environmental Social and Climate Change Screening Form which comprised the project details to be followed while executing the project, particularly for the preservation of the environment, quality of the gravel, safety, and health of workers where gender balance is considered for males, female and ensure no minors on site.

5. Production - For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

Compulsory approvals constituted material approvals for sand, bricks, hardcore, and coarse aggregate.

6. Micro Scale Irrigation - For the Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

Compulsory approvals constituted material approvals like sand, bricks, hardcore, and coarse aggregate. Verification of quality and quantity of the equipment to be installed for example solar panels, pipes, fittings, connectors, tanks which were to be supplied from approved and certified suppliers. Approval of minimum depth of the trench of at least 0.76m.

9

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Written Site instructions

Verify if written site instruction were issued and there is evidence of their implementation score 2 else score 0

Written instructions were issued and implemented as verified for the following sampled projects;

1. Education - For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C.

Written instructions included no.1 dated 13th November 2023 sand, hardcore, and aggregates were on site and visual observations showed adequacy, proceed with other construction activities, no.2 dated 10th November 2023 comprised observation on excavation as complete for setting out, start on mass concrete and plinth wall construction, no.3 dated 20th November 2023 included observations of works done and instructions to provide workers with protective gear, casting slab, no.4 dated 30th November 2023 included walling and construction with beams, no.5 dated 8th January 2024 included works completed while fixing doors and windows, internal and external finishes.

2

the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

Written instructions included No.1 dated 8th November 2023 comprised a minimum of 800mm depth for excavations, mass concrete, and plinth wall construction, No.2 30th November 2023 included the start construction of floor slab, No.3 dated 13th February 2024 comprised construction of roof structure as per specification after completion of walling, No.4 dated 28th February 2024 comprised fixtures and internal finishes and acceleration of progress.

3. Water - For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C

Written instructions were on file and included No.1 dated 7th July 2023 sieve sand before mixing with cement, protective gear to be provided for all workers, no.2 dated 24th November 2023, and no.3 dated 6th December 2023 props to be removed after 2 weeks and fix gutters and delivery pipes.

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Written instructions dated 23rd May 2024 ensure that boulders are removed from the carriageway before shaping, ensure that mitre drains are provided, ensure that culverts are desilted, ensuring that they temporarily stop during heavy rains. No.2 dated 25th April 2024 ensures that laborers are both male and female, compaction is effectively done by allowing 6 passes, ensuring that head walls are not damaged by grader during shaping, ensure that gravel thickness does not go below 100mm.

5. Production - For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

Written instructions included no.1 dated 9th March 2024 excavation of pit to a depth of 3m, coarse aggregates to be washed clean, mixing ratios of mortar 1:4, mass concrete 1:3:6, reinforced 1:2:4, contractor to provide PPE's to all workers. No.2 dated 3rd April 2024 depth of pit completed, aggregates well cleaned, provision of protective gear, proceed with plinth wall using proper mixing ratios, No.3 dated 10th April 2024 detailing site cleaning, incorporation of hoop iron, using clean water not stagnant water to be used for mixing.

6. Micro Scale Irrigation - Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

Written instructions dated 17th May 2024 trenching work for transmission main to a depth not less than 1m, no.2 dated 22nd May 2024 specifications to be followed during aggregate sand cement mixing 1:2:4, the base of the tank to 2m above ground. No.3 dated 12th June 2024 trains farmers on the operation and maintenance of scheme use.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Snag list
- Final Completion Certificate including approvals from Environment Officer and DCDO.

Verify if the project manager has compiled a snag list and instructed the contractor to correct all defects and ensured that the contractor has indeed corrected all defects before issuing the final completion certificate. Score 2 if all requirements are met; otherwise, score 0.

All the implemented projects were verified for snags and their implementation before payment as in the examples of the sampled projects below;

1. Education - For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

There was no snag list on the project file because there were no defects. And there was no completion certificate as the project was still on DLP.

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

There was no snag list of the project file because there were no defects. And there was no completion certificate as the project was still on DLP.

3. Water - For the Construction of a 2.5 cubic metre Ferro Cement Tank in Nyakabingo parish, Chahi S/C

There was no snag list on the project file because there were no defects. There was a completion certificate on the project file dated 18th December 2023.

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Not applicable.

5. Production - Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

There was no snag list on the project file because there were no defects. There was no completion certificate on the project file since project was at DLP.

6. Micro Scale Irrigation - For the Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

There was no snag list on the project file because there were no defects. There was no completion certificate on the project file since project was at DLP.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Final Completion Certificate including approvals from Environment Officer and DCDO.

- Payment vouchers

Verify if the project manager paid the contractor the retention fund after the defects liability period. Score 2 if the requirements was met; otherwise, score 0

The Project Manager paid the Contractor the retention fund after the defects liability period (where applicable) for all infrastructure projects¹.
Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

And there was no completion certificate as the project is still on DLP.

2. Health – For the Construction of OPD at Gitovu HC ii in Mupako TC

And there was no completion certificate as the project is still on DLP.

3. Water – For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo Parish, Chahi S/C

There was a completion certificate on the project file dated 18th December 2023.

The payment voucher was on the file dated 8th January 2024, voucher number 9862083, and the retention amount of Ugx 2,791,313/=.

4. Works – For the routine mechanized maintenance of Gisorora-Bubaga road (4km)

Not applicable as it was a force-on-account project.

5. Production – For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

There was no completion certificate on the project file since the project was on DLP.

6. Micro Scale Irrigation – For the Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

There was no completion certificate on the project file since the project was on DLP.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer

There was evidence that site progress meeting schedules were developed, and meetings were held in line with the schedule of works that coincided with payment stages/ milestones in the contract as follows:

1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

- b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions
- c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover
- d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period
- e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor
- obtain project management files.
- Meeting Schedules
 - Minutes of site meeting
 - Minutes of project handover to the client
 - Final Completion Certificate including approvals from Environment Officer and DCDO.
- Verify if:
- The site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract
 - There was a Project hand-over to the client
 - Completion certificates were issued to the contractor
- Score 2 if all requirements are met; otherwise, score 0.

The meeting schedule dated 1st November 2023 was on file and the site meeting minutes dated 15th December 2023 addressed project progress and quality of works. The second meeting dated 28th December 2023 addressed the quality and progress of works.

The technical handover was done as indicated in the commissioning report dated 11th July 2024.

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

The meeting schedule dated 5th November 2023 was on file and the site meeting minutes dated 20th December 2023 addressed project progress and quality of works. The project was commissioned on 11th July 2024. There was no completion certificate on the project file since the project is on DLP.

3. Water - For the Construction of a 2.5 cubic metres Ferro Cement Tank in Nyakabingo parish, Chahi S/C

The meeting schedule dated 4th November 2023 was on the file and the site meeting minutes dated 5th November 2023 addressed the handover of the site to the Contractor, and the site meeting minutes dated 4th December 2023, addressed project progress and quality of works. The project was commissioned on 22nd May 2024 as seen on the file in the document dated 5th November 2023. There was a completion certificate on the project file dated 18th December 2023.

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Meeting schedule dated 2nd May 2024 was on the file and the site inspection reports dated 30th May 2024 addressed 70% of the work done and the site inspection report dated 10th June 2024 addressed 100% project progress. Not applicable for the completion certificate since it was a force-on-account project.

5. Production - Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

Meeting schedule was on file dated 8th February 2024 and actual site meeting minutes dated 3rd April 2024 addressed project progress and quality of works. There was no completion certificate since the project was at DLP.

6. MSI - Farmer Nshaka Erastus, Kigoma village.

Meeting schedule was on file dated 10th May 2024 and the actual site meeting minutes dated 27th May 2024 addressed timely completion and quality of works. There was no completion certificate since the project was at DLP.

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified. b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment c) Evidence that the project was implemented as per work schedule and completed within original completion date d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for • Evidence of joint measurement sheet/work verification Verify that joint measurements were effectively conducted for admeasurement contracts or that works were verified for lump sum contracts in terms of both quality and quantity. Ensure that the verification is signed by the Project Manager and the contractor before the works are certified. Score 2 if the requirements were met; otherwise, score 0.	Evidence showed that there was joint measurement conducted for all the projects implemented during the previous FY as exemplified in the sampled projects below: 1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C Evidence of joint measurement sheet/ work verification was on file dated 9th January 2024 endorsed by District Engineer Karamira James and John Banzubaze for M/S Forward Investments U Ltd. 2. Health – For the Construction of OPD at Gitovu HC ii in Mupako TC Evidence of joint measurement sheet/ work verification was on file dated 24th May 2024 endorsed by District Engineer Karamira James and Henry Kabagambe for M/S Detail Multiservices and Contractors Ltd. 3. Water – For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C Evidence of joint measurement sheet/ work verification was on file dated 15th December 2023 endorsed by District Water Officer Mberwa Cranimer and Mutabazi Maxwell for M/S Bankutec Construction Co. Ltd. 4. Works – For the routine mechanized maintenance of Gisoro-Bubaga road (4km) Not Applicable. 5. Production – For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C Evidence of joint measurement sheet/ work verification was on file dated 18th April 2024 endorsed by District Engineer Karamira James and Nyirambonigaba Ruth for M/S Kif Trading Co. Ltd. 6. Micro Scale Irrigation – Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village. Evidence of joint measurement sheet/ work verification was on file dated 18th June 2024 endorsed by Senior Agricultural Officer Hatega John and Hashakimana Joachim for M/S Bekunda Investment Ltd.
---	---	--

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.

b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment

c) Evidence that the project was implemented as per work schedule and completed within original completion date

d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project files

Check for

- Evidence of Performance Guarantee

Verify that either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment. Ensure that the advance payment guarantee was verified by the bank. Score 2 if the requirements were met; otherwise, score

0.

Evidence showed that there was no advance payment for any of the projects implemented during FY 2023/2024 as was indicated in the clause GCC Clause 51.1 which stated that

“Advance payment certificate shall be made NOT APPLICABLE”. Similarly, the GCC Clause 52.1 on performance security was also NOT APPLICABLE.

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.

b) Evidence of either no advance payment or provision of a performance and advance payment

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project files

Check for

- Start and completion date in the contract compared to actual completion date.

Verify if the project

There was evidence that Kisoro DLG constructed all infrastructure projects in the previous FY 2023/2024 and adhered to the timelines. 6 projects were sampled and the details are presented below;

1. Education - For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

Start date: 1st November 2023

Initial completion date: 1st April 2024

Actual completion date: 9th January 2024

Project duration: 4 Months

2. Health - For the Construction of OPD at Gitovu HC ii in Mupako TC

guarantee before obtaining advance payment

c) Evidence that the project was implemented as per work schedule and completed within original completion date

d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).

was implemented as per work schedule and completed within the original completion date. Score 2 if the requirements were met; otherwise, score 0.

Start date: 1st November 2023

Initial completion date: 1st March 2024

Actual completion date: 22nd May 2024

Project duration: 4 Months

3. Water - For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C

Start date: 1st November 2023

Initial completion date: 1st March 2024

Actual completion date: 15th December 2023

Project duration: 4 Months

4. Works - For the routine mechanized maintenance of Gisoro-Bubaga road (4km)

Start date: 3rd May 2023

Initial completion date: 2 June 2024

Actual completion date: 20 May 2024

Project duration: 1 Month

5. Production - For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C

Start date: 19th February 2024

Initial completion date: 19th April 2024

Actual completion date: 23rd April 2024

Project duration: 2 Months

The timelines were adhered to.

6. Micro Scale Irrigation - Design, supply, and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village.

Start date: 9th May 2023

Initial completion date: 9th July 2024

Actual completion date: 19th June 2024

Project duration: 2 Months

The timelines were adhered to.

10

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project files

Check for

There was evidence that the LG developed work schedules, displayed them, and provided progress reports per the schedules. Whereas there was contract variation in project 2, it was approved following the established procedures and remained within the allowable threshold. Below are the details for each project:

Education – Construction of a 2-Classroom Block at Rutare P/S, Chahi S/C

The work schedule was dated 2nd November 2023. Progress was reported as follows:

2

certified.	• Work Schedule	10th November 2023: 8% completion (joint monitoring report)
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	• When payment was made as compared to invoice date • Original and amended contract where there is a variation.	14th December 2023: 60% completion 28th December 2023: 98% completion 4th January 2024: 100% completion, marking the start of the Defects Liability Period (DLP) No contract variation occurred.
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify if the: i. That the LG developed a work schedule, displayed it and reported on physical progress as per the work schedule.	Health – Construction of OPD at Gitovu HC II, Mupako TC The work schedule was dated 2nd November 2023. Progress was reported as follows: 30th November 2023: 10% completion (joint monitoring report) 28th February 2024: 60% completion 30th April 2024: 100% completion A contract variation of UGX 10,643,381 was approved on 28th March 2024 (Minute CC/71/2023/2024(a)).
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	ii. That there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold) Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.	Water – Construction of a 2.5 Cubic Ferro Cement Tank in Nyakabingo Parish, Chahi S/C The work schedule was dated 5th November 2023. Progress was reported as follows: 1st December 2023: 40% completion (joint monitoring report) 15th December 2023: 100% completion, marking the start of the Defects Liability Period (DLP) No contract variation occurred. Works – Routine Mechanized Maintenance of Gisoro-Bubaga Road (4km) The work schedule was dated 2nd May 2024. Progress was reported as follows: 30th May 2024: 7% completion (joint monitoring report) 10th June 2024: 100% completion No contract variation occurred. Production – Construction of a 2-Stance VIP Latrine at Katarara, Kyanika T.C The work schedule was dated 15th March 2024. Progress was reported as follows: 19th March 2024: 30% completion (joint monitoring report) 28th March 2024: 60% completion 10th April 2024: 80% completion 18th April 2024: 100% completion, marking the start of the Defects Liability Period (DLP) No contract variation occurred.

Micro Scale Irrigation – Design, Supply, and Installation of Irrigation Equipment for Farmer Nshaka Erastus, Kigoma Village

The work schedule was dated 10th May 2024. Progress was reported as follows:

17th May 2024: 40% completion (joint monitoring report)

8th June 2024: 100% completion, marking the start of the Defects Liability Period (DLP)

There was no contract variation that occurred with this project.

Effective mobilisation and management of financial resources

11

2

Evidence that the LG realised an increase in OSR (excluding one/off, e.g., sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY, and evidence that the LG remitted the mandatory LLG share of local revenues during the previous FY not more than 10 days after cash limit release.

From the Chief Finance Officer, obtain a copy of the final accounts for the previous two years,

- Calculate the percentage increase in OSR,

- Ascertain the percentage of the mandatory LLG share of local revenues during the previous financial year,

- Calculate the percentage of the LLG remitted

From CFO obtain invoices and vouchers to ascertain when LG revenue was received and remitted.

Verify if:

i. If the increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY was more than 5%

ii. If the LG remitted the mandatory LLG share of local revenues during the previous financial year not more than 10 days after the cash limit release

If the LG complies to

In the FY 2022/ 2023, the LG realized OSR of UGX 446,723,605 on page 9 of the Commentary on the Financial Statements by the Head of Accounts for the FY 2022/2023.

In the FY 2023/2024 the LG realized OSR of UGX 854,962,234 – 99,000,000 (Sale of vehicles and Motorcycles) on page 8 of the Commentary on the Financial Statements by the head of Accounts for the FY 2023/2024.

Computation of the % increase

= UGX 755,962,234- 446,723,605

=UGX 309,238,629

= 309,238,629/446,723,605*100 = 69.2%

The increase in OSR was attributed to the use of IRAS which had significantly minimized revenue leakages.

. ii. There was evidence that the LG remitted the mandatory share of local revenue during the previous financial year not more than 10 days after the cash limit release as shown below;

The LG realized UGX 755,962,234 as OSR. The District received UGX 42,966, 425 of the share of the revenue, the Sub-Counties received UGX 44, 793, 675 and the Town Councils received UGX 111,336,384. The District retained UGX 556,835,750 as local revenue which was not shareable.

Revenue collected for the period 1st July to 10th August of UGX 63,798,550 was transferred to the Town Councils and Sub- Counties as follows;

Sub Counties

1. Nyarusiza Sub County	UGX 633,750
2. Nyundo Sub County	UGX 196,625
3. Nyabwishenya Sub County	UGX 810,407
4. Murora Sub County	UGX 1,560,650
5. Muramba Sub County	UGX 297,839

(a) and (b) score 2 or else 0.

6. Kanaba Sub County	UGX 2,326,752
7. Chahi Sub County	UGX 300,300
8. Nyarubuye Sub County	UGX 165,750
9. Nyakabande Sub County	UGX 736,645
Total UGX	7,028,717

Town Councils

1. Bunagana Town Council	UGX 15,481,000
2. Chahafi Town Council	UGX 4,897,500
3. Chanika Town Council	UGX 4,387,500
4. Mupaka Town Council	UGX 15,000,000
5. Nkuringo Town Council	UGX 2,090,000
6. Nyanamo Town Council	UGX 2,262,500
7. Rubuguri Town Council	UGX 3,594,000
8. Rukundo Town Council	UGX 3,437,500
Sub-Total	UGX 51,150,000

Summary

District share	UGX 5,552,523
Sub County share	UGX 7,096,027
Town Council	UGX 51,150,000

Total **UGX**
63,798,550

Revenue collected from 16th August 2023 to 2nd October 2023.

Sub Counties

1. Nyarusiza Sub County	UGX 3,068,000
2. Nyundo Sub County	UGX 4,482,725
3. Nyabwishenya Sub County	UGX 1,528,369
4. Murora Sub County	UGX 170,625
5. Muramba Sub County	UGX 97,630
6. Kanaba Sub County	UGX 355,875
7. Chahi Sub County	UGX 354,770
8. Nyarubuye Sub County	UGX 2,646,938
9. Nyakabande Sub County	UGX 136,500
Sub-Total U	GX 12,841,432

Town Councils

1. Bunagana Town Council	UGX 6,795,000
2. Chahafi Town Council	UGX 970,900
3. Chanika Town Council	UGX 895,500

4. Nkuringo Town Council	UGX 7,743,484
5. Rubuguri Town Council	UGX 4,623,000
6. Rukundo Town Council	UGX 118,000
Sub-Total	UGX 21,145,884

Summary

District share	UGX 16,342,068
Sub County share	UGX 12,841,432
Town Council	UGX 21,145,884

Total UGX 50,329,384

The revenue collected from 3rd October to 31st October 2023.

Sub- Counties

1. Nyarusiza Sub County	UGX 1,196,130
2. Nyundo Sub County	UGX 1,089,530
3. Nyakinama Sub County	UGX 1,196,000
4. Muramba Sub County	UGX 5,786,625
5. Chahi Sub County	UGX 6,020,040
6. Nyakabande Sub County	UGX 2,217,150
Sub-Total	UGX 17,505,475

Town Councils

1. Bunagana Town Council	UGX 510,000
2. Chahafi Town Council	UGX 1,357,100
3. Chanika Town Council	UGX 5,439,500
4. Nkuringo Town Council	UGX 4,275,000
5. Rubuguri Town Council	UGX 5,287,000
6. Rukundo Town Council	UGX 970,200
Sub-Total	UGX 17,838,800

Summary

District share	UGX 14,066,025
Sub County share	UGX 17,505,475
Town Council	UGX 17,838,800

Total UGX 49,410,300

Revenue collected for November 2023

Sub- Counties

1. Nyarusiza Sub County	UGX 1,195,405
2. Nyabwishenya Sub County	UGX 783,400
3. Murora Sub County	UGX 1,167,442
4. Busanza Sub County	UGX 97,500

5. Chahi Sub County	UGX 2,303,818
6. Bukimbiri Sub County	UGX 1,617,796
7. Nyakabande Sub County	UGX 185,380
Sub- Total	UGX 7,350,741

Town Councils

1. Bunagana Town Council	UGX 3,445,000
2. Mupaka Town Council	UGX 312,600
3. Chanika Town Council	UGX 134,000
4. Nkuringo Town Council	UGX 800,000
5. Rubuguri Town Council	UGX 12,000,000
6. Rukundo Town Council	UGX 4,510,100
Sub- Total	UGX 21,201,700

Summary

District share	UGX 7,005,809
Sub County share	UGX 7,350,741
Town Council	UGX 21,201,700

Total **UGX 35,558,250**

There was evidence that the LG remitted the mandatory LLG share of local revenues during the previous FY not more than 10 days after the release of the cash limit.

The cash limit for the revenue of UGX 63,798,550 was released on 11th September 2023 and remitted to the LLGs on 11th September 2023 hence 1 day.

The cash limit for the revenue of UGX 50,329,384 was released on 31st October 2023 and remitted to the LLGs on 3rd November 2023 hence 4 days.

The cash limit for the revenue of UGX 49,410,300 was released on 13th December 2023 and remitted to the LLGs on 18th December 2023 hence 5 days.

The cash limit for the revenue of UGX 35,558,250 was released on 2nd January 2024 and remitted to the LLGs on 8th January 2024 hence 6 days.

Evidence that the LG used all the development grants as per the grant guidelines and the eligible items in the respective investment menu score 2

Obtain Budget performance reports from the Chief Finance Officer to ascertain the Development grants transferred to LGs during the previous FY

From the budget website and/or MDAs obtain and review the respective grant guidelines focusing on the Investment Menu

Determine whether all development grants in the previous FY were spent on the eligible items in the respective investment menu.

If the LG used all of the development grants per the grant requirements and the eligible items in the respective investment menu, score 2 or else 0.

There was evidence that all the development grants in the previous FY were allocated and spent on the eligible items with the respective investment menu.

The LG received UGX 4,356,210,222 as broken down below;

Administration

DDEG
UGX 57,028,000

Works

Programme Conditional Grant
UGX 950,000,000

Uganda Road Fund (URF)
UGX 165,333,000

Transitional Conditional Grant
UGX 1,200,000,000

District DDEG
UGX 25,000,000

Education

UGiFT (Programme Conditional Grant)
UGX 589,771,000

SFG (Programme Conditional Grant)
UGX 169, 298,000

Health

Transitional Development Grant
UGX 450,000,000

DDEG (District & EU Additional funds)
UGX 130,807,000

Programme Conditional Grant
UGX 104, 575,000

Water

Programme Conditional Grant (Rural Water
UGX 277,932,222

and Sanitation Sub-Grant)

Programme Conditional Grant (Piped water)
UGX 220,651,000

Programme Conditional Grant (Water & Environment) UGX 14,815,000

Evidence that the LG produced an annual audit plan and quarterly internal audit reports, the LG PAC discussed internal and external audit issues and reported to the

From the Internal Auditor, obtain an audit plan and audit reports to verify the timely production of internal audit reports. Obtain minutes of LG

i. The LG prepared an audit work plan developed by Nkuriye Sebusogi Gabriel ,the Principal Internal Auditor on 30th March, 2023. The plan was submitted to the Internal Auditor General on 28th April 2023. Additionally, it was sent to the Chairperson LC V, the Resident District Commissioner (RDC), the Chairperson Public Accounts Committee, and the Chair Peron

district chairperson or Mayor, and the LG resolved audit issues identified by internal and external audits.	PAC to establish whether they have discussed both internal and external issues and made recommendations to the Accounting officer. From CFO, Obtain reports on the implementation of audit recommendations. Verify If the LG: i. Produced an annual audit plan and quarterly internal audit reports within two months of the end of the quarter, ii. The LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor , and iii. The LG resolved at least 80% of audit issues identified by internal and external audits (due audit recommendations are implemented) If the requirements (i) to (iii) are met score 2 or else 0.	Internal Audit Committee (Southern Region) on 31st March 2023. Quarter 1 internal audit report was prepared by Nkuriye Sebusogi Gabriel, the District Principal Internal Auditor on 28th October 2023. It was submitted to the LC V Chairperson, the Resident District Commissioner (RDC) and the Chairperson Public Accounts Committee on 28th October 2023. For quarter 2, the internal audit report was prepared by Nkuriye Sebusogi Gabriel, the District Principal Internal Auditor on 30th January 2024, with copies distributed to the Chairperson LC V , the Resident District Commissioner (RDC) and the Chairperson Public Accounts Committee and on the same day. Quarter 3 internal audit report was prepared by Nkuriye Sebusogi Gabriel , the District Principal Internal Auditor on 29th April 2024. It was submitted to the LC V Chairperson, the Resident District Commissioner (RDC) and the Chairperson Public Accounts Committee on the same day. Quarter 4 internal audit report was prepared on 29th July 2024, again by Nkuriye Sebusogi Gabriel.It was submitted to the LC V Chairperson, the Resident District Commissioner (RDC), and the Chairperson Public Accounts Committee on the same day. However, despite the timely preparation of the internal audit report, the LG submitted all 4 quarterly internal audit reports to the Office of the Internal Auditor General on 30th August 2024. Insufficient funding was cited as the reason for the late submission. ii. Discussion of Internal Audit Reports. There was evidence that the LG Public Accounts Committee (PAC), reviewed the internal audit reports during their meetings. On 14th – 15th December 2023 , the LG PAC met in the PBS Board Room to review quarter 1 internal audit report as recorded in Min.18/KISORO/LGPAC/2023/2024: Reviewing of the internal audit report for Kisoro DLG for quarter 1 for the FY 2023/2024. On 21st and 22nd of March 2024 , the LG PAC convened again in the PBS Board Room , to review the second quarter internal audit report as recorded in Min.31/KISORO/LG PAC/2023/2024: Reviewing the internal audit report for Kisoro DLG for the second quarter of the FY 2023/2024. In quarter 3, the LG PAC met on 26th June and 27th June 2024 in the PBS Board Room, to discuss the internal audit report for quarter 3 as captured in Min.41/KISORO/LGPAC/2023/2024: Reviewing the internal audit report for Kisoro DLG for quarter 3. Lastly on 26th -27th of September 2024 , the LG PAC met in the PBS Board Room to discuss the
---	--	---

quarter 4 internal audit report as recorded in Min. 5/KISORO/LGPAC/2024/25: Reviewing the internal audit report for Kisoro DLG for quarter 4.

iii. Resolution of Internal Audit Issues.

There was evidence that the LG effectively resolved the issues raised in the internal audit reports. A total of 22 internal audit issues were raised and all were resolved, reflecting 100% resolution rate.

However, there was no evidence that the LG had discussed the external audit report as the Assessment Team was not availed the minutes of the meeting.

14	Evidence that the LG has an unqualified audit opinion for the previous FY	From the OAG, obtain and review audit opinions Verify if the LG has an unqualified audit opinion for the previous FY to score 2 or else 0	This indicator was not assessed as the Auditor General had not yet concluded the audit exercise.	0
----	---	--	--	---

Environment, Social, Health and Safety

15	Evidence that the LG implemented all mitigation measures in the Environmental & Social Management Plans (ESMPs) for all Projects in the previous year as provided for in the Guidelines.	From DNRO/Environment Officer • Obtain and review the Environmental & Social Management Plans (ESMPs) for all projects • Sample projects (at least 3) to verify that the mitigation measures in the project ESMPs were implemented as reported. If ALL the mitigation measures were implemented in 100% of the projects sampled score 2 or else 0.	The District did not implement the mitigation measures in the environment and social management plans for the implemented projects. The reports of monitoring of compliance with mitigation measures were in place. Review of the revealed that there was no compliance. The monitoring exercise was conducted by the Senior Environment Officer and the District Community Development Officer. There only two monitoring reports namely; the construction of 2 classroom block at Rutare Primary School dated 19th February 2024 and the construction of OPD at Gitovu HCII dated 17th June 2024, and the construction of 2.5 cubic metres Ferro-Cement at Rukoro Primary School all reflected non-implementation of mitigation measures. The rest of the sampled projects did not have monitoring reports.	0
----	--	---	---	---

Evidence that the LGs has constructed infrastructure projects where it has proof of land ownership/ right of way

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY

From the LG Accounting Officer, obtain copy of the land titles, sale agreements and/or MOUs to establish whether all projects for the previous FY have proof of land ownership/ right of way

- If the LG has a title in the name of the LG or the Institution score 2

- If the LG has registered a sale agreement or MOU score 1

There was no evidence that the LG had constructed infrastructure projects where it had proof of land ownership/ right of way.

The following were the infrastructure projects constructed during the FY 2023/2024;

1. The construction of a 2-classroom block at Akengeyo P/S at Akengeyo P/S in Nyabwisheny S/C UGX 126,848,912.
2. The construction of a 2-classrooms at Rutare P/S in Chahi S/C UGX 122,275,232.
3. Classroom construction at Mwumba progressive Seed SS UGX 589,770,623.
4. The construction of a 5-stance VIP latrine at Karago P/S Murora S/C UGX 29,000,000
5. The construction of a 5-stance VIP latrine at Rusekye P/S Busanza S/C UGX 29,000,000
6. The construction of a 5-stance VIP latrine at Suma S/C Nkuringo T/C UGX 29,000,000
7. The construction of a 5-stance VIP latrine at Chanika T/C UGX 29,000,000.
8. The construction of a 5-stance VIP latrine at Kibugu P/S Kirundo s/c UGX 29,000,000
9. The construction of a 5-stance VIP latrine at Kinanira P/S Mupaka T/C UGX 29, 000,000.
10. The construction of a 5-stance VIP latrine at Nyanamo P/S Nyanamo T/C UGX 29,000,000.
11. The construction of OPD at Gitovu HC II [1st, phase] UGX 105,361,749.
12. The completion of a ward at Busengo HC II UGX 5,000,000.
13. The completion of a maternity ward at Chahafi HC IV UGX 80,000,000.
14. The Phased construction of Nyanamo TC Administration block UGX 21,870,120.
15. The construction of a 5-stance VIP latrine at Bukimbiri HC III UGX 30,344,880.
16. The completion of one office room in Chahafi TC UGX 8,105,000.

All the above infrastructure projects did not have evidence of land ownership/right of way presented at the time of assessment.

17	Evidence of implementation of the Stakeholder Engagement Plan implemented in the previous FY	From the DCDO obtain and review; • The approved Stakeholder Engagement Plans for the previous FY. • Reports of implementation of the stakeholder Engagement Plan for the previous FY. To determine - o The engagements held with stakeholder - o Resolutions made - o Actions taken - o Outcomes of the actions Note that reports should be in tandem with the SEP If the above requirements are complied with score 2 or else 0.	Kisoro LG had an approved Stakeholder Engagement Plan for the previous FY 2023/2024 approved by the District Council on 20th, May, 2023 under: Min/KISO/COU/020/2023: District Executive Committee Business There was evidence of engagement of stakeholders. For example under CBS within the plan, the Local Government planned to conduct quarterly stakeholder meetings to share progress on project implementation. This was conducted as per the evidence of a report compiled on 23rd, May, 2024. However, the District Community Development Officer says that most of the actions were not implemented due to limited funding. The vote controllers never provided to engage stakeholders prior, during and post project implementation.	2
18	Evidence that GRCs at project level are existent, functional and that the communities/workers have been sensitized about their existence and are using them	Review the GRCs at various projects to establish - They are as constituted as per the circular issued by MoGLSD in July 2023 - Evidence that grievances are recorded - Evidence that the grievances that were received were acted upon - Evidence that the GRC activities are funded - Evidence that the community/workers have been sensitized about the existence of the GRC - Evidence that the GRCs have been trained on their roles and responsibilities	The LG adduced proof of constituting the GRC as per the MoGLSD July 2023 circular and ensured that it was functional and discharged its roles and duties during the FY 2023/2024 as per the details below; (i) Constitution of the Grievance Redress Committee The District established the Grievance Redress Committee in line with the Ministry of Gender, Labour and Social Development (MoGLSD) circular of July 2023. The committee was formally constituted during the District Technical Planning Committee (DTPC) meeting held on 25th November 2023, as recorded in Minute 21/DTPC/2023/2024. The committee's composition included the following members: Chairperson: Assistant Chief Administrative Officer Secretary: District Community Development Officer Members: Labour Officer, Senior Environment Officer, Assistant District Health Officer, an opinion leader, women's representative, PWDs representative, and PTA representative. (ii) Grievance Redress Logbook The District maintained a grievance redress	2

If the requirement (i) to (vi) above are complied with score 2 or else 0.

logbook to register cases. In the 2023/2024 fiscal year, a total of 6 cases were recorded. The first case was reported by Marvin and the company's advocate on 17th July 2023 regarding the termination of non-allied trial teachers in Kisoro District Local Government. The last case, reported by Mr. Mwesigwa Onesmus of Voice of Muhabura on 15th May 2024, concerned the termination of service without notice.

(iii) Funding for GRC Activities

The District allocated funds for the Grievance Redress Committee (GRC) activities. A total of UGX 4,219,000 was advanced to the Senior Labour Officer under voucher no. 12743414, dated 13th June 2024. These funds were used for the formation and training of grievance redress committees across 11 sites of the micro-scale irrigation project. According to the training report dated 25th June 2024, the committees were successfully formed and trained on their roles and responsibilities. The training covered grievance redress mechanisms, work ethics in handling grievances, and appropriate referral processes. The training sessions were conducted by the Senior Labour Officer at various project sites in different sub-counties.

(iv) GRC Meeting on 18th January 2024

The District Grievance Redress Committee convened on 18th January 2024 to address a case reported on 23rd November 2023. The case involved UTAFU Engineering Services and concerned the delayed payment for servicing District vehicles since 2020, totaling UGX 29,000,000. The issue was discussed under Minute 11/KDGRC/2023/2024. The Chief Administrative Officer instructed the relevant department to pay the service provider in installments, with each department responsible for making payments to the complainant.

(v) Community and Worker Training on GRC

The District conducted training for both the community and workers to raise awareness about the existence of the Grievance Redress Committee. The training took place on 27th May 2024 at Mwumba Seed School in Nyabwishenya Sub-County. The participants included both workers and surrounding community members. The Senior Labour Officer led the training, as outlined in the report dated 27th May 2024. The training covered grievance redress mechanisms in both formal and informal settings, the benefits of having GRCs, methods of recording grievances, and the referral process for cases.

(vi) Training for District Grievance Redress Committee Members

The District Grievance Redress Committee was also trained on its roles and responsibilities. The training, conducted by the Senior Labour Officer, took place on 24th May 2024 in the Community-Based Services Boardroom, as per the reviewed report. The training covered several key areas, including:

The composition of grievance redress committees from the village to District level

The grievance redress mechanism

The importance of GRCs

The specific roles and responsibilities of GRC members

Transparency, oversight, reporting and accountability

19

The LG shared key information with and responded to the issues raised by the councilors and citizens

From Clerk to Council find minutes of Council discussing the LG assessment report.

Sample 5 sites to establish display of relevant information

From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed

Radio Program Recordings

Obtain from the CFO the charge policy.

Check display of tax information on public notice boards

Verify that:

i. LG shared LGMSD PA results for the previous FY and how much the LG gained or lost regarding the size of the development grants based on performance results with the citizens through at least one of the following forms: barazas; radio; circulars and workshops

ii. The LG Council has discussed the LG Performance assessment results in Council and that the Accounting Officer has implemented the Council resolutions on the LG Performance Assessment

i .The was evidence that the LG shared LGMSD PA results for the previous FY and how the LG gained or lost, with the citizens. This took place during a workshop held on 4th September 2024 in the District Council Hall. This workshop was attended by the Chief Administrative Officer, Heads of Department, and Officials from the LLGs. During the workshop, it was noted that the District had improved from number 132 to 72 with an overall score of 61%. The relevant Officers were tasked to work on the gaps. Over the LG gained UGX 81,078.

ii. There was evidence that the LG Council had discussed the LG Performance Assessment results in Council and the Accounting Officer had implemented the Council resolutions on the Performance Assessment. The LG Council met on 30th October 2024 in the District Council Hall. The Council noted that the District was number 172 out of 174 LGs. It also noted that there was a decline in performance in the areas of environment, Human Resources, and planning. The Accounting Officer was tasked to ensure that the gaps identified were addressed.

iii)From field observations the sites were checked for sign posts and the findings are as follows:

1. Education – For the Construction of a 2-classroom block at Rutare P/S in Chahi S/C

No sign post on site.

2. Health – For the Construction of the OPD at Gitovu HC ii in Mupako TC

No sign post on site.

3. Water, For the Construction of a 2.5 cubic Ferro Cement Tank in Nyakabingo parish, Chahi S/C

Name of project: Construction of a 2.5 cubic Ferro Cement Tank with roof catchment structure in Rukoro Family Group in Nyakabingo parish, Chahi S/C

Contractor: M/S Bankutec Construction Co. Ltd

Source of funding: DWSCG

Expected duration: F/Y 2023/2024

4. Works, For the routine mechanised maintenance of Gisoro-Bubaga road (4km)

0

iii. The LG has placed site boards on all construction sites to display information regarding procurement and contract management including: the name of the project; the contractor; source of funding; expected duration (include start and end dates as well as calendar days) and location.	No sign post on site.
iv. The LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programs etc.) with the public to provide feedback on status of activity implementation:	5. Production, For the Construction of a 2-stance VIP latrine at Katarara in Kyanika T.C No sign post on site.
v. The LG has made publicly available information on i) tax rates, ii) collection procedures, iii) procedures for appeal; (iv) amounts collected during the previous FY and how it was used.	6. Micro Scale Irrigation – Design, supply and installation of irrigation equipment for Farmer Nshaka Erastus, Kigoma village. No sign post on site.
If (i) to (v) above complied with score 2 or 0	iv. There was evidence that the LG conducted discussions with the citizens. The LG organized a Bazar on 24th August 2024 at Chahafi Town Council. The District Planner shared the results of the Local Government Performance Assessment for FY 2023. In his presentation to the citizens, he highlighted that the District was ranked 72, an improvement from number 132 in the previous assessment that is FY 2021/2022. However, the District gained only 81,076. v. There was evidence that the LG had publicly availed information on tax rates, collection procedure, procedures of appeal and amounts collected during the previous FY and how it was used. The LG had displayed the tax rates, collection procedures and procedures for appeal on the District Notice Board, Chahafi Town Council (T/C), Rukundo T/C, Nyanamo T/C, Chanika T/C and Mupaka T/C.

20

Evidence that the LG supervised or mentored all LLGs; ensured that the results/reports of support supervision visits were discussed by the TPC and used by the District/Municipality to make recommendations for corrective actions and followed up; the LG conducted credible assessments of LLGs as verified during the National LGPA exercise; and the LG conducted mock assessments, discussed the results,

From the Planner, obtain mentoring reports and minutes of TPC meetings to establish whether the HLGs supported LLGs in the previous financial year.

From the Performance Assessment Focal Person obtain mock assessment results to establish that mock assessments were conducted, results discussed and corrective action taken

From the OPAMS,

i. There was evidence that the LG had supervised or mentored all LLGs

The Political and Technical report on supervision/ monitoring of projects for the FY 2023/2024 was prepared by Mukahoneri Margreti, the Senior Statistician on 21st July 2023.

In quarter 2, the monitoring/ supervision report was prepared by Ndagijimana Gilbert, the Senior Statistician 19th December 2023

In quarter 3, the report on mentoring LLGs on development planning, project profiling, and dissemination of DDEG guidelines, was prepared on 20th April 2024 by Ndagijimana Gilbert, the Acting Planner.

The education monitoring /supervision report for the FY 2023/2024 was prepared by Ndagijimana Gilbert, the Acting Planner on 18th June 2024.

ii. There was evidence that the results/ reports of

2

and took corrective action in preparation	obtain the internal assessment reports of LLGs and compare with the results of the verification team to establish whether the results are within +/- 10%	support supervision visits were discussed by the TPC and used by the LG to make recommendations for corrective action.
	Check and verify that:	The TPC met on 26th August 2023 in the District Council Hall to discuss the monitoring/supervision report for quarter one under Min 4/DPTC/2023/2024: Presentation and discussion of quarter one monitoring/ supervision report.
	i. The LG has supervised or mentored all LLGs;	The TPC met on 6th December 2023 at the District Council Hall and discussed the quarter 2 monitoring/supervision report under Min 8/DPTC/2023: Presentation and discussion of quarter two monitoring/ supervision report
	ii. Results/reports of support supervision visits were discussed by the TPC, used by the LG to make recommendations for corrective actions and followed up	On 10th January 2024, during their meeting held at the District Council Hall, the TPD discussed the mentoring report under Min 14/DTPC/2023/2024: Presentation and discussion of mentoring of LLGs on development planning, project profiling, and dissemination of DDEG guidelines.
	iii. The LG conducted credible assessment of LLGs as verified during the National LGPA exercise	The TPC met on 15th May 2024 at the District Council Hall and discussed the Education monitoring /supervision report. This was discussed under Min 22 /DPTC/2023/2024: Education monitoring /supervision report for the FY 2023/2024.
	iv. The LG conducted mock assessment, discussed the results and took corrective action in preparation/readiness for the national performance assessment exercise	iii. The credibility of assessment of LLGs in the previous FY will be determined after the Local Government exercise for the FY 2023/2024.
	If (i) to (iv) above requirements are complied with score 2 or else 0	iv. There was evidence that the LG conducted mock assessment, discussed the results and took corrective action in preparation for the national assessment exercise. The LG had prepared a report of the mock assessment. It was discussed during the TPC meeting held on 28th August 2024. The assessment results were discussed under MIN 3/DTPC/2023/24: Performance Assessment /Dissemination of Assessment Results.
		The District Planner informed the DTPC that the District was the 72th among the 176 Local Government entities that were assessed. The District average score is 61%.

Assessment Scores

Crosscutting Performance Measures 43%

Educational Performance Measures 73%

Health Performance Measures 68%

Water & Environment Performance Measures 47%

Micro-scale Irrigation Performance Measures 73%

The following gaps were identified during the assessment;

Natural Resources and Community

Some completion certificates were not prepared, screening and EIA reports were not in place. After the mock assessment, these were put in place as

per the presentation from the Senior Environment.

Education and Sports

The Inspector of Schools reported that they had requested Head teachers to submit School Management Committee minutes and other identified gaps were also being responded to.

Procurement

Procurement Management Plan was not available. By the time of the assessment The Procurement Unit reported that the Senior Procurement Officer had obtained the template from Kampala.

Works and Technical Services

Lack of evidence of the community involvement in project implementation. The District Engineer reported that community involvement and community contribution evidence was available for submission to the District Planning Unit.

21

Evidence that the LG prepared both quarterly financial and quarterly physical progress reports covering all development projects and the reports were discussed by the relevant organs

From Clerk to Council, obtain minutes of council committees

Verify that the quarterly physical progress and financial reports were discussed by the (i) TPC; (ii) DEC; (iii) Council Committees to score 2 or else 0

There was evidence that the LG prepared both quarterly financial and quarterly physical progress reports covering all development projects. The reports were discussed by the relevant organs.

In quarter 1, the financial progress and physical progress report was prepared by Mukanoheri Margreti, The District Senior Statistician, on 21st July 2023. It included the following; water and Sanitation, District feeder roads under construction, Agricultural Extension, Universal Primary Education, financial accountability, School Facilities Grant (SFG), and Health Services.

In quarter 2, the financial progress and physical progress report was prepared by Ndagijimana Gilbert, the Acting District Planner on 19th December 2023. The report focused on water projects implemented in the FY 2023/2024. It included the following projects; the construction of Muyove Gravity Flow Scheme (Phase III) in Kirundo and Nyabwishenya Sub- Counties respectively, the Extension of Gasove GFS to Seerwaba market, construction of spring wells in various places and payment of retentions for FY 2023/2024.

In quarter 3, the financial progress and physical progress report was prepared by Ndagijimana Gilbert, the Acting District Planner on 7th March 2024. It focused mainly on education under; enrolment, meetings, co-curricular activities, PLE registration, and development projects.

The financial progress and physical progress report for quarter 4 was prepared by Gilbert, the Acting District Planner, on 20th April 2024. The report had the following contents; Development planning in LLGs, budgeting, and project

2

profiling.

There was evidence that the different organs discussed the financial progress and physical progress reports as shown below;

The TPC met on 3rd August 2023 in the Chief Administrator's Office to discuss the financial progress and physical progress report for quarter 1. This was discussed under Min 18/DPTC/2023/2024: Presentations from departments namely; Water, Education, and Community Development Services.

The TPC met on 20th December 2023 in the Chief Administrator's Office to discuss the financial progress and physical progress report for quarter 2. This was discussed under Min 25/DPTC/2023/2024: Presentations from the Education Department

The TPC met on 14th March 2024 in the Chief Administrator's Office to discuss the financial progress and physical progress report quarter 3. This was discussed under Min 33/DPTC/2023/2024: Presentations from departments namely; Water, Education and Community Development Services.

The TPC met on 20th June 2024 in the Chief Administrator's Office to discuss the financial progress and physical progress report quarter 3. This was discussed under Min 38/DPTC/2023/2024: Presentations from departments namely; Water, Education and Community Development Services.

ii. DEC

On 3rd January, 2024, the DEC met at the LC V Chairperson's office to discuss the financial progress and physical progress report quarter 1 and quarter 2. This was discussed under Min 48 /DEC/2023/2024: Presentations from departments.

On 25th March, 2024, the DEC met at the LC V Chairperson's office to discuss the financial progress and physical progress reports for quarter 1 and quarter 2. This was discussed under Min 49 /DEC/2023/2024: Presentations from the department.

lii Council bodies

On 30th October 2023, the Council met in the District Council Hall to discuss the financial progress and physical progress reports for quarter 1 under MIN 23/DLG/2023-24.

On 30th May 2024 the Council met in the District Council Hall to discuss the financial progress and physical progress reports for quarter 2 to quarter 4 under MIN 37/DLG/2023-24.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
	Quality			
1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	From the LG obtain UNEB results disaggregated between Government aided and private schools and review: • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. If the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year, Score 3 or else score 0	School year 2023 Total No. of candidates registered was = 5085 Total absentees were 131 Total that sat were (5085- 131) = 4954 Total Grades (1,2,3 & 4) = 285+ 1820+ 1417+600= 4122 Pass rate = $4122/4954 \times 100 = 83.2\%$ School year 2022 The total number. of registered candidates was = 5599 Total absentees were 246 Total that sat were (5599- 246) = 5353 Total Grades (1,2, 3 & 4) = 427+1989+1325+ 731 = 4472 % pass rate= $(4472/5353) \times 100 = 83.5\%$ % Decline in performance = $83.2\% - 83.5\% = -0.3\%$	0

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0

For the PLE year 2023, the percentage of Learners who passed in grades (1 & 2) were;

$$(285 + 1820) = 2105$$

$$(2105/4954) \times 100$$

$$= \mathbf{42.4 \%}$$

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0

School year 2023

Total No. of candidates registered was = 5085

Total absentees were 131

Total that sat were $(5085 - 131) = 4954$

Total Grades (1,2,3 & 4) = $285 + 1820 + 1417 + 600 = 4122$

Pass rate = $4122 / 4954 \times 100 = 83.2\%$

School year 2022

The total number. of registered candidates was = 5599

Total absentees were 246

Total that sat were $(5599 - 246) = 5353$

Total Grades (1,2, 3 & 4) = $427 + 1989 + 1325 + 731 = 4472$

% pass rate = $(4472 / 5353) \times 100$

= 83.5%

% Decline in performance = $83.2\% - 83.5\% = -0.3\%$

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 2 or else score : 0

PLE 2023

Total No. of candidates registered were 5085

Total absentees were 131

Total Candidates that sat were $(5085 - 131) = 4954$

Total grades (1,2,3 &4) = $(285 + 1820 + 1417 + 600) = 4122$

Pass rate = $4122/4954 \times 100$
= **83.2%.**

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 2 or else score : 0

School year 2023

Total No. of candidates registered was = 5085

Total absentees were 131

Total that sat were $(5085 - 131) = 4954$

Total Grades (1,2,3 & 4) = $285 + 1820 + 1417 + 600 = 4122$

Pass rate = $4122 / 4954 \times 100 = 83.2\%$

School year 2022

The total number. of registered candidates was = 5599

Total absentees were 246

Total that sat were $(5599 - 246) = 5353$

Total Grades (1,2, 3 & 4) = $427 + 1989 + 1325 + 731 = 4472$

% pass rate = $(4472 / 5353) \times 100$

= 83.5%

% Decline in performance = $83.2\% - 83.5\% = -0.3\%$

Access

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the boys' school enrolment increased over the previous two academic years Score 2 or else score: 0

Information from Kisoro LG Education office indicated that in school year 2023, the number of boys enrolled was 44174 and in 2024, the enrollment of boys was 47413 in primary schools. Thus, $47413 - 44174 / 44174 \times 100 = 7.33\%$.

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the girls' school enrolment increased over the previous two academic years Score 2 or else score: 0

Information from Kisoro District Local Government indicated that in the school year 2023, the number of girls enrolled in primary schools was 42199 and in 2024 the number was 44821. Hence, $(44821 - 42199) / 42199 \times 100 = 6.41\%$.

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the SNE enrolment increased over the previous two academic years Score 2 or else score: 0

In school year 2023, the number of SNE learners in the primary schools of Kisoro LG was 196 and in 2024, the number of SNE learners was 240.

The percentage increase in the number of SNE learners was $(240-196)/196 \times 100 = \mathbf{22.4\%}$.

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.
- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the boys school enrolment increased for the previous two academic years Score 2 or else score: 0

Information from Kisoro DLG Education sub-program indicated that in school year 2023 the number of boys enrolled in secondary schools was 2981 and in 2024 the boy's enrolment was 3455.

The percentage increase in the boy's enrolment over the two academic years was $(3455-2981)/2981 \times 100 = \mathbf{15.9\%}$

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.

- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the girls' school enrolment increased for the previous two academic years
Score 2 or else
score: 0

The girl's enrolment in secondary schools for school year 2023 was 3572 and in 2024 the number of girls who enrolled was 3804.

The percentage increase in the girl's enrolment was $(3804-3572)/3572 \times 100 = \mathbf{6.5\%}$.

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.

- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the number of SNE enrolment increased over the previous two academic years
Score 2 or else
score: 0

The SNE enrolment in school year 2023 was 59 and in 2024, the SNE learners were 81. The percentage increase over the two years was $(81-59)/59 \times 100 = \mathbf{37.2\%}$.

Evidence that the monthly average learner attendance for government aided primary schools in the LG for the current academic year is above 90%

- From the LG Education department obtain and review attendance data for all primary schools in the current academic year and calculate the average level of attendance.

- Sample at least two (2) primary schools to verify accuracy of attendance data in the school registers

Verify if the monthly average learners' attendance is above 90% score 4 or else 0

The average learner attendance in secondary school in Kisoro District Education Local Government was as follows; February 98%, March 91%, April 98%, May 98%, June 91%, July 98, August 91%, September 91% and October 98%. Thus $763/8 = 95.3\%$. Monthly learner attendance from Katarara Primary school was as follows February 74%, March 74%, April 68%, May 77%, June 83%, July 76%, August 77%, September 76%, and October 79%. Thus, $684/9 = 76\%$. The Monthly average learner at Nyakabingo Primary primary school, the average monthly attendance of learners was as follows February 90%, March 92%, April 96.5% May 92.2%, June 98%, July 97%, August 98%, September 94.7% and October 98.8%. thus, $845.2/9 = 95.2\%$. Hence, $95.3\% = 76\% = 95.2\% = 266.5/3 = 88.8\%$

Evidence that the monthly average learner attendance for government aided secondary schools in the LG for the current academic year is above 90%

- From the LG Education department obtain and review attendance data for all secondary schools in the current academic year and calculate the average level of attendance.

- Sample at least one (1) secondary schools to verify accuracy of attendance data in the school registers

Verify if the monthly average learners' attendance is above 90% score 4 or else 0

The average secondary school learner attendance from Kisoro District Education Local Government was as follows February 94%, March 90.4%, April 93.8%, May 93.8%, June 92.79, July 92.2%, September 91% and October 92%. The over all attendance was calculated as $739.9/8 = 92.4\%$. The classroom registers at Nyakinama the sampled secondary school were locked in the the director of studies office making it difficult to accurately compute the monthly learners attendance.

Efficiency

Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year

- From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change

- Sample at least two (2) primary schools to verify.

If 90% - 100% of the learners in P1 progressed to P3
Score 2 or else
score: 0

Information from Kisoro District Education Local Government Department indicated that in school year 2022 a number of 27237 enrolled in P1 Kisoro District. Those who progressed to P3 in 2024 were 22238. Hence $22238/27237 \times 100 = 81.6\%$. At Nyakabingo Primary School 321 enrolled in P1 in 2022 those who progressed to P3 in 2024 were 245 thus $245/321 \times 100 = 76.3\%$. Meanwhile at Katarara Primary School, 233 pupils enrolled in p1 in 2022. From these, it was 114 pupils who progressed to P4 in 2024. Thus, $114/233 \times 100 = 61.8\%$.

Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year

- From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change

- Sample at least two (2) primary schools to verify.

If 90% - 100% of the learners in P4 progressed to P5
Score 2 or else
score: 0

Information from Kisoro District Education Local Government Education Department indicated that in school year 2023 there were 11120 learners were in P4. Those who progressed to P5 in 2024 are 11073. Thus, $11073/11120 \times 100 = 99.5\%$. At Katarara one of the sampled primary schools 79 pupils were in P4 in school 2023. Those who progressed to P5 in 2024 were 57 pupils. thus, $57/79 \times 100 = 72.1\%$. The second sampled primary school Nyakabingo had 186 pupils in p4 in school year 2023. Those who progressed to p5 in 2024 were 155. Hence, $155/186 \times 100 = 83.3\%$. The progress rates from the sampled schools indicated that progress from P4 to P5 was below 90%.

7	Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year	• From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. If 90% - 100% of learners in P6 progressed to P7 Score 2 or else score: 0	Information from Kisoro District Education Local Government indicated that in 2023 there were 8049 pupils in P6. Those who progressed in P7 in 2024 were 7218. Hence, $7218/8049 \times 100 = 89.7\%$. At Katarara Primary school, 79 pupils were in p6 in 2023, out of which 33 were able to progress to P7 in 2024. Thus, $33/76 \times 100 = 43.4\%$. Likewise, at Nyakabingo Primary school, 153 pupils were in P6 in 2023 out of which 92 progressed to P7 in 2024. Hence $92/153 \times 100 = 60.1\%$.	0
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review data on the primary school completion rates. If the total primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80% Score 2 or else score : 0.	In school year 2018 there were 22032 boys and girls in P1. In 2024 those who completed P7 were 5298 boys and girls. Hence, $5298/22032 \times 100 = 24.04\%$ completion rate of boys and girls	0
8	Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review total enrolment in P1 seven years ago and compare with current P.7 enrolment If the total primary school completion rate boys in the LG for the previous school year is above 80% Score 2 or else score 0.	Information from Kisoro District Education Local Government indicated that in school year 2018 a number of 10291 boys enrolled in primary one. Those who were able to complete P7 in 2024 were 2280 boys. Hence $2280/10291 \times 100 = 22.1\%$	0

Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%	From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion If the total primary school completion rate for girls in the LG for the previous school year is above 80% Score 2 or else score 0.	According to information from Kisoro District Local Government a number of 11941 girls joined P1. Those who were able to complete P7 were 3018. Thus $3018/11741 \times 100 = 25.7\%$.
--	--	---

Human Resource Management

Evidence that the LG maintains accurate teacher deployment data for government aided primary schools and the information has been displayed at the LG and school notice boards, and the Education department has equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards	• From the LG Education department, obtain data on teacher deployment. • Sample two primary schools to verify whether teachers are deployed and teaching in the schools as indicated in the staff lists. • From the school notice boards verify whether the teachers deployed in the school are displayed. • From the LG Human Resource Management (HRM) department, obtain the teacher payroll data Check and verify if: i. The LG maintains accurate teacher deployment data for government-aided primary schools and the information has been displayed at the LG and school notice boards ii. The LG	From Kisoro District Education office a list of 135 primary schools was provided and the corresponding teacher's payroll data was made available at the noticeboard. There was a correlation between Local Government data and that of Katarara Primary School that had 11 teachers and one headteacher. Similarly the provided data at the Education office matched with that of Nyakabingo Primary School that had 15 teachers and one headteacher. Teachers' deployment in both primary schools followed the national policies of at least a teacher deployed in a class and standing orders under instructions of the CAO. For instance, teacher Mukajenero Jane Education assistant who was transferred from Mubende to Nakabingo Primary School on 12th May 2023, Minute 41/2023. Teacher Munyaka Leonard was appointed a teacher and posted at Nakabingo Primary School on Government Standing orders on 19th May 2015. Teacher Iyamiremye James was transferred from Diizi Primary School to Katarara Primary School on 21 May 2026.
---	--	--

Education department has equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards (i.e. a minimum of a head teacher and 7 teachers or a minimum of one teacher per class for schools with less than 7 grades)

If requirements (i) and (ii) are met, score 3 or else 0.

10

Evidence that the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards Score 2 or else score: 0

From the LG Education department/ LG HRM division, obtain payroll data and staff lists
Sample at least one (1) secondary schools to verify whether teachers teaching in the school are as presented in the payroll

If the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards Score 2 or else score: 0

Data from Kisoro District Education Local Government indicated that the District had 14 Government aided secondary schools. Notice board teacher lists and payroll returns indicated that there were 314 secondary school teachers in the district. There was correlation the sampled secondary school that is Nyakinama Secondary School staff list and payroll data and that of at the Local Government Education Department of having 22 teachers on Government Payroll. These teachers had posting instruction from Ministry of Education and Sports. For instance; teacher Muniriho Davis was appointed a teacher on 23rd September 2022. Minute ESC.NO323/20 (204).

2

Evidence that the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 75%

From the LG Education department/MoES, obtain data on primary teacher attendance and calculate the percentages

From the sampled schools, obtain and review the attendance registers to determine the teacher attendance

Triangulate the findings with interviews with the class monitors to determine the teacher attendance

a) If the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 90% Score 4

b) If the monthly average primary school teacher attendance rate for the current year is between 75-89% Score 2

The average teacher attendance in primary schools at Kosoro District Education Local Government was as follows;

February 100%, March 100%, April 71%, May 86% June 88%, July 100%, August 100%, September 100%, and October 88%.

The overall attendance was calculated as $833/9 = 92.5\%$.

At Katarara Primary school was as follows: February 96.1%, March 81.25%, April 87.9%, May 78.3%, June 92.1% July 94.4%, August 88%, September 81.9%, 87.5%., October 90.2% . The overall attendance was calculated as $781.5/9 = 86.8\%$.

At Nyakabingo Primary School Primary School the average primary school teacher attendance rate was as follows February 79% March 72%, April 77%, May 77%, June 79% July 73%, August 76%, September 78, October 72%.

The overall attendance rate was calculated as $683/9 = 75.8\%$.

Evidence that the LG Education department uses teacher time on task information from the TELA system to monitor teacher attendance and time on task and takes corrective action

From the MoES/LG obtain TELA reports and calculate percentage use by schools in the particular LG.

From the LG obtain and review reports, meeting minutes, providing evidence that actions have been taken to address teacher attendance

From the sampled schools establish whether the LG Education Department has made use of the teacher time and task attendance data to take corrective action

Check and verify:

i. If above 50% of schools in a LG use the TELA system to monitor teacher time and task attendance to ensure improved learning outcomes

ii. If there is evidence that the LG Education Department has made use of the teacher time and task attendance data to take corrective action especially in the sampled schools

If (i) and (ii) complied with score 3 or else 0.

The reviewed records and interview with the Education sub-program staff, at Katara Primary School TELA usage was at 70% while at Nyakabingo Primary School TELA usage was almost 65%. However, TELA usage at the LG Education Department was almost 55%. The assessor was also informed that the TELA system had operational challenges like failing to capture faces of teachers clocking in.

The school administrators were using TELA to take corrective actions like talking to teachers who were not clocking in or clocking late. The teachers would be told that non-compliance to use of TELA would result in being forwarded to the District for sanctioning.

13	Evidence that the secondary school teacher attendance rate for the current academic year is above 90%	• From the LG Education department/MoES obtain data on secondary teacher attendance • From the sampled schools, obtain and review the attendance registers to determine the teacher attendance If the secondary school teacher attendance rate for the current academic year is above 90% Score 4 If the secondary school teacher attendance rate for the current year is between 75-90% Score 2	Data from the Kisoro District Education Department revealed the following teacher attendance rates: 100% in February, 100% in March, 71% in April, 86% in May, 88% in June, 100% in July, 100% in August, 100% in September, and 88% in October. This results in an average attendance rate of 92.5% (833/9). However, the teacher attendance records for Nyakinama Secondary School from February to November were incomplete. Specifically, attendance data from February to July could not be obtained due to the unavailability of the attendance books for those months.	0
14	Evidence that the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments	• From the sampled school review the staff list and timetable to establish whether additional teachers are deployed to the lower foundation grades If the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments score 2 or else 0	According to Information from Kisoro District Education Department some schools had deployed additional teachers to lower foundation grades which typically had largest enrollment. For example, Muramba Primary School had four teachers for P2 had 3 teachers and P3 had 3 teachers. Similarly, Gisorora Primary School had 5 teachers in P1, 4 teachers in P2 and 3 teachers in P4. Mubuga Primary School had 3 teachers in each of P1 and P2 while P3 had 2 teachers.	2

Evidence that the LG Education department provided continuous professional development for teachers in the previous school year to improve their skills, adapt to new teaching methods and curricula and address the performance gaps flagged in the School Performance Assessment (SPA)

- From the LG Education department obtain and review evidence of CPD activities e.g. training materials, presentations, to ascertain whether the LG provided relevant CPD for teachers.

- Review CPD reports

- Review school improvement plans.

Verify if the LG Education department provided continuous professional development for teachers in the previous school year to improve their skills, adapt to new teaching methods and curricula and address the performance gaps flagged in the School Performance Assessment (SPA)
Score 2 or else
score: 0

Kisoro DLG provided continuous professional development opportunities for teachers in the previous school year to enhance their skills, adapt to new teaching methods and curricula and address performance gaps identified in School Performance Assessment (SPA). There was evidence of continuous professional development offered by Kisoro District local Government Education Department. For example a school performance enhancement training for headteachers in Kisoro District held between 13th and 15th May 2024. Attendance records for headteachers who attended were available.

Additionally, certificates of completion were offered to participants, such as Mr Ngabirano Leonald who received a certificate upon completion of performance enhancement training of headteachers during those dates at the local Government Education Department.

Further, there evidence included training program for education department in FY2023/2024 dated 15th August 2023. The program covered various areas including; TELA, EMIS, schools and teachers' innovation for results (STIR)

Additionally a two STIR training workshop of headteachers and teacher held at Nyakinama Seed Secondary school on 6th June 2024. These workshops aimed at creating a safe learning environment in schools.

Management and functionality of amenities

- a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.
- b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.
- From the LG Education department obtain and review records and reports of school condition assessments.
- Verify the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. Score 3 or else score: 0

There was evidence that the LG carried out infrastructure audit on October 5th 2023, to assess the condition of school facilities to ensure they meet minimum quality standards. The audit identified several primary schools with substandard infrastructure including schools with dilapidated or temporary infrastructures. This audit indicated a list of primary schools with dilapidated structures and those with temporary structures. For instance, Luseke P/S, Kalambi P/S, Lutare P/S were found to have deteriorating structures and classrooms. Additionally, Kinamira, Luseke and Nyakabanga Primary schools were flagged having poorly maintained and dilapidated latrines.

- a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.
- b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.
- From the planner obtain and review the sub-programme AWP and performance reports to check whether resources and expenditures for school O&M activities were allocated towards school maintenance in line with the school condition assessment.
- If the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule. Score 7 or else score: 0

The school maintenance grant for the previous FY totaled UGX 473,372,994, and funds were allocated for maintenance activities based on the condition assessments and school-level maintenance schedules as in the examples below:

Ruseke Primary School received UGX 27,897,560 for the construction of VIP latrines, with M/S Kalambi United as the contractor.

Akenyago Primary School was allocated UGX 124,925,420 for the construction of a two-classroom block, with M/S Gishuru Enterprises as the contractor.

Rutare Primary School also received UGX 124,925,420 for the construction of a classroom block, with M/S Forward Investment Uganda Ltd. as the contractor.

Nyakabanga Primary School was allocated UGX 29,058,040 for the construction of a five-stance VIP latrine, with M/S Tweze Enterprises as the contractor.

Kananira Primary School was allocated UGX 28,058,040 for the construction of a five-stance VIP latrine, with M/S Imanzi Enterprises Ltd. as the contractor.

Karago Primary School received UGX 27,983,700 for the construction of a five-stance VIP latrine, with M/S GISA Contractors as the contractor.

Suuma Primary School was allocated UGX 28,029,720 to construct a five-stance VIP latrine, with M/S TS Smart Ltd. as the contractor.

Monitoring and Inspection

Evidence that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes.

From the LG Education department obtain the list of all schools that received capitation;

Review records of school accountabilities to establish whether all schools submitted reports

sample reports to check the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes

Verify that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes. Score 3 or else score: 0

The capitation grant for FY 2023/2024 was UGX 1,650,991,200. Evidence showed request for release of UGX 550,330,400 to the district on July 24th 2023. The first release of UGX 566,713,828 was made on 31st January 2024. followed by second release of UGX 482,314 068 on 9th May 2024. A final release of UGX 54,331, 761 was made on 12 June 2024.

Additionally, there was evidence that all 135 primary schools submitted reports detailing how capitation grant was spent and the progress made in improving learning outcomes. Each school maintained an accountability file for UPE funds. For example Katarara, one of the sampled primary schools provided the following documentation;

Voucher Number 12/4/2024 showing UGX 140,000 spent on wages of night watch man.

Voucher 8/4/2024 showing UGX 30000 was spent on photocopying.

Receipt number 035 showing UGX 15000 was spent on co-curricular kids athletics etc.

Similarly, Nyakabingo Primary School provided the following documentation: Voucher number 001 showing UGX 200,000 spent on school management committee.

Receipt number 0025 showing UGX 130,000 spent on staff continuous professional development training,

Voucher Number 003 showing UGX 600,000 spent on emptying toilets etc

Management of Financial Resources

a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines	From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division	The inspection grant for FY was UGX 102,008,000. By the end of Quarter for Four, a total of UGX 115,180,000 had been spent on inspection as reported on page 94 of Quarter Four Report. This indicated that inspection funds were fully utilized with additional funds sourced from supplementary budget, allocated from local revenues to cover the shortfall. The extra funds were spent as follows:
b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.	From the LG Education department, obtain and review: Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes	Supplies UGX 1,500,000, Stationary UGX 2,268,000, Travel inland UGX 85,810,000, Fuel UGX 18,602,000.
	If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0	In total the department spent 100% of the allocated inspection funds, supplemented by additional local revenue sources in accordance with guidelines.

a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines	From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division	The outcomes of the inspection activities were detailed in a comprehensive inspection report submitted to the District Education Secretary (DES) on July 7th, 2023, and again on August 20th, 2024. The report outlined several key achievements aimed at improving learning outcomes. Among the findings:
b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.	From the LG Education department, obtain and review: Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes If the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes score 2 or else score 0.	Absenteeism Reduction: The inspection activities included a focused review of teacher and student absenteeism rates. Strategies were implemented to address absenteeism, such as regular monitoring and follow-up with schools, leading to a reduction in both teacher and student absences. Parental Engagement: A significant emphasis was placed on sensitizing parents to become more actively involved in their children's education. The report highlighted the successful organization of community outreach programs where parents were encouraged to participate in school activities and support their children's learning at home. Infrastructure Improvements: The inspection identified schools that required urgent infrastructural upgrades. As a result, several schools received much-needed improvements, including the construction of new classrooms and toilets. This not only enhanced the physical learning environment but also contributed to a safer and more conducive space for both students and teachers. The inspection process not only identified areas for improvement but also highlighted the positive impact of these interventions in enhancing the learning environment and contributing to better learning outcomes for students. The report demonstrates the LG's commitment to ensuring that resources are effectively utilized to address key challenges in the education sector.

Environment, Social, Health and Safety

Evidence that the LG Education department has conducted programs to create a safe learning environment in all government aided schools

From the sampled schools, check for existence and functionality of the safe learning environment facilities including:

i. Use of energy efficiency measures e.g. use of solar, biogas and energy saving cooking stoves

ii. Proper waste management

iii. Tree planting and green spaces within the school

iv. Provision of clean water sources and sanitation facilities

v. Establishment and functionality of environmental clubs

vi. Provision of facilities for disposal and changing of sanitary pads

If 4 of the above measures complied with score 4 or else score 0

During visits to several schools, evidence of well-developed safe learning environments with a strong emphasis on sustainability and hygiene was observed.

Katarara Primary School featured a thoughtfully designed compound that included green vegetable gardens, creating an eco-friendly and productive space. The school grounds were further beautified with vibrant hibiscus flowers, banana trees, and strategically placed handwashing facilities to promote hygiene. The layout of the compound highlighted the integration of both functional and aesthetic elements aimed at fostering a healthy and inviting environment for students.

At Nyakabingo Primary School, the compound was home to a variety of trees, including avocados, *Grevillia robusta*, and *Calliandra* spp., contributing to the school's green spaces. In addition to these trees, the school had installed clean drinking water sources and handwashing stations to ensure students' access to hygiene essentials. There were also changing rooms designated specifically for girls, alongside provisions for safe disposal of sanitary pads. Notably, the school kept JIK (a bleach product) in the school store for cleaning bathrooms, ensuring that sanitation facilities were properly maintained.

Nyakinama Secondary School presented a well-maintained environment with clear, safe pathways and a vegetated school compound, providing a peaceful and environmentally friendly learning space. The school also made provision for waste management with a compost pit, demonstrating a commitment to sustainability and environmental care.

These schools showcased a strong commitment to promoting a safe learning environment, with the integration of energy efficiency measures, such as solar lighting and biogas for cooking, and solid waste management practices. Moreover, tree planting and green spaces were encouraged, alongside the establishment of environmental clubs that engaged students in various conservation activities. The provision of clean water, sanitation facilities, and appropriate spaces for menstrual hygiene management further ensured that the schools met the basic needs of all students, particularly girls.

Through these efforts, the schools not only fostered a conducive learning atmosphere but also instilled values of environmental stewardship, hygiene, and sustainability among students.

Evidence that the LG has implemented protection measures against violence, abuse, and discrimination against children, workers, and teachers in schools. They have

Sample 3 schools to ascertain that protection measures are in place against any form of violence/abuse discrimination for children, workers and teachers

A visit at the sampled three schools; Katarara P/S, Nyakabingo PS and Nyakinama SS, it was evident that protection measures to guard against; violence/abuse and discrimination had been put in place.

- All the education institutions had School Rules and Regulation that aimed at ensuring equality and instilling common discipline amongst the learners

- The schools had in place the senior man and senior woman teacher to handle teenage challenges through regular counselling and guidance

trained teachers, workers, children, SMC, BoG, and communities on eliminating such issues and have eliminated corporal punishments in all schools.

LG conducted training and sensitization on the protection measures

LG Education Office and Community Development Office have trained the SMCs and BoGs on grievance management and stakeholder engagement.

Sample 3 schools to ascertain that LG conducted VAC training activities

Check and verify if:

i. The LG has put in place protection measures against any form of violence/abuse discrimination for children, workers and teachers in schools

ii. The LG has trained, sensitized teachers, workers, children, SMC, BoG and communities on measures to eliminate any form of violence/abuse and discrimination against Children, workers and teachers and taken actions to stamp out corporal punishments in all schools.

iii. The School Management Committees (SMC) /Board of Governors (BoG) have been trained on stakeholder engagement and grievance management as per the circular on grievance

- The schools had washing and changing rooms for girls
- Through clubs like UNSA, learners had channels of effective communication and socialisation as peers
- Disciplinary committees headed by the Deputy Headteachers were in place
- School chaplaincy programs were on the time table during the co-curricular time.

Therefore, the LG had put in place protection measures against any form of violence against children.

management by
MoGLSD

Score 4 or else
score: 0

Transparency, oversight, reporting and accountability

21

2

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG	From the LG Education Department obtain and review inspection reports/ information to ascertain that all primary schools were duly inspected and recommendations to address identified school performance weaknesses were followed-up and implemented.	There was evidence that all 135 primary schools were inspected once each term, with inspection reports submitted to the District Education Secretary (DES) on July 7th, 2023, and again on August 20th, 2024. The reports identified several challenges hindering the improvement of learning outcomes, including high pupil absenteeism in some schools.
b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs		Specific issues noted included inadequate lesson plans and schemes of work at schools like Nyagakenke P/S and Gisozi Primary School, non-use of pupil registers, and insufficient supervision by headteachers. Additionally, at Akengeyo P/S, there were no handwashing facilities, and in other schools, expired school management committees and failure to adhere to classroom timetables were observed.
c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection	• Obtain copies of inspection plans and inspection reports to: ascertain that all schools were inspected • The inspection encompassed among others the following; proper preparation of schemes of work, lesson plans, lesson observation, time-table implementation, pupil and staff attendance, deployment of teachers across grades; continuous assessment of learners, learning environment)	
d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection		
e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools		
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations	Letters from DES acknowledging receipt of inspection reports. Obtain and review the school inspection and training reports to determine	
g) The LG evaluated the effectiveness of the implemented	• Whether the schools were	

recommendations
to improve
learning outcomes
and re-plan

supported to
develop the SIP

- Whether the
SIPs address the
gaps identified in
the School
Performance
Assessment

Whether the
schools were
supported to
implement the
SIPs

Check and verify
if the LG identified
and documented
areas that hamper
improvement of
learning
outcomes at
school level within
the LG score 2 or
else score 0.

- a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG
- b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs
- c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection
- d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection
- e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools
- f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations
- g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan
- Check and verify if the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs score 2 or else score 0.
- Kisoro District Local Government Education Department developed a comprehensive school inspection plan that outlined specific activities, verifiable indicators, and expected outputs. One such document was the Annual Work Plan for FY 2023/2024, dated July 5th, 2023. This plan detailed key inspection activities, including:
- Reviewing schemes of work and lesson plans to ensure proper curriculum delivery.
 - Managing the Primary Leaving Examination (PLE) process.
 - Sensitizing school management committees and parents about their roles and responsibilities in supporting the school system.
- Submitting inspection reports to both the District Education Secretary (DES) and the Ministry of Education and Sports (MOES).
- Additionally, there was evidence of an updated Inspection Plan for FY 2024/2025, which incorporated the previous year's activities and added new elements, such as the inclusion of regular inspection meetings. This plan aimed to strengthen the effectiveness of school inspections and further support improvements in the education sector.

- | | | |
|---|---|---|
| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection score 2 or else score 0.</p> | <p>There was evidence that all 135 primary schools were inspected at least once per term, with inspection reports shared with the Directorate of Educational Standards (DES). For instance, inspection reports were submitted to DES on December 31st, 2023, and again on August 20th, 2024.</p> <p>Additionally, the inspection results were disseminated to the Education and Community Sectoral Committee on May 17th, 2024. Based on the findings, the committee recommended the construction of a five-stance VIP latrine at several schools, including Karago, Kinanira, Nyanamo, Chanika B, Suuma Kibugu, Ruseke, and Nyakabaya Primary Schools. Furthermore, it was discussed that a 2-classroom block should be constructed at Akengeyo Primary School to address space and infrastructure needs. The inspection reports were made available at the school, local government, and national levels through the e-inspection system, ensuring transparency and accountability in the inspection process.</p> |
|---|---|---|

- | | | |
|---|--|---|
| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> | <p>Check and verify if the LG supported schools to develop SIPs to address areas of weakness observed during inspection score 2 or else score 0.</p> | <p>There was evidence that the LG Education Department actively supported the development of School Improvement Plans (SIPs) to address areas of weakness identified during inspections. This support was provided during a headteachers' meeting on January 29th, 2024, at Nyakinama Seed Secondary School. During the meeting, as recorded in Minute 06/01/2024, the Inspector of Schools Peruth led a session where headteachers were guided on how to effectively develop and implement SIPs.</p> |
| <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> | | <p>The session focused on equipping the headteachers with the necessary skills to identify key challenges in their schools, set measurable objectives, and design targeted interventions to improve teaching quality, student performance, and school management. This collaborative effort aimed to ensure that schools not only addressed the areas of weakness identified in previous inspections but also implemented sustainable strategies for continuous improvement.</p> |
| <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> | | <p>In addition to this, the Education Department emphasized the importance of regular monitoring and evaluation to track progress, ensuring that the SIPs contributed meaningfully to enhancing learning outcomes and overall school effectiveness</p> |
| <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> | | |
| <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> | | |
| <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> | | |
| <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | | |

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG	Check and verify if the LG Inspector of Schools conducted School Performance Assessments in all Government aided primary schools score 2 or else score 0	There was insufficient evidence to confirm that the LG Inspector of Schools conducted School Performance Assessments in all government-aided primary schools. An electronic report submitted to the District Education Secretary (DES) revealed that only 41 out of the 135 primary schools in the district were assessed as part of the School Performance Assessments for the 2023/2024 fiscal year.
b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs		While the report provided valuable insights into the performance of these 41 schools, identifying both areas of strength and areas requiring improvement, it was clear that a significant portion of schools within the local government were not included in the assessment process. This limited coverage raises concerns about the comprehensiveness of the assessment and the ability to address the specific needs of all schools across the district.
c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection		
d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection		
e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools		
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations		
g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan		

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG	Check and verify if the LG Education Officer has monitored inspection activities and implemented the inspection recommendations score 2 or else score 0.	There was clear evidence that the District Education Officer actively monitored inspection activities and followed up on the implementation of inspection recommendations. For example, a monitoring report for Term Two, 2023, dated September 14th, 2023, highlighted key recommendations, including the need for sensitizing parents on the value of education and engaging all stakeholders in this effort. The report also emphasized the importance of increasing monitoring and inspection of schools to ensure that standards were being met.
b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs		A subsequent monitoring report, dated February 20th, 2024, included recommendations for the induction of headteachers to ensure they understood their roles and responsibilities more effectively. The report also called for advocacy to recruit additional teachers to address staffing shortages in schools.
c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection		A third report, dated May 21st, 2024, outlined the need for specialized training for headteachers in financial management to improve school budgeting and resource allocation. Additionally, it recommended strengthening partnerships with organizations such as UNHCR, UNICEF, and other NGOs to support schools through external funding and resources.
d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection		These monitoring reports demonstrate the District Education Officer's proactive approach to improving school performance by addressing challenges and implementing strategies to enhance education outcomes in the district
e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools		
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations		
g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan		

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG	Check and verify if the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan score 2 or else score 0.	There was evidence of a re-planning process based on the recommendations made by the District Education Officer from monitoring reports. A re-plan document, dated September 23rd, 2023, outlined a series of strategic actions aimed at addressing the identified challenges and improving learning outcomes. Key actions included:
b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs		Lobbying for Government and Line Ministry Support: The plan emphasized advocating for increased government support, particularly from relevant line ministries, to address infrastructure gaps in schools.
c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection		Networking with Implementing Partners: It proposed strengthening collaborations with organizations such as UNICEF and UNHCR, along with other development partners, to secure additional resources and support for schools.
d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection		Recruitment of Additional Staff: The re-plan highlighted the need for the recruitment of more teachers and school staff to address staffing shortages and enhance the quality of education.
e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools		Induction of Headteachers: The plan also underscored the importance of providing targeted induction programs for headteachers to improve their management and leadership skills, ensuring more effective school governance.
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations		This re-planning process demonstrated the LG's commitment to evaluating the effectiveness of previous recommendations and adjusting strategies to further improve learning outcomes across DLG
g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan		

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities	• Obtain and review DHIS2 to establish whether any of the health facilities experienced Perinatal Death. • Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs. • Obtain and review Audit Reports and the MPDSR report to establish whether the sampled health facilities experienced Perinatal Death, conducted audits in the previous FY. Check and verify if the DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities score 6 or else score 0.	From DHIS2, there were 153 perinatal deaths in Kisoro District in FY 2023/24. In Kisoro District there were 41 health facilities that reported in the DHIS2. Of the 41, 34 were public health facilities, 6 PNFPs, and 1 private clinic. There was 1 government hospital-Kisoro General Hospital and 1 PNFP hospital-Mutolere Hospital. The health centre IVs were three: Busanza HC IV, Rubuguri HC IV and Chahafi HC IV. All health centre IVs were public health facilities. There were 20 health centre IIIs; 16 were public and 4 were PNFPs. The 16 public health centre IIIs were: Muramba HC III, Nyakinama HC III, Nyakabande HC III, Rwingwe HC III, Nyabihuniko HC III, Kagano HC III, Kagezi HC III, Maregamo HC III, Nteko HC III, Gateriteri HC III, Iremera HC III, Bukimbiri HC III, Buhozi HC III, Nyarusiza HC III, Gasovu HC III and Nyarubuye HC III. The 4 PNFP HC IIIs were ST. John's Nyagisozi HC III, Kinanira HC III, Rutaka HC III, and Clarensenga HC III. There were 16 HC IIs reporting in the DHIS2. Of these, 15 were public and 1 which was a private clinic. The health facilities that reported the perinatal deaths were: Kisoro Hospital-51, Mutolele Hospital-80, Busanze HC IV-3, Chahafi HC IV-8, Rubuguri HC IV-5, Nyarusiza HC III-1, Clarensenga PNFP HC II 2, Kinanira PNFP HC III 1, Muramba HC III 1, and Nyabihuniko HC III-1. All the perinatal deaths were audited but not satisfactorily. The 153 notification forms were available but 30 of the 153 audit reports were incomplete and did not carry any meaning at all. The DHO and ADHO-MCH did not supervise nor support the health facilities to ensure that Kisoro District either had no deaths or had audited all perinatal deaths that occurred in all the facilities in FY 2023/24. There were no supervision reports to that effect. After random sampling, the three health facilities selected for field assessments were: Chahafi HC IV, Nyabihuniko HC III and Nyarusiza HC III.	0

Evidence that the LG has ensured that all malaria cases treated were tested

- Obtain and review DHIS2 to establish that all treated malaria cases were tested.

Verify if the LG has ensured that all malaria cases treated were tested score 6 or else score 0

From DHIS2, in quarter 2 of FY 2023/24 (October to December 2023), the number of cases treated for malaria was 4,524 and this was less than the number tested-4,560. This meant that all patients who were treated for malaria first received confirmatory testing before the treatment in the quarter.

From DHIS2, in quarter 4 of FY 2023/24 (April to June 2024), the number of cases treated for malaria was 2,020 and this was less than the number tested-2,071. Again there was complete testing before giving treatment for malaria in this quarter.

Kisoro District was commended for observing the Test-Treat Policy for the efficient management of malaria.

Access

Evidence that LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY

- Review DHIS2 for the previous two FYs and calculate the percentage increase in OPD attendance

Verify if the LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY Score 4 or else 0

From the DHIS2 on OPD attendances in Kisoro District in the two previous financial years:

FY 2022/23 OPD attendance in Kisoro District was 364,891.

FY 2023/24 OPD attendance in Kisoro District was 369,822.

The increase was 4931. The percentage increase was therefore $4931/364891 \times 100$ equaling 1.4%. This was far below the required percentage increase of 5%.

a) Evidence that the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY	Review community outreach reports to establish whether all health facilities:	From the office of the DHO-Kisoro District, the file for VHT reports was reviewed. All 34 public health facilities had submitted all 4 quarterly VHT reports in the previous financial year. In total 164 VHT reports were reviewed at the office of DHO Kisoro District. These included quarterly VHT reports also from the PNFP health facilities. Evidence of 4 VHT reports per health centre at DHO's office was corroborated by finding the 4 copies of quarterly VHT reports submitted from HC facility to DHO in the sampled health centres; Chahafi HC IV, Nyabihuniko HC III and Nyarusiza HC III.
b) Evidence that the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0	Submitted quarterly VHT reports in the previous FY Verify if the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY score 2 or else 0	The quarterly VHT reports were summaries of activities carried out by the VHTs per quarter. It included summaries of number of children mobilized for immunization per month, number of people assessed for nutrition, number mobilized for HIV/AIDs care, family planning, sanitation and others. The 1st Quarter report for Chahafi HC IV was dated 11th October 2023, for Nyabihuniko HC III was dated 12th October 2023 and for Nyarusiza was dated 17th October 2023. The second quarter report for Chahafi HC IV was dated 12th January 2024, for Nyabihuniko HC III was dated 11th January 2024 and for Nyarusiza was dated 15th January 2024. The third quarter report for Chahafi HC IV was dated 11th April 2024, for Nyabihuniko HC III was dated 16th April 2024 and for Nyarusiza was dated 10th April 2024. The fourth quarter report for Chahafi HC IV was dated 15th July 2024, for Nyabihuniko HC III was dated 12th July 2024 and for Nyarusiza was dated 9th July 2024.

a) Evidence that the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY	Review community outreach reports to establish whether all health facilities:	From the office of DHO-Kisoro District and the in-charges of the sampled health facilities; all the health facilities NEVER conducted at least 48 community out-reaches.
b) Evidence that the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0	Conducted at least 48 community outreaches in the previous FY including 4 at schools Verify if the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0	From the sampled health facilities, Chahafi HC IV did not have any report of outreaches. They had only a tally sheet but counting them did not add up to 48. Nyarusiza HC III conducted 48 outreaches as follows: 4 in schools-1 in Kabeza Nursery School done on 11th July 2023, 1 in Ituriza Primary School done on 16th October 2023, 1 in Rukongi Primary School done on 4th October 2023, 1 in Gitenderi Primary School done on 4th August 2023. 44 outreaches were done in communities in the catchment area. Nyabihuniko HC III conducted 46 outreaches as follows: 2 in schools-1 in Buhayi Primary School done on 27th October 2023, and 1 in Butare Primary School done on 26th October 2023. 44 outreaches were conducted in communities in the catchment area. They claimed they had conducted more outreaches but there were no reports to prove and the in-charge was new.

Evidence that LG facilities increased maternity care service attendance between the previous FY but one and the previous FY by not less than 2%

Review DHIS2 for the previous two FYs and establish the increase in

i. Antenatal Care 1st Trimester,

ii. Immunization for measles, Rubella

iii. Deliveries at health facilities

If the LG facilities increased maternity care service attendance between the previous FY but one and the previous FY by not less than 2% for the following services:

i. Antenatal Care 1st Trimester, score 2 or else 0

ii. Immunization for measles, Rubella, score 2 or else 0

iii. Deliveries at health facilities score 2 or else 0

score 6 if (i) (ii) and (iii) complied with or else 0

From DHIS2, In Kisoro District:

Antenatal Care in 1st Trimester.

In FY 2022/23 the number of first trimester antenatal care (ANC) visits was 4,556. This figure decreased to 4,100 in FY 2023/24 showing a reduction of 456. The percentage decrease was calculated as $456/4556 \times 100 = 10\%$. Our objective was to see an increase, not a decline. The officials attributed the decrease in 1st Trimester ANC visits on the policy promoting increased family planning. This push for family planning reportedly reduced the number of pregnancies, and consequently attendance of ANC services had to decrease.

The LG was educated on Uganda's high fertility rate of 7, which is directly linked to a significant unmet need for family planning. These factors contribute to high maternal mortality rates and high perinatal death rates. In FY 2023/24, Kisoro District reported 153 perinatal deaths, a substantial number when viewed in the context that no one should be dying during delivery.

At the time of assessment, many deliveries were reportedly occurring outside health facilities, with a significant portion attended to by Traditional Birth Attendants (TBAs). By FY 2023/24 the National Average for facility based delivery in Uganda was 70%, with the remaining 30% occurring at home or with TBAs, some of whom also provided ANC services. This indicator aimed to shift deliveries from TBAs to skilled care in health facilities.

This shift would help reduce maternal and perinatal deaths. Properly planned pregnancies would lower risks, give mothers more time to recover, encourage safer pregnancies with fewer complications. Achieving this would also result in higher ANC attendances, more deliveries in health facilities, alongside increased family planning usage. The District Health Officer (DHO) was advised to sensitize public, staff and all stakeholders on the benefits of family planning, attending ANC in 1st Trimester and delivering only in health facilities.

Immunisation for Measles, Rubella.

FY 2022/23 the number of measles and rubella immunizations was 32,078. This figure dropped to 14,909 in FY 2023/24. The decrease was 17,169. The percentage decrease was $17169/32078 \times 100$ equaling to 53.5%. We aimed to find an increase, not a decrease. The explanation given was that since family planning had increased, the number of children eligible for immunization had decreased.

Deliveries at Health Facilities.

In FY 2022/23, the number of deliveries in health facilities in Kisoro District was 11,343. This decreased to 10,362 in FY 2023/24, giving a drop of 981. The percentage decrease was $981/11343 \times 100$ equaling to 8.6%. Again, our goal was to find an increase, not a decrease. The same reason of the rise in family planning usage was cited as the cause for reduction in deliveries.

6	Evidence that the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one	Review DHIS2 for the previous two FYs and establish the increase in uptake of Family Planning (FP) Verify if the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one by 5% score 3 or else 0	From The DHIS2; In Kisoro District the total number of uptake of family planning in FY 2022/23 was 50,836. This increased to 65,189 in FY 2023/24. The difference was 14,353. The percentage increase was $14353/50836 \times 100$ equal to 28.2%. The rise was above the minimum requirement of 5%. Mobilization was increased on radios, VHTs and local council leaders. They also started doing FP outreaches in the district.	3
7	Evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY	Review DHIS2 data to establish the percentage of newly tested HIV positives enrolled into HIV chronic care in the previous FY. If the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY score 3 or else 0	From DHIS2; In Kisoro District in FY 2023/24, a total of 420 clients tested positive for HIV and 366 of them were initiated into treatment services. The enrollment percentage was calculated as $366/420 \times 100$ equal to 87%. This was below the recommended minimum enrollment rate of 95%. A significant number of clients were either lost to follow up or missed during transitions in the district. It was reported that some individuals who tested positive crossed the borders to neighbouring countries where they started new lives, and, apparently leaving their health concerns behind. The district was advised to collaborate with counterparts in other countries to ensure these individuals were initiated into treatments. Utilizing the Cross-Border Disease Surveillance networks was recommended to address this issue effectively.	0

Efficiency

Evidence that the LG has ensured that midwives in all facilities attend to the required number ANC clients

- Review DHIS2 data to establish the total ANC clients

- Review the LG Health Workers payroll to establish the number of midwives

- Calculate the average.

i. If on average each midwife attended to at least 1200 ANC client per year score 3

ii. If on average each midwife attended to at least 800 ANC client per year score 2

From DHIS2;

In Kisoro District in FY 2023/24, the total number of ANC clients was 45,632.

From Kisoro District Local Government Payroll, the number of midwives in Kisoro District was 92. On average therefore, each midwife attended to $45632/92$ equaling to 496 clients. This was far below the minimum allowed value of 800 clients. They said the clients had been stopped from getting pregnant therefore the midwives were being kept busy in other areas of MCH.

Evidence that the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission.

- Visit all Health Centre IV/District General Hospital in the LG where applicable and 2 HC III

- Obtain and review the IPD register for the last quarter and sample at least 5 patients (2 from each quarter) to establish admission to discharge of Malaria patients.

Verify if the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission score 3 or else 0

From IPD Registers in the three sampled health facilities that are Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III for the last quarter (July 2024 to September 2024) 5 patients admitted for malaria were randomly sampled from each health facility and their length of stay tabulated per individual.

Chahafi HC IV

Patient 1 (Iratuzi Fortunate) 6-year-old female had been admitted with malaria for 2 days (13th July 2024 to 15th July 2024).

Patient 2 (Nyiramugisha Diana) 27 years old female had been admitted with malaria for 2 days (13th August 2024 to 15th August 2024).

Patient 3 (Rwabuneza Martin) 22 years old male had been admitted with malaria for 1 day from 21st August 2024 to 22nd August 2024.

Patient 4 (Tumushabe Enock) 52 years old male had been admitted with malaria for 2 days from 27th August 2024 to 29th August 2024.

Patient 5 (Tumweheire Julius) 3 years old male had been admitted with malaria for 1 day from 14th September 2024 to 15th September 2024.

Nyarusiza HC III

Patient 1 (Mukadisi Sylvia) 18 years old female had been admitted with malaria for 2 days from 11th July 2024 to 13th July 2024.

Patient 2 (Tweheyo Anibel) 30 years old male had been admitted with malaria for 2 days from 16th July 2024 to 18th July 2024.

Patient 3 (Olishaba Susan) 20 years old female had been admitted with malaria for 1 day from 26th July 2024 to 27th July 2024.

Patient 4 (Kamuzinzi Wilson) 49 years old male had been admitted with malaria for 2 days from 3rd August 2024 to 5th August 2024.

Patient 5 (Ntangazwa Joan) a 27 years old male had been admitted with malaria for 2 days from 27th September 2024 to 29th September 2024.

Nyabihuniko HC III

Patient1 (Hafashimana Vicent) a 27 years old male had been admitted with malaria for 2 days from 9th July 2024 and discharged on 11th July 2024.

Patient 2 (Nsabiyunva Ivan) a 17 years old male had been admitted with malaria for 2 days from 24th August 2024 to 26th August 2024.

Patient 3 (Twashaba Evelyn) 20 years old female admitted with malaria for 2 days from 28th August 2024 to 30th August 2024.

Patient 4 (Niringiye Cosmas) 10 years old male admitted with malaria for 1 day from 30th August 2024 to 1 September 2024.

Patient 5 (Irakunda Ben) 44 years old male admitted with malaria for 2 days from 7th September 2024 to 9th September 2024.

The average length of stay on the wards for malaria patients in Kisoro District was
 $2+2+1+2+1+2+2+1+2+2+2+2+2+1+2 = 26/15$
patients equaling to 1.73 days. This was less than the recommended maximum length of stay of 3 days implying that there was efficiency.

Human Resource Management

Evidence that the LG has recruited the critical staff in Health Centre IVs

- From the HRM Unit obtain and review staff lists for all facilities.

- Verify the staff number and their respective job positions deployed at each of the health facility.

- Sample one (1) Health Centre IV/District Hospital to verify deployment of the following critical staff:

- o At least 3 Medical Officers,

- o At least 5 theatre staff,

- o At least 5 clinical Officers

- o At least 20 Nurses,

- o At least 6 Lab personnel,

- o At least 12 midwives,

- o Health assistant

Score 5 or else 0

From the sampled health centre IV in Kisoro District (Chahafi HC IV), and following the old staff structure for health in Kisoro District Local Government, the staff deployment was found to be as below:

ChahafiHC IV

- Approved number for Medical Officers was 2 and they recruited 3 with 1 in excess.

- Approved number for theatre staff was 5 but they had 2 with a deficit of 3.

- Approved number for clinical officers was 5 but they had 2 with a deficit of 3.

- The number approved for nurses was 9 and they had all 9.

- Approved number for midwives was 4 and the recruited 5 with 1 in excess.

- Approved number for the laboratory was 4 but they had 2 recruited with a deficit of 2.

- Approved number for health inspection staff was 2 but they had 1 with 1 in deficit.

In total out of the approved 31 staff they had 24 with a deficit of 8.

Evidence that the LG has recruited the critical staff in Health Centre IVs

- From the HRM Unit obtain and review staff lists for all facilities.

- Verify the staff number and their respective job positions deployed at each of the health facility.

- Sample two (2) Health Centre IIIs to verify deployment of the following critical staff:

- Evidence that the LG has recruited the following critical staff in Health Centre IIIs

- o At least 2 Clinical Officers,

- o At least 10 Nurses,

- o At least 2 Lab personnel,

- o At least 6 midwives,

- o Health assistant

Score 5 or else 0

From the sampled health centre IIIs in Kisoro District, and following the old staff structure for health in Kisoro District Local Government, the staff deployment was found to be as below:

Nyarusiza HC III

- Approved number of clinical officers was 2 and they recruited all the 2.

- Approved number of nurses was 4 and they recruited all 4.

- Approved number for laboratory was 2 and they had all the 2.

- The approved number for midwives was 2 but they had recruited 4 with 2 in excess.

- Approved number for health inspection staff was 1 and they had 1.

The total approved number of critical staff was 11 but they had 13.

The deployment of critical staff to the Nyarusiza Health Centre III was sufficient. Staff were deployed according to workload needs, with two in excess as per old staff structure.

Nyabihuniko HC III

- Approved number of clinical officers was 2 and the 2 were recruited.

- Approved number for nurses was 4 and they had 5 in place with 1 in excess.

- Approved number for laboratory was 2 and they had the 2.

- Approved number for midwives was 2 and they recruited 3 with 1 excess.

- Approved number for health inspection staff was 1 and they had 1.

The total approved number of critical staff was 11 and they had 13 recruited.

Deployment of critical staff to Nyabihuniko Health Centre III was sufficient.

Evidence that DHO and HR has ensured that all medical staff have valid practicing licenses to meet standards of practice by various regulating bodies to improve quality of service outcomes

- Review staff file to establish whether all the medical staff have valid practicing license form MDPC, AHPC, NMC

If the DHO and HR has ensured that all medical staff have valid practicing licenses to meet standards of practice by various regulating bodies to improve quality of service outcomes Score 4 or else 0

From the medical staff files at the Human Resource Office in Kisoro District, the files for **28 staff did not have copies** of valid practicing licenses. There could have been even more than the 28. The Assessment Team did not proceed to count all those that did not have because even a detection of only 1 staff without license would be sufficient to deny the score.

In Chahafi HC IV, the two medical officers did not have valid practicing licenses from the UMDPC. All the 2 theatre staff, 1 of the 2 clinical officers, 1 of the 2 laboratory staffs did not have photocopies of valid practicing licenses from the UAHPC on their files. Four (4) of the 5 nurses and three (3) of the 5 midwives at the facility had NO photocopies of valid practicing licenses on their files from the UNMC. Some of them had expired licenses to as far as 2020.

In Nyarusiza HC III, the clinical officers (2), the 2 laboratory personnel and the 1 health assistant all had copies of valid practicing licenses on their files issued from the UAHPC. But 2 of the 5 nurses and the 1 of 4 midwives did not have photocopies of valid practicing licenses from the UNMC.

In Nyabihuniko HC III, the 2 clinical officers, the 2 laboratory staffs, the 1 health assistant all did not have copies of valid practicing licenses on their files issued from the UAHPC. Also 2 of the 5 nurses and all the midwives did not have photocopies of valid practicing licenses from the UNMC. Two staff (1 clinical and 1 midwife) had no files to present to the assessment team and there was no valid explanation provided for this. The DHO and ADHO-MCH were advised to ensure that all staffs have files at the health facility, at DHO's office and at the district human resource office. And all of the staff must have valid practicing licenses in the files as they get prepared for next assessment.

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

From the sampled facilities obtain the CME schedule

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if All HCs conduct at least 7 CMEs in the previous FY score 2 or else 0

Regarding Continuous Medical Education (CME)/Continuous Professional Development (CPD) in health centres, there was no evidence to suggest that all health facilities in Kisoro District conducted CMEs regularly. Chahafi HC IV was sampled but no evidence was found to indicate that any CME sessions had been carried out.

While staff verbally stated that CMEs were conducted, there were no written reports to substantiate this claim. They explained that they simply did not consider it important to document sessions. Additionally the centre **was not certified to do CMEs.**

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if all HC IVs and District Hospitals were certified as CPD centers in the previous FY score 2 or else 0

Chahafi HC IV was NOT accredited to offer CMEs. Therefore there were no reports being submitted to the Uganda Medical and Dental Practitioners' Council.

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if all HC IVs and District Hospitals provided at least 4 CPDs to each of HC IIIs in the previous FY and submitted the report to the (relevant) Medical Council score 2 or else 0

At the lower level, specifically in the sampled HC IIIs, there was no evidence in any of them to show that they conducted at least the quarterly CMEs (a total of 4 per year). No reports were found in any of the sampled health centres. And no reports were submitted to the Uganda medical and Dental Practitioners' Council. This lack of documentation was evident in the two sampled HC IIIs- Nyabihuniko HC III and Nyarusiza HC III. Although these sampled health centres were being covered by Kisoro Hospital, there was no evidence that Kisoro Hospital had conducted the seven required CMEs in each of these health centres IIIs in FY 2023/24. Additionally Chahafi HC IV had not carried any CME in the health centre IIIs it was responsible for which included Maregamo HC III, Kagezi HC III, Kagano HC III, and Chibumba HC III. Again there were no reports in Chahafi HC IV to indicate that these sessions had taken place.

Management and functionality of amenities

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

Handwashing facilities with soap or alcohol based sanitizer at all work stations score 2 or else 0

As regards hand washing facilities, Kisoro District had functional infection prevention and control amenities as observed from the sampled health facilities of Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III.

Chahafi HC IV:

- There were hand washing facilities with soap or alcohol based sanitizer at the entrance, in office of in-charge, in office of Senior Assistant Nursing Officer. There was a jerry-can with liquid soap in the compound adjacent to OPD and also adjacent to maternity ward. There was alcohol based sanitizer in the laboratory, in the treatment room of OPD, in the OPD reception area, at the dispensary, dental unit, theatre, ART clinic, maternity ward, Male ward, Female ward, children's ward, labour suit, data room, stores and indeed at all work stations in the health facility. There was a jerry-can with soapy water at all toilets, at the gate, and in total 16 points/facilities were counted.

Nyarusiza HC III:

- There were hand washing facilities with soap or alcohol based sanitizer in office of in-charge, in data room, at ANC, ART room, in OPD, in Maternity ward entrance, in general ward entrance, injection room, labour suite, dispensary, laboratory, at the gate and at all toilets in the health facility. In total 12 were counted.

Nyabihuniko HC III:

- There were hand washing facilities with soap or alcohol based sanitizer in office of in-charge, in OPD, in Maternity ward entrance, in general ward entrance, in ANC area, OPD compound, laboratory, injection room, dispensary and at all toilets in the health facility. In total 10 were counted.

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

score 2 or else 0

As regards sterilization facilities, Kisoro District had functional infection prevention and control amenities as observed from the sampled health facilities of Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III.

Chahafi HC IV:

- Chahafi HC IV had 2 functional sterilizers (one in Maternity ward and another in the Theatre, both electric). The health centre had a functional standby generator in case power went off.

Nyarusiza HC III:

- Nyarusiza HC III had one functional sterilizer in Maternity ward using electricity.

Nyabihuniko HC III:

- Nyabihuniko HC III had one functional sterilizer in Maternity ward gas driven.

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

Waste management and disposal facilities at all work stations including:

- a. color coded waste bins, biohazard bags and safety boxes

- b. Sorting waste according to color code

- c. Placenta pit score 2 or else 0

As regards segregation of medical waste facilities, Kisoro District had functional infection prevention and control amenities as observed from the sampled health facilities of Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III.

Chahafi HC IV:

- Chahafi HC IV had 7 sets of color-coded waste bins (Red, Yellow, brown, and black). 1 set was at the OPD treatment room, 1 set in the laboratory, 1 set in the Dental Department, 1 set in the theatre, 1 set in Labour suit, 1 set in the maternity ward, and 1 set in the General Ward. There were also biohazard bags and safety boxes. Waste was being segregated. The facility had a clean functional placenta pit.

Nyarusiza HC III:

- There were 4 sets of color coded waste bins (Red, Yellow, and black) at OPD treatment room, laboratory, maternity ward, and in General ward. Nyarusiza HC III had biohazard bags and safety boxes adjacent to the sets of color-coded bins. Waste was segregated. The health facility had a functional clean placenta pit.

Nyabihuniko HC III:

- There were 6 sets of color-coded waste bins (Red, Yellow, and black) at the OPD treatment room, ANC, labour suit, laboratory, and in the maternity ward and in General ward, there were also biohazard bags and safety boxes. Waste was being segregated. The health facility had a well-built and clean placenta pit.

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

Clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap score 2 or else 0

As regards facilities for managing human waste, Kisoro District had functional infection prevention and control amenities as observed from the sampled health facilities of Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III.

Chahafi HC IV:

- There were 8 sets of clean human waste disposal pit latrines for patients and staff segregated between male and female with hand washing facilities with water and soap. Three sets were seen for the staff quarters. One set was at the maternity ward. One set was in the general ward for admitted patients. And one set at the out-patients department and was being utilized by the out-patients. The theatre and maternity ward had water-borne toilets.

Nyarusiza HC III:

- There were 6 sets of clean human waste disposal pit latrines for patients and staff segregated between male and female with hand washing facilities with water and soap. One set was seen for the maternity ward. One set was at OPD for staff, and also one set was at OPD for patients. The maternity ward had also water borne toilet. There were 3 sets counted for staff quarters.

Nyabihuniko HC III:

- There were 5 sets of clean human waste disposal pit latrines for patients and staff segregated between male and female with hand washing facilities with water and soap. Two sets were seen for the staff quarters. One set was for all patients from the General ward and OPD. One set was for the Maternity ward.

13	Evidence that health facilities in the LG have functional infection prevention and control amenities.	• Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. Verify if the health facilities in the LG have the following functional infection prevention and control amenities Safe water source score 2 or else 0	As regards clean safe water facilities, Kisoro District had functional infection prevention and control amenities as observed from the sampled health facilities of Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III. Chahafi HC IV: • There were two safe water sources: One from the National Water and Sewerage Corporation, pumping water to the overhead tank of capacity 5000 litres. Chahafi HC IV had four (10,000 litres capacity) rainwater harvesting tanks one at OPD and one at Maternity ward, one at General Ward, and one tank in staff quarters. Nyarusiza HC III: • There were 2 safe water sources: One from National Water and Sewerage Corporation pumping into a 5,000 litres tank on a 10 metres stand near maternity ward. The other was from water harvesting into a tank at maternity ward and OPD all of them of a capacity of 10,000 litres. There was also a 10,000-liter tank in staff quarters. Nyabihuniko HC III: • There were 2 safe water sources: One from National Water which was piped water running from the overhead tank of capacity 5000 litres and the other from a 10,000 litres rainwater harvest tank at Maternity ward, OPD, and 2 tanks in staff quarters.	2
14	Evidence that the health facilities have visible sign posts listing all available services in local language offered free of charge Evidence that the health facilities compound and service units have clear signs for directions in local language	Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs • Observe existence of the signposts and labels • Obtain list of services offered from in-charge and compare with those on the sign-posts. Verify if the health facilities have visible sign posts listing all available services in local language offered free of charge score 2 or else 0	All the health facilities did not have visible signposts listing all available services offered free of charge in the local Rufumbira Language in Kisoro District. The signposts were all in English Language.	0

Evidence that the health facilities have visible sign posts listing all available services in local language offered free of charge

Evidence that the health facilities compound and service units have clear signs for directions in local language

Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs

- Observe existence of the signposts and labels
- Obtain list of services offered from in-charge and compare with those on the sign-posts.

Verify if the health facilities compound and service units have clear signs for directions in local language score 2 or else 0

In Kisoro District all the compounds in health facilities and service units **did not have clear signs for directions in the local Rufumbira Language**. Only in Nyarushiza did they make some attempt to put directions on the walls in the local Rufumbira Language but even then not so convincing to the assessment team. Signs for directions were in English Language.

Management of Financial Resources

Evidence that the LG has supported all health facilities to:

Evidence that the LG has supported all health facilities in analyzing bottlenecks, designing work plans to address the bottlenecks, allocating funds, and producing reports to improve health outcomes and mitigate identified issues.

From the LG Health Officer, obtain and

- Review bottleneck analysis report.

- Review annual work plan HMIS 001

- Review annual budget report HMIS 020

- Narrative Activity Report

Verify if the LG supported all health facilities to

i. Make a bottleneck analysis;

ii. Design work plans to address the bottlenecks

iii. Allocate funds to activities intended to address the bottlenecks; and

iv. Produced reports which describe the activities conducted and explains what has been achieved in relation to mitigating the identified bottlenecks and improving health outcomes

If (i) and (iv) complied with score 5 or else 0

From the office of DHO, and from offices of in-charges of health facilities, only Nyarushiza HC III showed a copy of HMIS annual work-plan form 001. All the sampled health facilities did not have annual budget reports 020. The other two sampled health centres: Chahafi HC IV and Nyabihuniko did not have HMIS 001 reports to show. Even then in Nyarushiza HC III where there was availed a copy of HMIS 001, the bottleneck analysis had not been done well. There was no proper prioritization and there was no activity to match the bottleneck analysis.

Evidence that the DHO makes a bottleneck analysis, design work plans to address bottleneck, allocate funds, and produce reports to improve health outcomes.

- Review annual work plan HMIS 001
- Review annual budget report HMIS 020
- Narrative Activity Report

Verify if the DHO

- i. Makes a bottleneck analysis;
 - ii. Designs work plans to address the bottlenecks
 - iii. Allocated funds to activities intended to address the bottlenecks; and
 - iv. Produced reports which describe the activities conducted and explains what has been achieved in relation to improving health outcomes
- If (i) and (iv) complied with score 5 or else 0

The DHO made bottleneck analysis and designed workplans to address the bottlenecks, allocated funds, and produced reports to improve health outcomes.

I. From the HMIS 001, the DHO made a bottleneck analysis. The issues analysed by DHO were the low DPT3 coverage in the district, low attendance of 1st Trimester ANC in the district and low deliveries in health facilities, and low ART coverage.

II. The DHO showed the assessment team the copies of workplan to address bottlenecks. The DHO planned to increase on health promotion mobilization activities through using local council members and radio talk shows and radio spot messages. Out of a total budget of UGX. 104,693,118, the DHO allocated UGX. 23,627,000/= to address these bottlenecks.

III. The allocation of funds by DHO Kisoro District reflected efforts intended to do activities that addressed the bottlenecks.

IV. From the detailed PBS reports made by DHO and availed for assessment, the DHO Kisoro District produced reports which described the activities done against the performance in relation to improving health outcomes.

The 4 PBS reports made quarterly by DHO were all availed for assessment. The PBS reports were generated automatically from the programme budgeting system (PBS) designed by the Ministry of Finance, Planning and Economic Development to guide planning, implementation, and reporting of activities in Local governments. In the system, the activities were entered according to codes and the identified outputs allocated in the system per quarter as deliverables. These reports were submitted to Ministry of Finance, Planning and Economic Development electronically while hard copies were made for files for each programme or department.

In Kisoro District, the PBS reports from health department were submitted on dates as follows:

- Quarter 1 (July to September) was submitted on 9th November 2023.
- Quarter 2 (October to December) was submitted on 16th January 2024.
- Quarter 3 (January to March) was submitted on 17th April 2024.
- Quarter 4 (April to June) was submitted on 11th July 2024.

Environment, Social, Health and Safety

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place Verify the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities score 2 or else 0	Kisoro District was addressing issues of violence at work, abuse, and discrimination. The district trained health workers on how to eliminate any form of violence, abuse, and discrimination in health facilities. The training was conducted by the DCDO and the ADHO-Environment as per training report dated 20th July 2023. The training was in the District Council Hall. It covered 36 health care workers who were mainly the incharges of health facilities.
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities		The training covered forms of violence and abuse, procedures and measures of caring for aggrieved patients, home-based care management, infection prevention and control.
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD		For harmonious working between communities and medical workers, Kisoro District made sure that all public health centres had health unit management committees. There was a file for health unit management committees at DHO's Office. The district also had a rewards and sanctions committee but there no minutes or reports shown to the assessment team.

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place	Concerning evidence that the local government had trained, and sensitized patients, medical staff, and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities:
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities	LG conducted training and sensitization on the protection measures	Three health facilities were sampled for this assessment. These were Chahafi HC IV, Nyarusiza HC III, and Nyabihuniko HC III. The in-charges were trained in the district council hall as per training report dated 20th July 2023. They were trained on forms of violence, management of violence and abuse and prevention of discriminations.
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	Verify that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities score 2 or else 0	

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities	Sample 3 health facilities to ascertain that protection measures are in place	The Chairpersons of health unit management committees had been trained at Kisoro Municipal Council Hall for two days (7th to 8th April 2024). They were trained by the DCDO and ADHO-Environment and they handled definitions of violence, abuse, and discrimination. They were also trained on how to manage clients with complaints and how to prevent violence, abuse, and discrimination at health facilities.
b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities	LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management	
c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD	If the Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD score 2 or else 0	

Oversight and support supervision

18

0

Evidence that HUMCs approved work plans and budgets in all facilities, the LGHT supervised and mentored all facilities for Data Quality Assurance (DQA), the LGHT supervised and mentored all facilities for the Expanded Program of Immunisation (EPI), and the LGHT discussed supervision findings and followed up on recommendations.	From the LG Health Officer, obtain and - Obtain and review HUMC minutes to establish that they approved work plans and budgets - Obtain and review LGHT supervision and mentorship reports - Obtain and review LGHT Minutes Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs	Only in Nyarusiza HC III did the HUMC approve the work plan and budget. In Chahafi HC IV and Nyabihuniko HCIII, there were no HMIS 001 reports. The DHO and staff did not supervise and did not mentor all facilities in Data Quality Assurance and EPI. There were no supervision reports seen. Only at Nyarusiza HC III did management approve the work plan. The other health centres (Chahafi HC IV and Nyabihuniko HC III) did not have approved work plans. Nyarusiza HC III: The HUMC approved the work plan as seen signed by the chairman HUMC-Ntabgoba Geneva 10th July 2023.
--	---	---

Verify if there is evidence that:

i. That HUMCs approved work plans and budgets in all facilities

ii. That LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)

iii. That LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)

iv. That the LGHT discussed supervision findings and followed-up on the recommendations made.

If (i) to (iv) complied with score 6 or else 0

20

Evidence that the LG has submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months.

- Review HMIS monthly summaries
- Confirm with DHIS2 that summary data was submitted by the 14th of the preceding month

If the LG has submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months score 4 or else 0.

Kisoro District submitted timely and complete HMIS 105 and 108 monthly summary data by the 14th day of the preceding month in the FY 2023/24.

All the HMIS monthly summaries were reviewed for FY 2023/24. All reports had been submitted before the 14th day of the preceding month and therefore were timely. All health facilities submitted the reports therefore there was completeness.

Dates of 105 and 108 Reports submission for the sampled health centres:

Chahafi HC IV:

July

4th August 2023

August

8th September 2023

September

8th October 2023

October

6th November 2023

4

November

10th December 2023

December

7th January 2024

January

7th February 2024

February

6th March 2024

March

6th April 2024

April

6th May 2024

May

6th June 2024

June

6th July 2024

Nyarusiza HC III:

July

10th August 2023

August

8th September 2023

September

7th October 2023

October

13th November 2023

November

11th December 2023

December

5th January 2024

January

7th February 2024

February

6th March 2024

March

5th April 2024

April

13th May 2024

May

10th June 2024

June

10th July 2024

Nyabihuniko HC III:

July

11th August 2023

August

7th September 2023

September

12th October 2023

October

10th November 2023

November

12th December 2023

December

13th January 2024

January

11th February 2024

February

12th March 2024

March

10th April 2024

April

9th May 2024

May

11th June 2024

June

12th July 2024

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually. b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities e) Evidence that the water office followed up implementation of recommended remedial actions	From the DWO: • Obtain and review the BPR to identify the new water sources implemented in the previous FY. • Obtain and review the water quality analysis reports of the existing and new water facilities Verify if the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually score 2 or else 0	The total number of existing water facilities in Kisoro as per MoWE MIS district summary report of 2024 was 1298. The DWO provided evidence on routine water quality analysis (bacteriological and physical) of at least 20% of existing water facilities. From the BPR, the test results for 325 water sources were seen. $(325/1,298) = 25\%$ which was above the required 20% in the guidelines.	2

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.

b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY

c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY

d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities

e) Evidence that the water office followed up implementation of recommended remedial actions

From the DWO:

- Obtain and review the BPR to identify the new water sources implemented in the previous FY.

- Obtain and review the water quality analysis reports of the existing and new water facilities

Verify if the water officer conducted 100% quality analysis for new water sources in previous FY score 2 or else 0

The DWO provided evidence that he conducted 100% water quality analysis for the 7 new water sources like Nyamwirima and Kabaya springs in Nyabwishenya S/C, Chorero and Gahwiriri springs in Busanza S/C, Nyarugandu and Nkanka Springs in Nyarubuye S/C, Rugeshi GFS in Murora S/C, Mugembero Spring in Nyakabande S/C all constructed in the previous financial year as per NWSC water quality analysis reports. Number of new water sources in the previous FY were 7. Number of new water sources tested in the previous FY were 7. Percentage tested $7/7=100\%$.

- a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.
 - b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY
 - c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY
 - d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities
 - e) Evidence that the water office followed up implementation of recommended remedial actions
- Obtain and review the BPR to identify the new water sources implemented in the previous FY.
 - Obtain and review household sanitary survey reports for new piped water facilities.
- Verify if the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY score 2 or else 0

There was evidence that the LG conducted household sanitation surveys before water connection to the new piped water facilities in the previous FY as per the baseline survey report dated 15th January 2024, for all new facilities constructed in FY 2023/2024 prepared by Nsenga Alex, ADWO-Sanitation.

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.

b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY

c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY

d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities

e) Evidence that the water office followed up implementation of recommended remedial actions

From the DWO:

- Check and review feedback reports on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities.

Verify if the the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities score 2 or else 0.

Evidence showed that the DWO had provided feedback, along with action points for improvement, to the communities, WSCs, water boards, and LLGs regarding the results of water quality analysis for existing water facilities. This feedback was documented in reports addressed to 11 sub-counties, covering water quality analysis conducted between 17th October 2024 and 23rd January 2024. All reports were authored by Mberwa Cranmer, DWO. According to these reports, all tested water sources complied with NWSC standards and were within acceptable limits for human consumption. The communities were instructed to continue observing water source protection measures.

Furthermore, the DWO had provided feedback on the household sanitation surveys for the new water facilities, as outlined in a report dated 15th January 2024, prepared by Nsenga Alex, ADWO-Sanitation.

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.

b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY

c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY

d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities

e) Evidence that the water office followed up implementation of recommended remedial actions

From the DWO:

Check for follow up reports on implementation of recommended remedial action

Verify that the water office followed up implementation of recommended remedial actions score 2 or else 0

Evidence that the DWO followed up on the implementation of recommended remedial actions was provided in a report dated 30th January 2024, prepared by Mberwa Cranmer, DWO. The report detailed the follow-up process to ensure that the control measures outlined in the water source protection plans were being properly implemented, as recommended.

Access

Evidence that the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY

From the Ministry MIS for the previous FY and previous FY but one:

- Obtain and check data access to safe water in the previous FY but one and compare with safe water access in the previous FY

Verify if the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY but one score 5 or 0

According to the MoWE MIS, safe water coverage for FY 2023/2024 in the LG was 41%, which was below the required 70%. Similarly, for the FY 2022/2023, the coverage was also 41%, indicating no increase in the district's safe water coverage between the two financial years.

3	a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0. b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year	From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG); the AWP and budget for the current FY and reports to determine whether DWO allocated funds to LLGs that are underserved Verify if the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.	According to the MoWE MIS report for 2024, the district's safe water coverage for FY 2023/2024 was 41%. The sub-counties with the lowest coverage included Muramba (7%), Nyakabande (9%), Nyarusiza (11%), Chahi (13%), Bukimbirinat (14%), and Nyakinama S/C (27%). In the AWP for FY 2024/2025, the DWO allocated 10 projects, worth UGX 179,979,800, to these six underserved sub-counties. This allocation represented 45% of the total development budget for rural water, which amounted to UGX 399,570,804. Accordingly, the DWO did not prioritize at least 70% of the budget for the underserved sub-counties, as stipulated by the manual guidelines.	0
3	a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0. b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year	From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG) From the BPR of the previous FY ascertain whether the budgeted water projects were implemented. Verify If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year score 3 or else 0.	The MoWE MIS district summary report for 2023 indicated that the district safe water coverage was 41% and the sub counties that were underserved included Muramba at 7%, Nyakabande at 10%, Nyarusiza at 12%, Chahi at 14%, Bukimbiri at 15% and Nyakinama S/C at 29%. According to the BPR of the previous FY the DWO implemented projects worth UGX.204,919,005 in the underserved 6 LLGs. Total allocation was UGX.204,919,005 out of the total development budget for rural water of UGX 471,871,909 in S/Cs whose safe water coverage was below the district average. This translated to 43.4% which was below the required 70% by the guidelines.	0
4	Evidence that the LG has ensured that existing rural water facilities are functional.	From the Ministry MIS for the current FY: • Obtain and check data on functionality of water facilities • Sample 5 facilities to determine functionality of water facilities. • If above 90% score 5 • Between 70% -89% score 2 or else 0	Data from MoWE MIS District summary report indicated that the functionality of existing water facilities for the FY 2023/2024 was at 87%. Sampling was carried out on 5 water facilities namely; 2 Public tap stands on Rugeshi Gravity Flow Scheme in Murora Subcounty, 60m3 Twin Reservoir tanks on Rugeshi Gravity Flow Scheme in Murora Subcounty, Ferro Cement Rain Water Harvesting Tank in Chahi Subcounty and Mugombero protected spring in Nyakabande Subcounty. All the sampled 5 water facilities were functional. Functionality was 5/5=100%	5

Evidence that the LG has ensured that 80% water facilities have functional water & sanitation oversight committees

From the Ministry MIS for the current FY:

- Check data on functionality of water & sanitation committees
- From the sampled water facilities interview the caretaker and members of the user committees to determine whether the oversight committees are functional (e.g. collect O&M funds regularly with good record keeping, undertake minor repairs and maintaining adequate sanitation around the water source and receive and respond to the grievances. Score 5 or else 0

Data from MoWE MIS district summary report indicated that the functionality of water and sanitation oversight committees for the FY 2023/2024 was at 96%. Sampling was conducted on 5 water facilities namely; 2 Public tap stands on Rugeshi Gravity Flow Scheme in Murora Subcounty, 60m3 Twin Reservoir tanks on Rugeshi Gravity Flow Scheme in Murora Subcounty, Ferro Cement Rain Water Harvesting Tank in Chahi Subcounty and Mugombero protected spring in Nyakabande Subcounty. All the sampled water facilities had functional care takers and WSCs and after thorough interviews they confirmed that the facilities were functional and were well maintained using the monthly user fees collections from the communities. The user fees charged per visited water source were as follows;

i) Public tap stand at Muhiga village on Rugeshi Gravity Flow Scheme in Murora Subcounty was charging a monthly fee of Ugx1000 per family.

ii) Public tap stand at Buyora village on Rugeshi Gravity Flow Scheme in Murora Subcounty was charging a monthly fee of Ugx 500 per family.

iii) Rugeshi Gravity Flow Scheme System (Water source, Reservoir tanks, Transmission and Distribution Management committee) in Murora Subcounty was charging a monthly fee of Ugx 1000 per family.

iv) Ferro Cement Rain Water Harvesting Tank in Chahi Subcounty was charging a monthly fee of Ugx 1000 per family.

v) Mugombero protected spring in Nyakabande Subcounty charging Ugx 500 per family when there was need for maintenance.

Efficiency

6	Evidence that the LG has ensured that the installed water facilities provide water of adequate yield score	From the DWO: • Obtain drilling/survey reports and check whether installed facilities meet the water quantity standards. • Sample 5 water facilities and determine whether the yield meets the design capacity as per the drilling and design reports If the sampled water facilities yield meets the design capacity score 5 or else 0	There was evidence that the sample of 5 water facilities met the yield design capacity of 0.5m³/h for point sources. The sampled water facilities namely; i) Public tap stand at Muhiga village on Rugeshi Gravity Flow Scheme in Murora Subcounty, had an average yield capacity of 2.2m³/h, ii) Public tap stand at Buyora village on Rugeshi Gravity Flow Scheme in Murora Subcounty ,had a yield capacity of 3.6m³/h , iii) Public tap stand at a Ferro Cement Rain Water Harvesting Tank in Chahi Subcounty, had a yield capacity of 0.68m³/h, iv) Mugombero protected spring in Nyakabande Subcounty had a yield capacity of 0.87m³/h.	5
---	---	--	--	---

7	Evidence that the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0	• From the DWO obtain information about downtime or hours of service of source or service (down time should not exceed one week) • Sample 5 water facilities and determine whether the water facilities provides water at all times If the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0	From the 5 sampled water facilities namely; 2 Public tap stands on Rugeshi Gravity Flow Scheme in Murora Subcounty, 60m³ Twin Reservoir tanks on Rugeshi Gravity Flow Scheme in Murora Subcounty, Ferro Cement Rain Water Harvesting Tank in Chahi Subcounty and Mugombero protected spring in Nyakabande Subcounty, there was evidence from the interviewed caretakers that all these water facilities were functional and provided water at all times.	5
---	--	--	--	---

Human Resource Management

8	Evidence that communities receive Backup technical support from the Water Office.	• From DWO field obtain monitoring reports, review and verify that communities received back-up technical support. • Sample Water sources to ascertain that communities receive backup technical support. If the communities received Backup technical support from the Water Office. Score 10 or else 0	The DWO provided evidence showing that communities received technical support from the water office, as outlined in the water user committees' training reports dated October 10th, 13th, 17th, and 31st, 2023. These trainings were held in the sub-counties of Bukimbiri, Busanza, Nyabwishenya, and Murora, respectively. Additionally, interviews with caretakers and water user committees from five sampled facilities—Rugeshi Gravity Flow Scheme in Murora Subcounty, Ferro Cement Rainwater Harvesting Tank in Chahi Subcounty, and Mugombero Protected Spring in Nyakabande Subcounty—confirmed that they had consistently received technical backup support in the basic operation and maintenance skills like regular cleaning of the tanks and putting guard rails from the water office.	10
---	--	--	--	----

Evidence that the constructed water facilities have basic functional amenities.

From DWO:

- Sample 5 water sources to ascertain that the water facilities have fences, soak-away pits, storm water diversion channels and grass.

- For the piped water facility check for: i) Reliable water source and intake structure, (ii) storage tanks or reservoirs, (iii) reliable pumping system, (iv) piped networks, (v) tap stands /water kiosks.

If the sampled water facilities have the basic amenities Score 10 or else 0

Based on field findings, the five sampled water sources were equipped with the following amenities:

Rugeshi Gravity Flow Scheme in Murora Subcounty:

- The water source and two 60m³ Twin Reservoir tanks were fully fenced.
- A stormwater diversion channel was in place at the water source.
- Vegetation covered the entire source area.
- The water source and intake structure were reliable.
- A 1.8km transmission pipe network was installed.
- An 8.8km distribution pipe network was connected to 11 public tap stands.

Public Tap Stand at Muhiga Village, Rugeshi Gravity Flow Scheme, Murora Subcounty:

- The tap stand was fenced, with a drainage channel and soak pit in place.
- All other basic functional amenities were provided.

Public Tap Stand at Buyora Village, Rugeshi Gravity Flow Scheme, Murora Subcounty:

- The tap stand was fenced, with a drainage channel and soak pit in place.
- All other basic functional amenities were provided.

Mugombero Protected Spring, Nyakabande Subcounty:

- The spring was fenced and had drainage channels in place.
- All other basic amenities were functional.

Ferro Cement Rain Water Harvesting Tank, Chahi Subcounty:

- The tank was well-maintained, with all basic amenities functional at the time of assessment.

Management of Financial Resources

a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.

b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter

From the Planner obtain and review a copy of the sector AWP for previous FY and the progress report and check whether allocations and expenditures for the sector NWR grant were done as per the sub-programme guideline s.

Verify if the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.

There was evidence that the NWR grant was allocated and spent in compliance with the Sub-Program grant and budget guidelines. From the AWP, the total NWR allocation for Kisoro district in FY 2023/2024 was UGX 83,463,198 and the DWO allocated UGX 50,463,198 to the eligible activities (software activities) equivalent to 60.1% which was above the minimum requirement of 40% stipulated in the district rural water supply and sanitation conditional grant budget and implementation guidelines for LG, FY 2023/2024.

a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.

b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter

From MoWE:

Obtain a schedule for submission of the LG reports and check whether the DWO submitted quarterly progress reports in time

Verify if the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter score 4 or else 0

According to the schedule for submission of LG reports, the DWO submitted 1st Quarter performance report for water and sanitation FY 2023/2024 on 16th October 2023, 2nd Quarter performance report for water and sanitation FY 2023/2024 on 18th January 2024, 3rd Quarter performance report for water and sanitation FY 2023/2024 on 11th April 2024 and 4th Quarter performance report for water and sanitation FY 2023/2024 on 5th August 2024, an indication that all 4 quarterly reports were not submitted on the 10th day of the 1st month of the subsequent quarter.

Environment, Social, Health and Safety

Evidence that the LG conducted training and sensitisation of the water and sanitation committees on the protection measures, the WSCs and communities implemented actions in water source protection plans for water sources constructed last FY, and the LG Water Office and Community Development Office trained the Water User Committee on grievance management and stakeholder engagement.

- From the District Water Office obtain and review
- Water source protection plans for water sources constructed in the previous FY.
- Training reports for the water and sanitation committees on water source protection, GRM and stakeholder engagement.
- Sample 5 water facilities to ascertain that water source protection measures were implemented

The DWO provided evidence that the Local Government (LG) conducted training and sensitization sessions for water user communities on protection measures, grievance redress mechanisms, and stakeholder engagement. This was documented in the report titled "Training and Sensitization of Water User Committees on Water Source Protection, Grievance Redress Mechanism, and Stakeholder Engagement", dated 10th October, 2023, and authored by Mugisha Christopher, ADWO/Mobilisation.

Additionally, the DWO submitted a report on "Training on Grievance Redress Management in Kisoro District in the Water Sector 2023/2024", dated 24 April, 2024.

The DWO also provided the grievance log for reference.

- From the LG Water Department, obtain and review: Water sub-programme ABPR and check whether the LG has included status of implementation of water source protection plans

Check and verify

i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures

ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY.

iii. Evidence that the LG Water Office and Community Development Office have trained the Water User Committee on grievance management and stakeholder engagement

If (i) to (iii) met score 10 or else 0

Oversight and support supervision

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter

b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

From the district water office:

- Obtain the list of water facilities in the LG
- Obtain and review the monitoring plans previous FY
- Check the monitoring reports of each project and establish whether the water officer monitored the WSS projects and public sanitation facilities (including ESHS aspects, water quality .).

If the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter score 10 or else 0

According to the DWO progress reports for FY 2023/2024, a total of 1,308 water sources were monitored annually. The breakdown of monitoring per quarter was as follows: 327 water sources in Quarter 1, 328 in Quarter 2, 326 in Quarter 3, and 327 in Quarter 4. By the end of the fiscal year, all 1,308 water sources were monitored, representing 100% of the total, which exceeded the guideline requirement of 25% annually. The DWO also provided monitoring plans for both public sanitation facilities and water sources for FY 2023/2024, authored by Nsenga Alex, Senior Environmental Health Officer/ADWO-Sanitation, and Mberwa Cranmer, DWO.

Additionally, the DWO submitted the DLG asset register for all sanitation facilities in FY 2023/2024, which listed a total of 25 facilities. Evidence showed that the DWO successfully monitored all 25 sanitation facilities, as reflected in the sub-county monitoring reports, achieving a 100% monitoring rate, as required by the guidelines.

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter

b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

From the DWO, obtain the DWSCC minutes, DWO progress reports and AWP and check whether key issues discussed in DWSCC were from the quarterly monitoring exercises.

Check whether remedial actions were incorporated in the AWP.

If the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

The DWO presented 4 sets of DWSCC meeting minutes dated 5th October 2023, 28th December 2023, 26th March 2024, and 27th June 2024 and upon reviewing them, there was evidence that issues discussed included aspects of routine monitoring and recommended corrective actions from the monitoring were incorporated in the AWP. For example;

4th Quarter WSCC meeting Minutes; Under Min.18/2023/2024 of the 4th Quarter WSCC meeting held on 27th June 2024 at Mubano Hotel in Kisoro, report presentation from the DWO, these were issues raised from monitoring; i) Public tap stand No. 6 in Gapfurizo Village, Kalambi parish, Nyarubuye Sub County was damaged and needed replacement. Action point for this issue was that the water user committee was tasked to use the operation and maintenance funds to replace the tap.

Another issue raised by the DWO was that Rurembe primary school tank needed alignment of gutters for proper flow of water into the tank, Action point for this issue was that the school administration was tasked to take charge.

Under the same minute the DWO presented the annual budget and work plan for FY 2024/2025 where the proposed projects to be implemented were all incorporated in the current workplan and are being implemented in this FY 2024/2025.

PMs and Indicators
to Incentivise
Delivery of
Accessible, Quality
and Efficient
Micro-scale
Irrigation Services

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Local Government has in the previous FY trained all micro-scale irrigation beneficiary farmers on good field management practices, and the farmers are implementing these practices	From the SAE, obtain and review the list of farmers that benefited from micro-scale irrigation funds in the previous FY Sample at least 5 beneficiary farmers. Visit the Sampled farmers to establish, if they are implementing at least four (4) of the following practices: Trenching Mulching weeding, manuring, thinning, spacing, soil and water conservation If the farmer practices at least any four of the above practices score 10 else 0	The assessor sampled and visited five farmers. These farmers were Nsaka Erastus growing vegetables and Mayunga Pontius growing legumes both in Nyakabande S/C. Also visited were Mugisha Cranmer of central division growing vegetables and banana, Ntacyotugira Phillipo of southern division growing vegetables and pasture and Nzabalinda Napoleaon of Chahi LLG. All these sites were recently installed in June 2024. These farmers sampled were conducting mulching, trenching owing to the terrain of the LG. They were weeding, thinning their plantations regularly and crops were well spaced. Since all the sampled farmers were practicing the recommended agronomic practices, there was evidence that the farmers have adopted these technologies in the LG.	10

Access

2	Evidence that the LG has achieved MSI MAAIF installation targets in the previous FY.	From MAAIF obtain the installation targets for the LG. From the MIS and SAE, obtain the list of completed installations in the previous FY and compare with the target. If the LG has achieved MSI MAAIF installation targets in the previous FY. Score 8 or else 0	From MIS and the SAE data sheet of 18th July 2024, the LG was able to make 16 installations at farmer sites by end FY 2023/24 below the MAAIF target of 25. Some of these farmers are Nsaka Erastus and Mayunga Pontius both in Nyakabande S/C. Others are Mugisha Cranmer of central division, Ntacyotugira Phillipo of southern division and Nzabalinda Napoleaon of Chahi LLG. Based on the above evidence, the LG did not achieve their installation target for the FY2023/24.	0
3	Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one	From the MIS and SAE, obtain and review data on irrigated land for the last two FYs. Calculate the percentage increase for micro-scale irrigation grant beneficiaries If increase in micro-scale irrigation grant beneficiaries by 20% score 4 or else 0	From MIS and the SAE data sheet of 30th June 2023, the LG had established 121.8 acres as of FY 2022/23. The MSI grant beneficiary acreage was 5.2 acres. From another report dated 30th June 2024 from SAE, by the end of the subsequent FY 2023/24, the irrigated acreage from grant beneficiaries increased by 48.3 acres across the LG. Based on this, there was evidence that the LG has increased the grant beneficiary acreage by 928.8%.	4

Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one

From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.

From MIS and the SAE data sheet of 30th June 2023, the LG had established 121.8 acres as of FY 2022/23. The non beneficiary acreage was 116.6 acres by the end of FY2022/23. In another report dated 30th June 2024 from SAE, it is indicated that by the end of the subsequent FY 2023/24, the non grant beneficiaries remained the same. **There was no evidence that the LG has increased non beneficiary acreage.**

Calculate the percentage increase for micro-scale irrigation grant non-beneficiaries.

If increase in non- Micro-scale irrigation grant beneficiaries by 10% score 2 or else 0.

Evidence that the LG has established and run Farmer Field Schools (FFS) as per the guidelines:

- Eligible number of participants (20 -30 farmers)
- Farmers in a radius of 15km of the FFS.
- Inclusion of male, female, and youth farmers.

From the DPO, obtain and review reports on FFS to determine whether they are established and run as per the guidelines.

Sample farmer field schools to verify that they comply with the guidelines:

i. Eligible number of participants (20 -30 farmers)

ii. Not more than 15km from the FFS.

iii. Inclusion of male, female, and youth farmers.

If all above complied with score 6 or else 0.

The LG has established and runs four farmer field schools (FFS) since FY2022/23. These FFS are Bugara FFS in Nyakabande LLG, Nyundo-Kiriba in Nyundo LLG, Nyabice in Rubuguri T/C and Kihe in Nyakinama LLG. During the assessment exercise, Bugara FFS was visited. The group comprises of 21 members (4 male, 17 females and 4 youths). This FFS is focused on bean seed production. The assessment team met with the Chairperson of the group called Ayinkamiye Annonciata who informed the team that, the group meets every Wednesday. The latest training at this FFS was conducted on 11th December 2024. This training focused on agroecosystems. The meeting was facilitated by the District Agricultural officer (DAO). Based on the above information, there was evidence that the LG has established FFS and are functional.

Evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY

- From the DPO, obtain the list of beneficiary micro-scale beneficiary farmers.
- Sample and visit 5 farmers and check their records for the last two FYs to determine the percentage increase in yield

If the farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY by 10% score 10 or else 0

All the five farmers sampled and visited had their installations completed within FY2023/24. Nevertheless, there was crop yield data available from the demonstration sites that were installed in FY2022/23. This report is dated 10th October 2024 authored by Muziranenge Moses. From this report at Nyarubuye LLG demonstration plot, before installation they harvested 1000 kgs from 0.23 acres. After installation, the yield from the same acreage increased to 1500 kgs representing a 50% increment. From the same site, Irish potato yield increased from 1000kg to 1800kg from a 0.25 acre plot. This represents a yield increase in potatoes production of 80%. **There was evidence that there was increase in yield owing to the above circumstances attributed to utilization of irrigation technology.**

Human Resource Management

Evidence that the SAE has provided technical support and mentoring to extension workers in the LLG in MSI component

- From SAE obtain and review the supervision and mentoring reports
- Interview extension workers in a sample of 5 LLGs to verify the support provided

If SAE has provided technical support and mentoring to extension workers in the LLG in MSI component score 10 or else 0.

From the training report of 26th June 2024, trainings for extension workers were conducted. The report was authored by the District Production coordinator (DPO) Kisoro Mr. Habomugisha Richard. The training was about quality reporting in extension services. The training was attended by Ayingabire Beatrice (AO), Muziranenge Moses (AO), Nkururunziza Robert (AO), Mbonye Kenneth (AO), Mubangizi Emmanuel (AO) and Nyirabuntu Lilian (AO). This training was conducted at the district headquarters in the PBS boardroom. The assessor interfaced with the extension workers of Nyakabande, Rubugiri T/C, Nyodo, Chahi and Nyakinama. These were Mbonye Kenneth, Seburiguri Silvan, Sabit Alex, Nyirabuntu Lilian and Ayingabiri Beatrice respectively. The above extension staff, demonstrated their ability in the use of the Irrtrac software used in MIS data capture. They were all able to log in the system and displayed their updated farm visits uploaded on the Irrtrac software. **Based on the above information, the extension workers have received technical support from SAE in form of trainings.**

Management of Financial Resources

Evidence that the LG

From the

From the budget performance report dated 8th August

has appropriately allocated the micro-scale irrigation grant between capital development and complementary services, the development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training, and budget allocations have been made towards complementary services in line with the sub-programme guidelines	planner's office obtain and review: The budget performance report and AWP to establish whether the micro-scale irrigation grant has been used as per guidelines.	2024 provided by the District Planner Kisoro LG, a total budget of UGX600,061,961 was received. This total included co-funding from beneficiaries of UGX74,818,500. Of these resources, UGX469,974,005 was spent on equipment and UGX137,602,490 on complementary activities. Based on this evidence, the LG spent 75% as capital expenditure and 23% on complementary activities as per the guidelines.
	Verify if: i. The LG has appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment (75%) and complementary services (25%) ii. The development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training iii. The budget allocations have been made towards complementary services in line with the sub-programme guidelines i.e. maximum 25% for enhancing LG capacity to support integrated agriculture and minimum of 75% for enhancing farmer capacity for uptake of MSI	The complementary budget was spent on enhancing LG capacity to support irrigated agriculture, enhancing farmer capacity for uptake of MSI.

If (i) to (iii) met
score 10 or
else 0

Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation, the LG has utilized the farmer co-funding following MSI guidelines in the previous FY and that co-funding funds were reflected in the LG budgets for the coming FY

From the SAE obtain and review the beneficiary project file to determine the projected farmers' contribution and review the receipt to verify actual amount paid by the farmer.

From district planner obtain and review the budget performance report to verify that farmers co-funding has been allocated and utilized as per the guidelines.

Verify if:

i. Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation

ii. Evidence that the LG has utilized the farmer co-funding following MSI guidelines (to scale-up acquisitions of MSI equipment of other new farmers) in the previous FY

iii. Evidence that co-funding funds were reflected in the LG budgets for the coming FY

If (i) to (iii) met score 10 or else 0

The following farmers were sampled; Ntacyotungira Phillipo, Mayunga Pontius and Nshaka Erastus who made co-funding in FY2023/24 and were visited during the assessment exercise. From the review of the beneficiary files above, the co-funding was paid as follows: Ntacyotungira Phillipo paid UGX4,068,750 on 14th May 2024, Mayunga Pontius paid UGX5,287,750 on 20th May 2024 and Nshaka Erastus paid UGX2,482,000 on 26th April 2024. Installations at these sites was conducted between May and June 2024. This implies that all the farmers had paid their co-funding before installation was conducted.

The LG has provided UGX302,576,371 for co-funding under the microscale irrigation program budget for FY2024/25 of the production department.

Based on the above information, there is sufficient evidence that the LG has ensured full payment before installation are made and catered for co-funding in their current budget.

Evidence that the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers

From the Natural Resource department/ Environment officer, obtain and review environment monitoring and compliance reports to determine whether the SAE ensured that farmers conduct:

a) Proper water conservation;
and

b) Proper agrochemicals and management of resultant chemical waste containers.

Sample and visit 5 farmers and verify that farmers practice proper water conservation and agro-chemicals management as well as management of resultant chemical waste containers.

If the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers score 5 or else 0

The District trained the farmers on how to put soil and water conservation measures in their agricultural fields. All the sampled farmers visited had soil and water conservation measures in their gardens. The farmers visited were Mr Nshaka Erastus of Kigona, Gisorora parish, Nyakabande sub county, Mr Mayunga Pontius of Bubare, Gisorora parish, Nyakabande sub county, Mr Mugisha Cranmer of Nyamirima, North ward, Central Division, Kisoro Municipality, Mr Ntacyorugiro Philip of Bikoro, Hospital Ward, Southern Division, Kisoro Municipality, and Mr Nzabalinda Napoleon of Gahunga, Nyakabingo parish, Chachi LLG. They had mulches, trenches, agro-forestry trees, grass planting and water retention ditches in their gardens.

The farmers visited and interviewed confirmed that they had never been trained in proper agrochemicals management and resultant chemical waste containment.

The district did not monitor the environment of micro-scale irrigation scheme as there was no monitoring report presented to that effect.

Evidence that the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to

From the Designated Grievance Redress Officer obtain and review the Log of grievances and check whether grievances were recorded, investigated and responded

If the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to, score 5 or else 0

The district had put in place mechanism to address the MSI grievances. The district grievance redress committee meeting of 22nd May 2024 handled the case of Mr Mutabazi Elisa of Busanza sub-county who had complained of cutting his trees during the establishing the demo site of micro- scale irrigation as he was not the host farmer. The case was handled under minute 18/KDGRC/2023/2024. The complainant was paid UGX380,000 after mutual understanding between him and the contractor.

Oversight and support supervision

Evidence that the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation)

- From SAE obtain and review the quarterly monitoring reports for the previous FY to establish the number of MSI equipment that were monitored

- Sample and visit 5 farmers and verify what is in the reports.

If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation) score 10 or else score 0

In the first quarter report dated 4th October 2023 to CAO Kisoro DLG from SAE Ziragaba Hatega John, the SAE reported efficient performance of installed equipment at Busanza Secondary school. In the second quarter report dated 4th January 2024, equipment at Matata John Bosco in Nyondo LLG was monitored. The SAE advised the farmers to keep the field free from weeds during this monitoring visit. In the third quarter report dated 3rd April 2024,

The SAE monitored equipment at Byirigo Amos from Nyakabande LLG. In the fourth quarter report, equipment at Bizimana's demonstration farm was monitored. The report was dated 10th June 2024 authored by the SAE. Owing to the fact that the LG has monitored installed sites quarterly coupled with field verification of the sampled farmers, there is sufficient evidence that there are follow up visits to farmer sites. This was further confirmed from the site books seen at the sampled sites.

Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest, the LG has entered up to-date LLG information into the MIS, the LG has prepared quarterly reports using information compiled from LGs in the MIS, and the information in the MIS on the status of installation matches with the physical reports and data on the ground.

If (i) to (iv) met score 10 or else 0

- From the MIS and SAE obtain and review quarterly supervision and monitoring reports to determine whether they are compiled and cover LLG irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest

- From the MIS report determine whether up to-

All four quarters MIS reports were available. The first quarter report was dated 10th October 2023, second quarter was 3rd January 2024, third quarter report was dated 3rd April 2024 while the fourth quarter report was dated 30th June 2024. All reports did not use LLG information in terms of irrigated land, farm visits conducted, awareness creation etc. The reports did not include complementary activities in the LLG towards MSI as a requirement. It was therefore not possible to ascertain if MIS information was used in preparation of quarterly reports.

Based on this, there was no evidence that the LG is using LLG information to prepare their quarterly reports.

date LLG
performance
information is
submitted

Check and
verify if

i. Evidence that
the LG collects
information
quarterly on
newly irrigated
land,
functionality of
irrigation
equipment
installed,
provision of
complementary
services and
farmer
expression of
interest.

ii. Evidence
that the LG has
entered up to-
date LLG
information
into the MIS

iii. Evidence
that the LG has
prepared
quarterly
reports using
information
compiled from
LGs in the MIS

iv. Evidence
that the
information in
the MIS on the
status of
installation
matches with
the physical
reports and
data on the
ground.

If (i) to (iv) met
score 10 or
else 0

**PMs and
Indicators to
Incentivise
Delivery of
Accessible,
Quality and
Efficient
Production
Services**

No.	Summary of requirements Quality	Definition of compliance	Compliance justification	Score
------------	--	-------------------------------------	---------------------------------	--------------

Evidence that the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY

From MAAIF obtain and review: (i) the LG targets for the farmer and farmers institution training for the previous FY; and (ii) quarterly agriculture extension grant report to establish the number and nature of farmer and farmer's institutional capacity building conducted.

From the DPO obtain and review: the training needs assessment report, training schedule, and quarterly reports for the previous FYs to verify that the LG:

- Conducted capacity needs assessment of farmers
- Delivered training to a set number of farmers
- Availled knowledge products to farmers e.g. brochures, informative videos, flyers, manuals.

From the sampled farmers' institutions (farmer field schools) ascertain that they were trained by:

- Interviewing the farmers on whether the training was conducted and the training content
- Reviewing the knowledge products shared
- Reviewing the visitors book to confirm the extension worker's visit.

If the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY score 5 or else 0

Evidence indicated that the Production Department had successfully met the Ministry of Agriculture, Animal Industry, and Fisheries (MAAIF) farmer and farmer institution training targets for the previous FY2023/2024.

The assessment was based on a farmers' needs assessment report from the District Production Office (DPO), dated 22nd December 2023, along with training schedules and quarterly reports. The report highlighted key farmer training needs, including nursery bed preparation for major crops such as maize, beans, coffee, onions, and cabbages; post-harvest handling techniques for potatoes and bananas; pasture establishment and management; disease detection and control for the major crops; and chemical weeding practices.

One of the farmers interviewed, Nsabimana John, a banana demonstration farmer from Kyahi Sub-County, confirmed that his knowledge of banana agronomy was gained through training provided by Kyahi Sub-County Extension Worker, Nyirabuntu Lilian. A visit to Kyahi Sub-County confirmed that Nyirabuntu Lilian (AO) was indeed the designated extension worker. A sample report dated 19th January 2024, detailing a field support visit to a tomato farmer in Busamba, was also reviewed. The report showed that Nyirabuntu had advised the farmer to remove diseased plants, mulch the garden to prevent rain splash, and apply the appropriate fungicide.

Another farmer visited by the assessors was Nshaka Erasimus, a horticulture farmer from Nyakabande. He mentioned receiving training from Mbonye Keneth, an extension worker for Nyakabande Sub-County. A review of the Nyakabande notice board confirmed that Mbonye Keneth (AO), reachable at 0772558870, and Mbeine James (AVO), at 0786533592, were the extension workers for the sub-county. A sample report for Mbonye indicated that his activities mainly involved follow-up visits to farmers to provide ongoing skills support.

Evidence the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY.

From MAAIF obtain the quarterly Agriculture extension grant reports submitted by LGs.

From DPO, Obtain and review quarterly reports of the previous FY to establish the number of farmers reached and supported by extension officers in the following areas:

- Enterprise selection,
- Value chain production,
- Harnessing post-harvest handling,
- Market linkages, processing and value addition,
- Pest and disease surveillance

Calculate the percentage increase between the previous FY but one and the previous FY.

If the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY but one score 5 or else 0.

There was evidence that Kisoro LG had increased the percentage of farmers reached and supported by the extension workers between the previous FY but one and the previous FY 2023/2024

From the DPO Q1, Q2, Q3, and Q4 of the previous FY 2023/2024 were obtained and reviewed. Q1, Q2, Q3, and Q4 of the previous FY but one was similarly obtained and reviewed. A total of 4979 farmers and 98 farmer groups were found to have been reached and supported by extension workers in FY 2023/2024. The analyzed quarterly reports for 2022/2023 showed that a total of 3201 farmers and 95 farmer groups were reached and supported by extension workers. This showed clearly that there was an increase of 1175 farmers (55.4%) and 3 farmer groups (3.2%) between the previous FY but one and the previous FY 2023/2024.

Evidence that LG collects and submits agricultural data and statistics on acreage and production, and submits reports to MAAIF using tools

- i. Daily Capture fisheries/aquaculture
- ii. Monthly livestock
- iii. Crop Seasons
- iv. Entomology reports

From DPO obtain and review the following reports

- a) Capture fisheries/aquaculture
- b) Monthly livestock
- c) Crop Seasons
- d) Entomology reports

Verify if this data is collected and submitted to MAAIF (evidence of stamped copy).

Score 5 if any of the above reports are compiled and submitted or else 0.

There was evidence that Kisoro District LG collected and submitted agricultural data and statistics on acreage and production to MAAIF. A review of the DPO'Ss consolidated reports, along with those from the heads of subprograms, revealed that data collected included, but was not limited to: seasonal acreage and crop yields, agricultural commodity prices, rain fall data and information on fish ponds (both stocked and unstocked), including the quantity of fish harvested. Additionally, data on bee farming was collected detailing the number of farmers, the types and number of bee hives and the amount of honey, harvested. Livestock data was also gathered, including the number and types of livestock owned, slaughtered and the quantity of milk produced

Evidence that the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance

From DPO obtain and review the quarterly performance report to determine whether the respective units within the department conducted pests, vector and disease surveillance in the previous FY.

From the clerk to council obtain and review council minutes to verify whether reports on pests, vector and disease were presented to the relevant committee of the Council and the actions taken by council on the reports of surveillance to reduce and control pests, vectors and diseases

If the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance score 5 or else 0

There was evidence that the district actively conducted surveillance on pest and disease outbreaks and took corrective actions based on the findings.

A review of the DPO's quarterly performance reports dated 17th October 2023, 7th January 2024, among others confirmed that individual units carried out regular Pest, disease, and vector surveillance across various sectors. Surveillance was conducted on crops such as beans, bananas, coffee, and maize as well as on poultry, and livestock. The findings were included in a department-consolidated report. For example, one disease surveillance report was presented to the production and marketing sectoral committee, during the 4th quarter sector performance meeting that took place on 23rd Sept.2024 for discussion and recommendation to the District Council.

Access

Evidence that LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

From the DPO, obtain and review the inventory of 'Results demonstration' and trial sites.

From the list obtained, sample at least 2 demonstration sites to ascertain whether

- The demonstration site is functional and in good condition.
- Farmer visits took place by reviewing the visitors' book
- Attendance sheets to verify participation in the training

If the LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

During the previous FY (2023/2024), Kisoro DLG demonstrated evidence of maintaining functional result demonstration and trial sites designed for learning purposes.

According to the District Production Officer (DPO), a total of six demonstration and trial sites were identified, and two of these were sampled during the assessment:

Nshaka Erastus – Located in Nyakabande Sub-County (S/C), this site is dedicated to horticulture, where the farmer grows a variety of crops including cabbages, carrots, beetroot, onions, and Irish potatoes. The site also incorporates microscale irrigation techniques. Upon inspection, the demonstration farm was found to be in good condition. A review of the visitors' book revealed that the site had hosted a diverse range of visitors, including trainees, traders, students, extension workers, and political leaders, further underscoring its role as an active learning hub.

Nsabimana John – Situated in Kyahi Sub-County (S/C), this site served as a banana demonstration farm. The visitors' book indicated that the site had also attracted a broad spectrum of visitors, such as local farmers, traders, political leaders (including councilors), and extension workers. This highlights the site's active use as a farmer training center, fostering knowledge exchange and promoting best agricultural practices.

These observations suggest that Kisoro District's demonstration sites are well-utilized and play an important role in the education and training of local farmers.

Evidence that the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment)

From the DPO, obtain and review the registry/database of the key players and service providers to verify if the database is existent and includes the service providers where farmers can obtain services. The list should among others include:

- Research organizations,
- Profile of genuine agro-dealers, agro-processors,
- Private extension service providers, and
- Agriculture finance institutions and insurance, in the LG.

From the register, verify whether it is up-to-date by reviewing new entries made in the previous FY.

Interview the sampled farmers to verify that the list was publicized.

If the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment) score 6 or else 0.

There was clear evidence that the Production Department had effectively collected, compiled, and publicized up-to-date data on key service providers and stakeholders, with the most recent updates occurring one quarter before the assessment.

A review of the District Production Officer's (DPO) registry/database of key players and service providers confirmed its existence and provided valuable insights. The database included a wide range of stakeholders, such as input dealers (e.g., Kamari Vincent for livestock and Kagwavi Gad Ezra for crops), NGOs (e.g., Raising the Villages, International Seed Sector Development, SNV), financial institutions (e.g., Centenary Bank Ltd, Post Bank Ltd), and research organizations like the Kachwekano Zonal Agricultural Research and Development Institute (ZARDI). The list of service providers was last updated on 22nd August 2024 and was visibly displayed on the district notice board during the assessment.

Interviews with selected farmers, including Nsabimana John from Kyahi Sub-County and Nshaka Erastus from Nyakabande Sub-County, confirmed that these service providers were well known to them. Both farmers indicated regular interactions with many of these stakeholders, whom they had engaged as clients for various agricultural services. This highlighted the active participation and accessibility of service providers within the community.

Evidence that the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together.

From the DPO, obtain and review reports on awareness events such as agricultural shows and exhibitions that bring together farmers and other sub-programme players/actors together to verify:

- Theme of the event
- When the event took place
- Where it took place
- The targeted participants
- The participants that attended
- Exhibition photographs and pictures

If the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together score 8 or else 0.

There was evidence that the district organized an awareness event during 2023/2024, aimed at bringing farmers and other stakeholders involved in the subprogrammes.

A report dated 7th Feb 2024 from the DPO, outlined the field day event, held at Kagano p/school Kano village, Muhindura parish Kanaba S/C LLG. The theme of the event was: **Increased agriculture productivity through participatory sustainable land management in Chugo village**. The host farmer group was trained by Common Ground (NGO), and involved in agricultural practices, especially in the control of soil erosion. The host farmer group showed what they had been taught by the NGO. Participants were drawn from Kanaba community, farmers, political leaders, councilors extension workers from all the LLGs in Kisoro district LG.

Human Resource Management

Evidence that the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY

From the PHRO, obtain and review the personnel files of extension workers to verify recruitment of extension workers

From the DPO and PHRO Obtain the staff list to verify the deployment of extension staff per LLG.

If the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY score 5 or else 0

There was evidence that Kisoro DLG assured at least one extension worker was deployed in each of the 13 LLG during the previous FY2023/2024.

From the District PHRO, obtained and reviewed the personnel files of extension workers totaling 31, and the LLG where they were posted was seen. For instance, Nyilabuntu lilian (AO) was posted to Kyahi s/c, Mbonye Keneth (AO) was posted to Nyakabande s/c LLG.

Evidence that the extension workers are providing extension services in the LLGs where they are deployed

Sample and visit at least two LLGs

- Review the notice board to verify the names of extension workers in the LLG

- Review the attendance book

- Review the quarterly reports submitted by the extension workers in the sampled LLG

If the extension workers are providing extension services in the LLGs where they are deployed score 5 or else 0.

There was clear evidence that extension workers were actively providing extension services in the sub-counties where they were deployed. Kyahi and Nyakabande were selected for visits as part of the assessment. A review of the notice board at Kyahi Sub-County revealed that Nyirabuntu Lilian (AO) and Arinaitwe Dinah (AVO) were the designated extension workers for the sub-county.

The attendance book was reviewed, confirming that both extension workers were present at least three times a week. Quarterly extension activity reports were also obtained and reviewed. In one of the reports, Nyirabuntu Lilian detailed a field support visit to a tomato farmer in Busamba village, Kyahi Sub-County. The AVO, Arinaitwe Dinah, reported on cattle deworming activities, where the correct dewormer and dosage were administered. These reports were part of the quarterly updates submitted to the district on 19th January 2024.

For Nyakabande Sub-County, the sub-county notice board confirmed that Mbonye Keneth (AO) and Mbeine Jonas (AVO) were the appointed agricultural extension workers. In the second-quarter report submitted to the district, Mbonye Keneth documented follow-up visits to farmers, focused on imparting additional skills to enhance agricultural production.

10	Evidence that the LG has facilitated, and equipped extension staff with basic equipment in the previous FY	From the DPO obtain the annual budget performance reports to verify that resources were allocated and utilized for buying equipment and tools for production staff. Obtain the asset register to confirm the equipment allocated to extension services From the sampled LLG, interview the extension staff to verify whether they have the basic equipment including; motorcycles, tablets/phones, tools, and extension kits. If the LG has facilitated, and equipped extension staff with basic equipment in the previous FY score 5 or else 0.	There was evidence that the district facilitated and equipped extension staff with basic tools during FY2023/2024. A review of the DPO's annual budget performance revealed the following: Total of Ugx 238,654,164 was received under an extension grant non-wage Ugx 47, 901,916 was received under PMG Ugx 24,000,000 (PMG +Agric. Component for development) procured motorcycles UGX 8,000,000 for demonstration materials Ugx 21,5000,000 for VIP construction Ugx 14,000,000, for computer desktop and furniture Ugx 29,315,000 procurement of demonstration materials (onion seed and fishfly) Ugx 43,887,800 for field extension, supervision, and monitoring The asset register was reviewed and confirmed that the 27 motorcycles were allocated to the 30 extension workers (25 males and 5 females). In the sampled LLGs Kyahi and Nyakabande were 3 motorcycles allocated to 4 extension workers. Additionally, each of the extension workers was given Ugx 1-1.5m meant for fuel or transport, stationary, SDA and air time.	5
11	Evidence that LG has provided capacity building to extension workers	From the DPO, obtain and review the training needs assessment reports, training programs and training reports to verify whether the extension staff were provided with capacity building through; training programs, exchange visits, learning tours, and field visits to research centers, among others If the LG has provided capacity building to extension workers score 5 or else 0.	There was no sufficient evidence that the district had provided capacity-building support to extension workers A review of the DPO's training needs assessment report dated 22nd December 2023, revealed that several gaps were identified, including: Quality report writing, chemical weeding, apical cuttings for nursery making, marketing Irish potatoes, disease diagnosis and management, clinical and surgical interventions in disease treatment. Similarly, the training schedule was not seen. In addition, the training report and list of trainees were not presented to the assessors for review.	0

Management and functionality of amenities

Evidence that public production facilities are functional and have proper management structures

From the DPO Obtain a list of public production facilities these include but are not limited to, communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes.

Sample and visit at least one facility to establish functionality.

If the public production facilities are functional and have proper management structures score 5 or else 0

There was clear evidence that public production facilities in the district were operational and that the district had established effective management structures to oversee them.

A list of these facilities was provided by the District Production Officer (DPO) and included but was not limited to, Kanaba onion store, Kyahafu maize millers, Bunagana maize millers, and the Lake Kayumbu-Kyahafu Fishing Group.

For the site visit, Lake Kayumbu-Kyahafu Fishing Group was selected. Located at a landing site on Lake Kyahafu in Kyahafu Town Council, the group was made up of members from both Lake Kayumbu and Kyahafu landing sites. The group comprises 45 members, with a 7-member executive committee led by Chairman Machari Charles (contact: 0774067424).

Members of the group are required to pay membership fees, licenses, and an annual subscription. Additionally, they save Ugx 5,000, which can be borrowed at an interest rate of 5% per month. The Executive Committee meets monthly, while the general membership convenes as needed. This structure indicated a well-organized group with clear management practices and a functioning financial system to support its activities.

Operation, maintenance and management of production facilities (e.g. communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes)	From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities.	There was clear evidence that the district had actively provided technical training on the operation, maintenance, and management of agricultural infrastructure, enhancing the capacity of local groups to manage resources effectively.
Evidence that the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training	At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided	Reports from the DPO's office highlighted that lake Kayumbu-Kyahafu Fishing Group had received specialized training from the Fisheries Officer on the proper use of fishing gear. The training emphasized that only fishing nets with specific mesh sizes—4", 5", 6", and 7"—were permitted for use on the lake to ensure sustainable fishing practices. This regulation aims to protect fish populations and maintain the ecological balance of the lake.
	At the sampled facilities verify the functionality of the management structures through; reviewing the minutes of the committee, the business of the committee members, and subscriptions among others	Additionally, the District Environment Officer conducted training on proper management practices for the lake banks. This included techniques for preventing soil erosion and the importance of planting grass to stabilize the shoreline and improve environmental health.
	If the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training score 5 or else 0	Similarly, the District Commercial Officer also provided financial literacy training to the group, equipping members with the skills to manage their savings, loans, and other financial activities effectively. This training is critical in promoting better financial decision-making and long-term sustainability for the group.
		During their meeting on November 25, 2024, the group members made a collective decision to enforce repayment deadlines for outstanding loans. It was agreed that members who had borrowed more than Ugx 300,000 must settle their debts by November 29, 2024. This decision reflected the group's commitment to maintaining financial discipline and ensuring the sustainability of their lending and savings system.
		These training initiatives demonstrate the district's commitment to building local capacity and supporting sustainable practices in agriculture and community-managed resources.

Management of Financial Resources

Evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY

From the Planner obtain the Annual work plan, budgets, and budget performance report of the previous FY to verify whether the production department budget and expenditures complied with the guidelines.

If the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY score 10 or else 0.

There was clear evidence that Kisoro DLG ensured that the Production Department's budgets and work plan adhered to the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF) planning and budgeting guidelines during the previous FY (2023/2024).

The District Planner provided the Annual Work Plan, budgets, and budget performance report for the fiscal year, which were thoroughly reviewed to assess whether the production department's budget allocations and expenditures were in compliance with MAAIF guidelines. A detailed analysis of the District Production Officer's (DPO) annual budget performance revealed the following key insights:

- A total of Ugx 238,654,164 was allocated under the extension grant (non-wage).

- Ugx 47,901,916 was allocated under the Program Management Grant (PMG).

- Ugx 24,000,000, combining the PMG and agricultural components for capital development, was used to procure motorcycles to enhance field mobility for extension workers.

- Ugx 8,000,000 was spent on the procurement of demonstration materials, ensuring that farmers had access to the necessary tools and resources for practical training and learning.

- Ugx 21,500,000 was invested in the construction of VIP latrines, contributing to improved sanitation facilities in the district.

- Ugx 14,000,000 was used to procure computer desktops and furniture, enhancing administrative capabilities within the production department and improving overall service delivery.

- Ugx 29,315,000 was allocated for the procurement of Irish potato seeds and fish fry, directly supporting crop and aquaculture production in the district.

- Ugx 43,887,800 was spent on field extension, supervision, and monitoring, ensuring that extension services were effectively delivered to farmers and that ongoing agricultural projects were properly supervised.

This review indicates that the Production Department's expenditures were closely aligned with the objectives set out in the MAAIF guidelines, supporting key agricultural activities and infrastructure development while maintaining compliance with the established budgeting protocols. The district's financial planning was robust, effectively directing funds toward critical areas that enhance agricultural productivity and support local communities.

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- From the LG Agricultural Office, obtain and review;
- LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
- If the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- There was insufficient evidence to suggest that Kisoro District Local Government (DLG) had implemented measures to ensure smallholder farmers were included among the beneficiaries of agricultural services.
- To verify this, the District Agricultural Office provided the district's Annual Work Plan, which was reviewed to assess whether any specific measures were in place to target smallholder farmers. Additionally, the farmer database was examined to determine whether it supported targeted outreach to these farmers. However, it was found that the database lacked proper categorization of farmers, making it difficult to identify and prioritize smallholder farmers for relevant agricultural services. Without such categorization, it becomes challenging to effectively target and support this key group of farmers.

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- From the LG Agricultural Office, obtain and review;
 - LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place
 - Details of beneficiaries of agricultural services to ascertain that (small holder farmers, young women and young farmers) are accessing services
- If the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- There was no sufficient evidence that the district had implemented measures to ensure that young women and young farmers (18-35 years) were accessing services
- The annual workplan from the District Agriculture officer was obtained and reviewed. The farmers in the database did not show any categorization for ease of reference and targeting for support

- a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0
- b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- From the LG Agricultural Office, obtain and review;
 - Reports to ascertain that farmer groups are trained in grievance management and stakeholder engagement
 - Reports to ascertain that farmer groups are trained in the management of agrochemicals
- Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0

There was no evidence to suggest that farmer groups had been trained in grievance management, stakeholder engagement, or the proper management of agrochemicals.

Reports from the District Agricultural Office were obtained in an attempt to verify whether such training had been conducted. However, no training reports related to grievance management or stakeholder engagement for farmer groups were presented for review. Additionally, there was no report available detailing the training of stakeholders on agrochemical management. As a result, it could not be confirmed that these critical areas had been adequately addressed.

Transparency, oversight, reporting and accountability

16

7

- Evidence that the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services.
- From the Clerk to Council office, obtain and review multi-stakeholder monitoring reports for extension services and agricultural projects to ascertain that the key stakeholders including RDC, C/P LCV, CAO Secretary for Production, Production Committee, DPMO & Subject Matter Specialists (SMSs) and NGOs participated in the multi-stakeholder monitoring.
- If the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services score 7 or else 0

There was clear evidence that the District Local Government (DLG) had actively conducted multi-stakeholder monitoring of agricultural extension services and related agricultural projects.

Reports obtained from the Clerk to Council's office revealed that a comprehensive multi-stakeholder monitoring exercise had been carried out, focusing on irrigation projects and other production-related activities during the second quarter of the 2023/2024 financial year. The monitoring report, dated 22nd December, 2023, outlined the objectives of the assessment, which included identifying progress, uncovering gaps, and providing recommendations to enhance the effectiveness of these agricultural projects.

The monitoring team consisted of a diverse group of key stakeholders, including the LCV Chairperson, Resident District Commissioner (RDC), Chief Administrative Officer (CAO), Vice Chairperson of LCV, District Executive Committee (DEC) Secretaries, the District Speaker, the District Production Officer (DPO), the Principal Agricultural Officer (PAO), the District Veterinary Officer (DVO), the District Forestry Officer (DFO), and the District Agricultural Extension (DAE). This broad representation ensured a multi-faceted and inclusive approach to monitoring.

The stakeholders followed a detailed checklist during the monitoring exercise, which required them to:

- Identify and verify the location of the irrigation project sites.
- Assess the type of irrigation system being used.

- Evaluate the current status and functionality of the irrigation systems.

- Review the enforcement of fishing policies in related agricultural activities.

The monitoring report included several important recommendations, aimed at improving the efficiency and sustainability of these agricultural initiatives:

Increased Mobilization for Microscale Irrigation:
There was a strong recommendation to enhance the mobilization efforts aimed at potential farmers. This would help improve the uptake of microscale irrigation projects, ensuring that more farmers benefit from these water-efficient technologies.

Awareness of Alternative Irrigation Systems: The report pointed out that the drag-horse type of irrigation system was attracting less co-funding, which limited its broader adoption. To address this, it was recommended that mobilization efforts focus on educating farmers about other, potentially more sustainable and co-funding-friendly types of irrigation systems. This would enable farmers to make informed decisions about the technologies they adopt.

Regular Monitoring of Fishing Gear Compliance:
Lastly, the report emphasized the importance of continuous monitoring to ensure that appropriate and legal fishing gear is being used on the lakes. This would help maintain sustainable fisheries and protect the local aquatic ecosystem.

Overall, the multi-stakeholder monitoring exercise demonstrated a structured and coordinated effort by the district to evaluate and improve agricultural extension services, with concrete recommendations aimed at fostering better agricultural practices and ensuring the long-term sustainability of key projects.

Evidence that the DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0

From DPO obtain and review the monitoring and supervision reports, and training/mentoring report to verify if DPO provided support supervision to the LLG extension workers.

At the sampled LLGs obtain and review the training reports, feedback notes and recommendations from DPO to the extension staff to verify the support provided.

The DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0.

There was no evidence that the DPO had supported, supervised, mentored, and provided technical support supervision to the agriculture extension workers.

From the DPO activity report for monitoring and supervision dated 17th June 2024, was obtained and reviewed. In the report was staff training on the establishment of farmer field schools and management of farmer field schools under microscale irrigation. At the sampled LLG, Nyakabande and Kyahi , however, staff interviewed had not received feed back notes, training and monitoring reports.