



## Local Government Performance Assessment

Kisoro District

(Vote Code: 526)

Assessment	Scores
Accountability Requirements	100%
Crosscutting Performance Measures	82%
Educational Performance Measures	85%
Health Performance Measures	75%
Water Performance Measures	69%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and:               <ul style="list-style-type: none"> <li>o If LG submitted before or by due date, then state 'compliant'</li> <li>o If LG had not submitted or submitted later than the due date, state 'non-compliant'</li> </ul> </li> <li>• From the Uganda budget website: <a href="http://www.budget.go.ug">www.budget.go.ug</a>, check and compare recorded date therein with date of LG submission to confirm.</li> </ul>	<p>The LG submitted an Annual Performance Contract to MoFPED 19th July, 2019 via PBS. The submission was within the revised deadline of 31st August, 2019</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> <li>• From MoFPED's inventory of LG budget submissions, check whether:               <ul style="list-style-type: none"> <li>o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant.</li> </ul> </li> </ul>	<p>Kisoro DLG submitted a Budget that incorporated the LG Procurement Plan for the FY (2019/2020) on 27th July, 2018 under Ref: CR/103/1 and was received by MoFPED on 31st August, 2018</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> <li>• If LG submitted report to MoFPED in time, then it is compliant</li> <li>• If LG submitted late or did not submit, then it is not compliant</li> </ul>	<p>The LG submitted the Annual Performance Report for the FY 2018/2019 on 29th July, 2019 which was within the required period as per the PFMA Act, 2015 and within the revised deadline of 31st August, 2019</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> <li>• If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available).</li> <li>• If LG submitted late or did not submit at all, then it is not compliant.</li> </ul>	<p>Submission of the quarterly budget performance reports during FY 2018/2019 was on the following dates; 8th July, 2019 for 1st Quarter, 19th February, 2019 for 2nd Quarter, 3rd June, 2019 for 3rd Quarter and 29th July, 2019 for 4th Quarter. The submission of the 4th quarter/annual performance report was within the stipulated timelines.</p>	<p>Yes</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> <li>• If LG submitted a 'Response' (and provide details), then it is compliant</li> <li>• If LG did not submit a 'response', then it is non-compliant</li> <li>• If there is a response for all – LG is compliant</li> <li>• If there are partial or not all issues responded to – LG is not compliant.</li> </ul>	<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General or Auditor General's findings for the previous FY 2018/2019 by end of February, 2019 on 11th Oct. 2019 (date).</p> <p>The Council submitted responses and provided details which included actions against all findings vide their letter dated 1st October 2019. They have indicated action on issues such as the modified accrual basis of accounting will now be used to prepare the financial statements, accounting officers will now present assets on the face of the financial statement. The Council will now depreciate assets annually and expense the depreciation charge for the year to the statement of performance. Revise the accounts to ensure that the net worth is recalculated to present a correct one. Provide the schedule and the supporting information for the reported payables. HODs and Accounting Officer to always follow due procedure if there is need to reallocate funds. Follow the chart of accounts and ensure proper charging of expenditure. Present the acknowledgement receipt for audit verification, or else, funds recovered from concerned officers. Concerning low absorption capacity, the council will prevail on the contract manager and contractor to quicken the UGIFT projects. Several other issues were raised and the Council are implementing them.</p>	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The Auditor General's Opinion on the Financial statements of Kisoro DLG for the Financial Year ended 30th June, 2019 was Unqualified.</p>	<p>Yes</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> <li>• A functional Physical Planning Committee in place that considers new investments on time: score 1.</li> </ul>	<p>Kisoro DLG did not have a legally constituted and functional Physical Planning Committee as per Part III (9) of the Physical Planning Act, 2010 that considers new investments. The committee file presented 15 names of the nominated members by CAO that included;</p> <p>1. Kasozi Sulaiman (Chairperson) 2. Nyinakubana Winnifred,.3. Mudanga Vincent 4. Nsabiyunva Stephen 5. Niyonzima Sam.6. Basaza Solomon 7. Munyambunza Francis 8. Karamira James 9. Tumusiime Joseph 10..Muja Judith. 11. Mberwa Cranmer 12. Sekabanza Thomas 13. Byiringiro John 13. Mbonye Emanuel 14. Matsiko Peter,</p> <p>However, the committee was lacking a Physical Planner in private practice appointed by the council on the advice of the secretary to the Board.</p> <p>The Committee constituted of the following: (3 members from urban councils and 12 from the District level) as per Part III (9) of the Physical Planning Act, 2010.</p> <p>Members:</p> <p>Kasozi Sulaiman Chairman together with members;Nyirakubanza Winfred, Mudanga Vicent, Nsabiyumva Stephen, Niyonzima Sam, Basaza Solomon, Munyanbanza Francis and Karamira James were appointed on appointed on 5th June, 2018 by letter CR/156/6</p> <p>Members; Tumusiime Joseph, Miya Judith, Mberwa Cranmer, Sekabanza Thomas, Byiringiro John, Mbonye Emmanuel and Matsiko Peter (Town Clerk Kisoro Municipality) were appointed on 17th October, 2017 by letter Ref. No. CR/156/6</p> <p>The Committee, which lacked a Physical Planner, held meetings during the FY 2018/2019 as evidenced by the following :</p> <ul style="list-style-type: none"> <li>• On 3rd October, 2018, issue discussed: Consideration of submitted building plans.</li> <li>• On 28th December, 2018, Issue discussed: Approval or Disapproval of submitted building plans and Approval of district investments.</li> <li>• On 7th February, 2019, Issue discussed: Approval of submitted plans.</li> <li>• On 17th May, 2019, issue discussed: Review of previous minutes and Approval or disapproval of submitted plans, and</li> <li>• On 12th August, 2019, Issue discussed Approval/disapproval submitted plans.</li> </ul> <p>The DLG did not have a Physical Development Plan.</p> <p>Therefore, there was no evidence of new infrastructure investments approved plans since the district itself did not have a district level Physical Plan.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1.</li> </ul>	<p>There was no evidence that Kisoro District Local Government had submitted any sets of minutes for Physical Planning Committee to Ministry of Lands Housing and Urban Development.</p> <p>However, there was evidence that the committee held meetings on; 3rd October, 2018, 28th December, 2018 and 7th February, 2019. The sittings were few and so were the sets of minutes hence fell short of the minimum four sets meant to be submitted to MoLHUD. There was a claim of submission to MoLHUD on 28th August, 2019 but this could not be traced at the Ministry as the information source.</p>	0
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0</li> </ul>	<p>Kisoro District Local Government did not have an approved Physical Development Plan thus none of the infrastructure investment was approved as per the plan.</p>	0
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> <li>• Action area plan prepared for the previous FY: score 1 or else 0</li> </ul>	<p>there was no any Area Action Plan developed during FY 2018/19</p>	0

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2.</li> </ul>	<p>There was proof that the Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences as seen from the reviewed AWP which among others had the following projects;</p> <ol style="list-style-type: none"> <li>1. Construction of VIP Latrines at Rubona P/S on pages 33 of the LG Approved Budget estimates,</li> <li>2. Spring protection at Busanza, Nyarubuye and Kirundo sub counties page 54 the LG Approved Budget Estimates,</li> <li>3. Construction of Classroom at Giso SDA P/S page 33 of the LG Budget Estimates.</li> </ol> <p>The prioritized projects were discussed in the Budget Conference held on 12th November, 2018 as indicated on page 5 of the conference report.</p>	2
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1.</li> </ul>	<p>There was clear evidence that priorities in the Annual Work Plan were derived from the five-year DDP II as indicated in the priorities below in different sectors;</p> <ol style="list-style-type: none"> <li>a) Construction of 8 classrooms and rehabilitations on page 177 of DDP and on page 37 of the AWP and Budget 2018/19 at UGX 740,315,000</li> <li>b) Construction of 12 latrines on page 163 of the DDP and page 38 of the AWP/Budget 2018/19 at UGX 244,800,000.</li> <li>c) Spring protection on page 135 of the DDP and on page 57 of the AWP/Budget 2018/19 at UGX 3,796,0000.</li> <li>d) Tree planting on page 246 of the DDP and on page 64 of the AWP/Budget at UGX 80,000,000 and</li> <li>e) Rain water harvesting tanks on page 232 of the DDP and on page 58 of the AWP/Budget 2018/19 at UGX 379,045,000</li> </ol>	1
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2.</li> </ul>	<p>The TPC meeting held on 10th July, 2019 under Minute 10/07/DTPC/2018/19 discussed elements that constituted a project profile such as actual works, operation and maintenance, environmental mitigation plan, monitoring and evaluation strategy for the investments; construction of Rain Water Harvesting Tanks on page 58 of the AWP</p>	2

<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> <li>Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1.</li> </ul>	<p>Annual Statistical Abstract was discussed as per TPC meeting held on: 3rd April, 2019 vide Minute number 3/04/TPC/2018/19</p>	<p>1</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2</li> </ul>	<p>All Infrastructure projects implemented by the LG in the previous FY 2018/2019 were derived from the Annual Work Plan and Budget approved by the LG Council under Minute 49/DLC/2017/18 of meeting held on 31st May, 2018 as exemplified; Gisozi SDA Primary School Page 36 AWP and Page 67 of Budget, Gikoro P/s Page 37 of AWP and Page 67 Budget, Nango P/s Page 36 AWP and Page 67 Budget and 5-Stance latrines (Kihuranda, Nyanitembe and Kagezi P/s Page 38 AWP and Page 68 Budget</p>	<p>2</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY.</li> <li>o 100%: score 4</li> <li>o 80-99%: score 2</li> <li>o Below 80%: 0</li> </ul>	<p>The LG set out to implement 29 projects during the FY 2018/19; one from Administration, health 2, Education 13, Works 4 and water 9. A review of the Contracts Register, Annual Performance Report and the AWP indicated that all were implemented as per the work plan.</p>	<p>4</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2</li> </ul>	<p>Kisoro DLG had some of its investment projects in the previous FY 2018/2019 completed within approved budget in the range of 15% maximum and 15% minus of the original budget while others were more than the maximum range of 15% for example;</p> <p>Construction of a water tank Kashingye PS at UGX 8,835,280 (budget and contract figure). On 5th February, 2019 UGX 7,951,752 by EFT 21705832 Exclusive of retention money</p> <p>Construction of 5-stance VIP Latrine at Gankenke PS at UGX 20,134,104 budget. On 15th June, 2019 via EFT 23483708, Ms Sooko Farmers Co. Ltd received UGX 17,979,755 exclusive of retention payment</p> <p>The APA team noted that all the payments effected were within the threshold of 15% Maximum and 15% Minimum of the original budget.</p>	<p>2</p>
<p>The LG has executed the budget for construction of investment projects and O&amp;M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has budgeted and spent at least 80% of the O&amp;M budget for infrastructure in the previous FY: score 2</li> </ul>	<p>The Council did not have a List of assets and projects in need of maintenance for FY 2018/2019 but at sector level, the assessment revealed the sector O&amp;M Budget and expenditure. Budget for O&amp;M in FY 2018/2019 was UGX 2,616,000,000 (sectors Education, Health, Roads and Water)</p> <p>Actual expenditure on O&amp;M during the FY was UGX 1,954,000,000</p> <p>Percentage 74.69%.</p>	<p>0</p>
<p>Human Resource Management</p>			



<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has filled all HoDs positions substantively: score 3</li> </ul>	<p>The Staff Establishment for Kisolo District was approved by Council on 29th May, 2017 vide minute No. 30/DLC/2017</p> <p>The Staff Establishment was submitted to MoPS for implementation approval through letter CR/151/12 on 6th February, 2017.</p> <p>The MoPS through letter ARC135/306/01 dated 18th April, 2017 approved the staff Establishment for implementation with nine HoDs; Finance, Planning, Works, Education, Community Based Services, Natural Resources, Production, Health and Trade, Commerce, Industry and Local Economic Development.</p> <p>The substantively filled Departments were;</p> <ul style="list-style-type: none"> <li>Natural Resources; filled by Mudanga Mwesigye Vincent appointed on Promotion on 3rd August, 2007 as directed by DSC minute No. 25/2007 of meeting held on 3rd August, 2007,</li> <li>Health; filled by Nsabiyumva Stephen appointed on promotion and transfer of service from Kampala on 10th October, 2011 as directed by DSC minute No. 102/2011,</li> <li>Planning; filled by Bainenama Francis appointed in Retention of Service on 11th November, 2005 as directed by DSC minute No. 126/2005,</li> <li>Community Based Services; filled by Niyonzima Sam appointed through Accelerated Promotion on 12th July, 2019 as directed by DSC minute No. 121/2019,</li> <li>Production; filled by Himbaza Solomon Basaza a Principal Agricultural Officer was appointed through Accelerated Promotion on 14th June, 2016 as directed by DSC minute No. 97/2016</li> </ul> <p>The Departments with Officers in acting capacities following the assignment of duty by the CAO in accordance with the Standing Orders (E-C) 8 (b) were;</p> <ul style="list-style-type: none"> <li>Works/Engineering; filled by Karamira James a Senior Engineer. He was appointed in acting capacity by the CAO on 12th July, 2018 as was directed by DSC minute No. 92/2018 of 7th June, 2018</li> <li>Education; filled by Mwamvareza Emmanuel a Principal Inspector of Schools. The CAO assigned Emmanuel duties of Ag. District Education Officer on 22nd July, 2019 through letter Ref. CR/156/3,</li> <li>Finance/CFO; filled by Uzabakiriho Kagaba B Godfrey as Senior Accountant. However, the letter assigning him duties as Acting CFO was on availed to Assessors, and</li> <li>District Commercial Officer; filled by Kazungu Geoffrey a Senior Commercial Officer appointed through accelerated promotion on 14th June, 2019 as directed by DSC minute No. 84/2019</li> </ul>	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2</li> </ul>	<p>The reviewed files for all HoDs both substantive and in acting capacities lacked evidence of appraisal for the FY 2018/2019.</p>	<p>0</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of staff submitted for recruitment have been considered: score 2</li> </ul>	<p>During the FY under review, fifty-nine vacant positions were declared to the DSC for example on 13th December, 2018 five vacant positions; Senior Planner, Senior Assistant Accountant, Town Agent, Driver and Assistant Librarian were present to the DSC. On 25th March, 2019 the CAO via letter Ref. CR/156/5 declared to the DSC 23 vacancies for instance 10 Enrolled Mid wives and the position of the Chief Finance Officer was re-advertised.</p> <p>The DSC cleared the LG to recruit during the meeting held from 7th – 8th May, 2019. Tumwizere Annamariah, enrolled midwife was cleared by DSC minute No. 70/2019, Turinayo Ali a Town agent was cleared by DSC minute 75/2019.</p> <p>Two external adverts; External Advert 01/2019 page 11 for 37 vacancies were carried by the Daily Monitor Wednesday, April 17, 2019 and Advert 02/2019 page 13 for 22 vacancies were carried by the Daily Monitor Monday, March 11, 2019 published the vacancies.</p>	2
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for confirmation have been considered: score 1</li> </ul>	<p>Forty-three staff recruited on probation were presented for Confirmation during the FY 2018/19. The presentations were on different dates and so was the confirmation by the DSC for instance;</p> <p>The CAO on 25th March, 2019 through letter CR/156/5 to the Secretary DSC Kisoro DLG submitted five vacant positions under the Health Department, one in Administration, one in Finance and one at Rubuguri Town Council.</p> <p>The DSC in in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), the DSC in its 5th meeting held from 7th – 8th May, 2019 confirmed thirty-two staff on probation. These among others included; Biira Loice a Health Assistant was confirmed by redesignation to the post of Health Inspector vide DSC Minute No. 66/2019 and Twebaza Geoffrey was confirmed as Clerk Assistant vide DSC minute No. 67/2019</p>	1
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1</li> </ul>	<p>The Assessment Team reviewed the submission book to the DSC and the minute Extracts of the DSC and found no disciplinary cases referred to the DSC.</p>	1
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3</li> </ul>	<p>The LG was using the IPPS and during the FY under review, the LG recruited staff accessed the salary Payroll within two months for example;</p> <p>Biira Loice the Health Inspector was appointed on 14th June, 2019 as directed by DSC minute No. 66/2019. Under Cost centre No. 526010102 and Payroll No. 00000000973296, Loice received a basic salary of UGX 613,158 as per August 2019 Payroll.</p>	3

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2</li> </ul>	<p>During the Financial under review, the total number of retirees were nineteen.</p> <p>The LG submitted files for all the retired staff six months before their retirement to allow processing of their gratuity.</p> <p>The pension payroll reviewed indicated that no retired staff accessed within two months.</p> <p>The delay in accessing the payroll was attributed to the failure to fully decentralise the pension management which had caused procedural delays at MoPS during auditing of the submitted files by the LG.</p>	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> <li>• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4.</li> <li>• If the increase is from 5% - 10 %: score 2.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>Total of OSR for FY 2017/2018 was UGX 303, 823,530.</p> <p>Total of OSR for FY 2018/2019 UGX 517,693,401</p> <p>Increase (517,693,401 – 303,823,530) = UGX 213,869,871</p> <p>Percentage 70.4%</p>	4
<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0.</li> </ul>	<p>The Original Budget for FY 2018/2019 was UGX 653,255,216</p> <p>Total Local Revenue collected during FY 2018/2019 was UGX 517,693,401</p> $= \frac{517,693,401}{653,255,216} \times 100$ <p>Performance 79.25%</p>	2
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2</li> </ul>	<p>Local Revenue collections subjected to sharing with LLGs Shs 62,226,615</p> <p>Amount of local revenue remitted to LLGs Shs 40,447,300.). Ratio of remittance = 65%.</p> <p>Status of compliance: The Council complied with 65% remittance to LLGs and falls within the statutory requirements.</p>	2

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2</li> </ul>	<p>Total expenditure on council allowances and emoluments during FY 2018/2019 Shs 58,90,900</p> <p>Total OSR for FY 2017/2018 was Shs 303,823,530.</p> <p>20% of Shs 303,823,530 = Shs 60,764,706</p> <p>Percentage 19.34%.</p>	<p>2</p>
<p>Procurement and contract management</p>			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2</li> </ul>	<p>Kisoro DLG had the positions of the Senior Procurement Officer and the Procurement Officer substantively filled.</p> <p>The Senior Procurement Officer; Nyiratunga Margret was appointed on probation on 6th June, 2018 as directed by DSC minute No. 76/2018 and later confirmation in appointment on 4th March, 2019 as directed by DSC minute No. 17/2019, and the Procurement Officer; Nyanzi Ashraf was appointed on probation on 6th June, 2018 as directed by DSC minute No. 77/2018 and later confirmation in appointment on 4th March, 2019 as directed by DSC minute No. 18/2019</p>	<p>2</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1</li> </ul>	<p>The appointed Evaluation Committees for the procurements during FY 2018/2019 produced evaluation reports with technical and clear recommendations to the Contracts Committee for instance;</p> <p>The Reports of the Evaluation Committee were submitted to the Contracts Committee during FY 2018/2019 on the following dates;</p> <p>The Evaluation report for Procurement No. Kiso526/Wrks/2018/19/00044; Renovation of a Classroom Block at Kanaba SS was produced and endorsed by the four EC members on 29th January, 2019 and was submitted to the Contracts Committee on 30th January, 2019,</p> <p>The Evaluation report for Procurement No. Kiso526/Wrks/2018/19/00048; Completion of 3 Classrooms at Masinza Primary School was produced and endorsed by the four EC members on 11th March, 2019 and was submitted to the Contracts Committee on 14th March, 2019</p> <p>The Evaluation report for Procurement KISO526/Wrks/2018-19/00022; Phased Construction of Nyankaranka Gravity Water Scheme was produced on 23rd October, 2018 and submitted to Contracts Committee on 7th November, 2018</p>	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1</li> </ul>	<p>The Contracts Committee upheld the recommendations of the EC during the award of contracts during the FY 2018/19. There were no deviations from those recommendations, for examples;</p> <p>In its report dated 29th January, 2019, the EC recommended to the CC that M/s Super General Technical Services be awarded the Contract for the Renovation of a Classroom Block at Kanaba SS as the best evaluated bidder at UGX 69,765,517.</p> <p>The CC on 30th January, 2019 vide minute No. 60/2018/2019 (b) upheld the recommendations of the EC and awarded the Contract to M/s Super General Technical Services at UGX 69,765,517 and the Contract was signed on 18th February, 2019.</p>	<p>1</p>

<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</li> </ul>	<p>The Procurement and Disposal Plan (PDP) for FY 2019/20 covered all infrastructure projects in the FY 2019/20 approved AWP, for instance;</p> <p>On page 23 of the AWP the project for Completion of Classroom at Giso Primary School at UGX 21,293,000 which is Procurement item No. 35 on page of the Procurement and Disposal Plan for FY 2019/20</p> <p>Construction of a 5 stance VIP Latrine at Rutoma Primary School is Procurement item No. 16 at UGX 23,400,000 was on page 33 of the AWP Financial Year 2019/20.</p> <p>The Procurement Disposal Plan for FY 2018/19 corresponded well with the respective AWP for example;</p> <p>Procurement Activity No. 18 on page 4 of the Procurement and Disposal Plan (PDP); Ruhorera Spring protection at UGX 4,084,900 appeared in the DDP as output No. 098181 page 137 and in Approved Annual Work Plan, it was activity 312104 on page 57,</p> <p>Latrine construction at Nango Primary School was procurement activity No. 58 on page 8 of PDP costed UGX 20,400,000. It was MTEF activity No. 078181 page 163 and activity 31201 on page 38 of the AWP</p>	2
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2</li> </ul>	<p>By 30th August, 2019, the PDU had prepared 100% of the bid documents for all the infrastructure 39 projects for FY 2019/20 instance;</p> <p>The bids for rehabilitation of Rwagatovu Gravity Flow Scheme; KISO526/Wrks/2019-20/00010, protection of Kabumbiro Water spring; KISO526/Wrks/2019-20/00038 and the Construction of a 20m3 Ferro Cement Rain water harvesting tank at Hamabande village; KISO526/Wrks/2019-20/00004 were prepared on 15th July, 2019</p> <p>Construction of Nyarukaranga Gravity Water Scheme (Phase II); KISO526/2019-20/00009, the bid was prepared on 23rd August, 2019</p> <p>The bids for Construction of a 20m3 Ferro Cement Rain water harvesting tank at Bunama village; KISO526/Wrks/2019-20/00002 and Construction of a 10m3 Ferro Cement Rain water harvesting tank at Gasave Primary School; KISO526/Wrks/2019-20/00005 were prepared on 19th August, 2019</p>	2
<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2</li> </ul>	<p>In the previous FY 2018/2019 Kisoro DLG had updated the contracts register that captured all the completed projects as at 5th May, 2019 in a Counter Book.</p> <p>The updated Contract's register was also evidenced by the additional entries for FY 2019/2020.</p>	2

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2.</li> </ul>	<p>All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4).</p> <p>Kisoro DLG Contracts Committee used two procurement methods; Open Domestic and Restrictive/Selective bidding. The evidences were;</p> <p>The renovation of a classroom block at Kanaba Secondary School; KISO526/Wrks/2018-19/00044. The Contracts Committee on 14th December, 2018 approved the Open Domestic Bidding and the procurement was advertised in the Daily Monitor of 3rd January, 2019 on page 28</p> <p>The Completion of 3 classrooms at Matinza Primary School. The Contracts Committee on 30th January, 2019 approved Selective bidding Procurement method. On 13th February, 2019, the Contracts Committee selected M/s Bango Engineering Services Limited who was No. 6 on the Prequalification List approved on 27th July, 2018 vide minute No. 05/2018/2019 (2- f)</p>	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2</li> </ul>	<p>There was evidence that the LG certified and provided detailed project information on all investments as per the examples below;</p> <p>The renovation of a classroom block at Kanaba Secondary School; KISO526/Wrks/2018-19/00044 at a contract price of UGX.62,300,607</p> <ol style="list-style-type: none"> <li>1. Site inspection report by contracts manager; Habimana Stephen a n Engineering Assistant was on 13th May, 2019.</li> <li>2. The Practical Completion Certificate was endorsed by Stephen Habimana on 13th May, 2019.</li> <li>3. Interim Certificate No. 1 worth UGX 62,300,607 was issued by the District Engineer on 13th May, 2019.</li> </ol> <p>The phased construction of Nyarukaranga Gravity Water Scheme (Phase I); Kiso526/Wrks/2018-19/00022 at a contract price of UGX.193,592,957</p> <ol style="list-style-type: none"> <li>1. Site inspection report by contracts manager; Mr. Mberwa Cranmer the DWO was on 18th March, 2019.</li> <li>2. The Practical Completion Certificate was endorsed by; the Project supervisor, Mberwa Cranmer on 14th March, 2019, District Water Engineer, Mberwa Cranmer on 14th March, 2019 and the District Engineer on 18th March, 2019</li> <li>3. Interim Certificate No. 1 worth UGX 174,233,337 was issued by the District Engineer on 14th March, 2019.</li> </ol>	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2</li> </ul>	<p>There was clear labelling of works projects for instance;</p> <p>The project of Upgrading of Maregamo HC II to III Administration block was clearly labelled the information displayed which indicated among others the Contractor as M/s Riky Building Materials Limited, funding source; World Bank and GoU and the overall cost was UGX 563,334,452</p>	2
Financial management			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4</li> </ul>	<p>During the FY 2018/2019, the General Ledger reconciliation showed; General Cash Account No. Bank Name and branch and General Ledger position and the Bank statement closing balance/ (e.g. Balance for June 2019 was UGX 973,040,078.</p> <p>Bank reconciliation statements were prepared on monthly basis and dully authenticated by relevant authorities up to closure of FY 2018/2019 on 31st June, 2019 upon which Draft Accounts for FY 2017/2018 were accordingly prepared and submitted to the OAG on schedule</p> <p>Bank account held at DFCU – Main Branch Kisoro. The statement was promptly produced by 19th of each month.</p> <p>Under the computerised system, the General Ledger Reconciliation Summary was produced by the Council.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2.</li> </ul>	<p>The Council did not have a payment register except EFT use of payment vouchers</p> <p>All the 8 sampled payments were through EFT payment vouchers for works payments made under Education, Water and Health sectors were made on time. e. g;</p> <ul style="list-style-type: none"> <li>payment to M/s Sooko Farmers Company Limited for construction of 5-stance VIP latrine at Gakenke Primary School UGX 17,979,755.</li> <li>Payment made to Utafu Engineering Services Limited for roofing drug container at the district headquarters UGX 10,134,014</li> <li>Payment to Twez Enterprises Limited for construction of water tank UGX 7,951,752</li> <li>Payment to Combine Technical Services and Kisoroers Limited for construction og Nyarukaranka GFS UGX 163,239,748</li> </ul> <p>All payment terms were under the EFT voucher system.</p> <p>The Council did not operate a creditors' ledger. However, it was not possible to establish if there were overdue payments in any sector because all contracts (only LPOs were available) with suppliers and did not have delivery and payment deadlines.</p>	<p>2</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has a substantive Senior Internal Auditor: 1 point.</li> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Principal Internal Auditor Mr. Nkuriye Seubogi Gabriel through appointment/Retention in service was as the District Internal Auditor (Scale U2) was on 11th November, 2005 by CAO having been authorized to appoint by DSC under Min no. 167/2005.</p>	<p>1</p>															
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</li> </ul>	<p>Quarterly Internal Audit Reports for FY 2018/2019:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of report</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>1st Nov, 2018</td> <td>CR/251/1</td> </tr> <tr> <td>Quarter 2</td> <td>28th Jan, 2019</td> <td>CR/250/2</td> </tr> <tr> <td>Quarter 3</td> <td>25th Apr, 2019</td> <td>CR/250/2</td> </tr> <tr> <td>Quarter 4</td> <td>26th. Jul, 2019</td> <td>CR/251/1</td> </tr> </tbody> </table>	Quarter	Date of report	Reference	Quarter 1	1st Nov, 2018	CR/251/1	Quarter 2	28th Jan, 2019	CR/250/2	Quarter 3	25th Apr, 2019	CR/250/2	Quarter 4	26th. Jul, 2019	CR/251/1	<p>2</p>
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<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>Information to Council &amp; LG PAC on Internal Audit Queries raised during FY 2018/2019:</p> <table border="1"> <thead> <tr> <th>Nature and total number of queries raised</th> <th>Nature and total number of queries cleared</th> <th>Nature and total number of queries pending</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>10</td> <td>4</td> </tr> </tbody> </table> <p>Quarterly Audit reports were produced according to the requirement. However, they were not forwarded on time</p>	Nature and total number of queries raised	Nature and total number of queries cleared	Nature and total number of queries pending	14	10	4	<p>2</p>									
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<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1.</li> </ul>	<p>Action by the Accounting Officer, LG PAC on Internal Audit Queries raised during FY 2018/2019:</p> <p>Internal Audit Reports were submitted to CAO, LCV Chairman, OAG Mbarara, and LG PAC.</p> <p>Kisoro LG PAC had expired on 29th May, 2019 and one member had passed on.:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference for report review</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>31/05/2019</td> <td>CR/251/1</td> </tr> <tr> <td>Quarter 2</td> <td>31/05/2019</td> <td>CR/250/2</td> </tr> <tr> <td>Quarter 3</td> <td>31/05/2019</td> <td>CR/25/2</td> </tr> <tr> <td>Quarter 4</td> <td>08/08/2019</td> <td>CR/251/1</td> </tr> </tbody> </table> <p>District Auditor reported that Q1 – Q3 were submitted late and on the same date due to lack of funds to carry out internal audit inspections.</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of report</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>27th October, 2017</td> </tr> <tr> <td>Quarter 2</td> <td>30th January, 2018</td> </tr> <tr> <td>Quarter 3</td> <td>30th April, 2018</td> </tr> <tr> <td>Quarter 4</td> <td>28th July, 2018</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference for report review	Quarter 1	31/05/2019	CR/251/1	Quarter 2	31/05/2019	CR/250/2	Quarter 3	31/05/2019	CR/25/2	Quarter 4	08/08/2019	CR/251/1	Quarter	Date of report	Quarter 1	27th October, 2017	Quarter 2	30th January, 2018	Quarter 3	30th April, 2018	Quarter 4	28th July, 2018	<p>1</p>
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<p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4</li> </ul>	<p>Accounting Manuals provide different format for each category of assets</p> <p>Both the Manual accounting system and Computerised system are in place for asset register for each department and by sub county. The register was detailed and updated regularly for land, furniture and fittings, machinery and equipment</p> <p>The Council was compliant with regulations regarding maintenance of the asset's registers.</p> <p>The Council made a print out of assets register indicating categories: Land, heavy equipment, other assets etc. and made it available to APA</p> <p>Although the Council was operating IFMS it had an up dated Assets Register with sections of Land, Heavy Machinery and Equipment.</p>	<p>4</p>																									

<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> <li>• Unqualified audit opinion: score 4</li> <li>• Qualified: score 2</li> <li>• Adverse/disclaimer: score 0</li> </ul>	<p>The Auditor General's Opinion on the Financial statements of Kisoro DLG for the Financial Year ended 30th June, 2019 was Unqualified.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2</li> </ul>	<p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <ul style="list-style-type: none"> <li>• Quarter 1: meeting held on 4th October, 2018 and discussed under Minute no 16/DLC/2018/19 report from Works on acquiring Land for establishing Munagana Town Council</li> <li>• Quarter 2: There was no meeting held in this quarter.</li> <li>• Quarter 3: meeting held on 18th April, 2019 and discussed under Minute no 30/DLC/2018/19 the Land acquisition for Nakimama Sub County (Seed School).</li> <li>• Quarter 4: meeting held on 30th May, 2019 and discussed under Minute no 28/DLC/2018/19 the acquisition of infrastructure for Health Centre 3.</li> </ul>	<p>2</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG has designated a person to coordinate response to feed-back (grievance/complaints) and responded to feedback and complaints: score 1.</li> </ul>	<p>The DLG on 27th April, 2017 designated Ms Molly Nyinamahoro a Records Assistant to coordinate response to feed-back</p> <p>The designated officer responded to feedback and complaints as evidenced below;</p> <ul style="list-style-type: none"> <li>• Mr. Tindikahwa John raised a complaint on 4th December, 2018 about destruction of his crops during road construction. The CAO on 15th April, 2019 responded on matter. He informed the complaint that a valuer will be sent to assess and value the cost of destruction and thereafter the money will be laid before and discussed by the Council.</li> </ul>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1</li> </ul>	<p>The Local Government of Kisoro had a designated officer receiving and recording grievances and a suggestion box at the entrance of the District offices.</p> <p>Evidence of response to complaints seen was; Mr. Tindikahwa John raised a complaint on 4th December, 2018 about destruction of his crops during road construction. The CAO on 15th April, 2019 responded on matter. He informed the complaint that a valuer will be sent to assess and value the cost of destruction and thereafter the money will be laid before and discussed by the Council.</p>	<p>1</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> <li>• The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2</li> </ul>	<p>The Local Government Notice board had the LG payroll for September, 2019 and Pensioner schedule displayed clearly.</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the procurement plan and awarded contracts and amounts are published: score 1.</li> </ul>	<p>PDU publicized the Procurement Plan for FY 2019/20 at the District Notice Board.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1.</li> </ul>	<p>A summary of PDU Assessment performance results was posted on PDU Notice at the entrance of the main Administration Block</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1</li> </ul>	<p>Letter dated 01st November, 2018 from CAO invited the technical and Political Heads on LLGs (LC 3 chairpersons and the Senior Assistant Secretaries (SASs) for meeting during which guidelines for Lower local governments Planning were disseminated.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1.</li> </ul>	<p>There was no evidence that the District had conducted discussion with the public to provide the status of activity implementation.</p>	<p>0</p>
<p>Social and environmental safeguards</p>			

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2.</li> </ul>	<p>The Community Development Officer; Kampire Beatrice was appointed by the CAO on 17th April, 2019 as the District Gender Focal Point Person.</p> <p>Through minutes No. 06/08/DTPC/2018/2019 of the TPC meeting held on 19th March, 2019, the DCDO presentation highlighted and emphasized to the Sub county chiefs and the HoDs to incorporate gender and vulnerable issues during the planning and budgeting like the collection of data on gender based violence and creating enabling environment for gender mainstreaming with a focus to poverty reduction.</p>	<p>2</p>
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> <li>Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2.</li> </ul>	<p>The Community Based Services Work Plan FY 2019/20 was integrated into the District Annual Work Plan Activity Code No. 108107; Gender Mainstreaming on page 56 with a budget allocation of UGX 5M contained activities like collection, analysis and dissemination of data on gender-based violence in Kisoro DLG</p> <p>During FY 2018/19 the Budget for Gender activities was UGX 5,000,000. The reviewed payment vouchers were;</p> <p>Gender mainstreaming workshops; UGX 750,000 paid on 25th May, 2019</p> <p>PWD council meeting; paid on; 16th October, 2018, 28th May, 2019 and 12th March, 2019 (600,000+500,000+680,000) = 1,780,000</p> <p>Women council meetings; paid on 26th November, 2018 and 16th December, 2018 (680,000+680,000) = 1,360,000</p> <p>Elderly Executive council paid on 26th November, 2018, 12th March, 2019 and 28th May, 2019 =500,000 X 3 = 1,500,000</p> <p>Percentage execution =</p> $(750,000+1,780,000+1,360,000+1,500,000) \times 1000$ $= 5,000,000$ $= 107.8\%$ <p>The money spent above the budget was got from Functional Adult Literacy activities to fund the operations of the Elderly Councils which had been neglected.</p>	<p>2</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1</li> </ul>	<p>Environmental screening was selective to some projects. There were no plans to execute mitigation measures and the budgets. Some of the screened projects were: -</p> <p>1. Upgrading of Maregamo Health Centre II to III under UgIFT-MoH under World Bank.</p> <p>ESMP seen signed by EO and DCDO but was not dated</p> <p>Screening form on file was seen date 22nd August, 2018</p> <p>Monitoring Report seen dated 21st August, 2019</p> <p>Construction was still on-going and only advance paid so no Environmental Certification form was on file.</p> <p>The Protection of Ruhorera Spring in Nyabwisheya Sub county</p> <p>Screening form dated 9th January, 2019 was on file ESMP signed by EO and DCDO</p> <p>Monitoring Report seen</p> <p>Environmental and Social Mitigation Certification form dated 25th March, 2019 was seen.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1</li> </ul>	<p>Procurement MoH-UgIFT/WRKS/18-19/0001-20 LOT 2 bid document for the upgrading of Maragamo HC II to III indicated that BoQs item No. 6 was for building of a water waste pit at UGX 8,565,00. The Environmental Management and Monitoring Plan was in place dully endorsed by the Environment Officer Akankwasa Beatrice and the Principal CDO Kampire Beatrice.</p>	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1</li> </ul>	<p>There was possession of Land titles, Deeds and Agreements where the District implemented projects for example;</p> <p>There was an agreement signed on 15th March, 2019 between Ngenzi William and Kisoro District to exchange land to all the upgrading of Maragamo HC II to HC III status.</p> <p>The Deep Plan for the Land where the District Hospital was Plots 43-63 Bunagana Road</p> <p>Nyakabanda Sub county was on Government Land; Block 37, Plot 25, Sheet 93/3/SE/2</p>	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1</li> </ul>	<p>The assessed Environmental and Social Mitigation Certification Forms for completed projects lacked the signature of the District Community Development Officer and therefore could not be regarded as an official record of the Council</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1</li> </ul>	<p>Not all payments had clearance from the Environment Officer and CDO. There were however environmental and Social Clearance before payments were effected for instance; payment for the protection of RUMBA Spring in Ruganda village had a clearance prepared and endorsed by Muja Judith the Environmental Officer on 7th February, 2019.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1</li> </ul>	<p>There were no monthly reports prepared by the Environmental Officer and the CDO.</p> <p>The Environmental Officer and the CDO were preparing Monitoring reports which had implementation progress pictures but lacked completed check lists.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG Education Department had a final approved work plan for FY 2019/20 for 136 schools having a student enrollment of 73,820 with a wage bill of UGX 18,502,378,000 for 1121 teachers on ground (i.e. 94 substantive H/Teachers, 14 substantive Deputies and the rest being teachers) as per the Kisoro District Approved Budget Estimates for FY 2019/20, Vote: 526, Pages 26-38, dated 8th July, 2019.</p> <p>1121/136=8.242 teachers per school</p>	4
<p>The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>The LG had 136 government schools with a student enrollment of 73,820 (one of which is a cope center) which had teachers on ground (i.e. 94 substantive H/Teachers, 14 substantive Deputies and the rest being teachers) as per the staff list at the DEO's office.</p> <p>The following schools were sampled and visited;</p> <p>Gikoro P/s in Nyakabange Sub County with a Substantive H/Teacher and 14 teachers</p> <p>Matinza P/s in Nyakabange Sub County with a substantive Deputy H/Teacher who is acting as a H/Teacher and 17 teachers.</p> <p>Mubuga P/S in Nyakinama Sub County with 1 substantive H/Teacher and 19 teachers.</p> <p>Some of the Schools are located up in the mountains and the rough slippery roads denied the PAT access.</p>	0
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</p> <p>o If 100%: score 6</p> <p>o If 80 - 99%: score 3</p> <p>o If below 80%: score 0</p>	<p>The Local government structure required a ceiling of 1365 teachers however 1121 teachers were on ground because of the inadequate wage bill. The 1121 consumed the entire wage bill of UGX 18,502,378,000.</p> <p>1121/1121*100=100% which constitutes 100% utilisation of wage.</p>	6

<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6</li> </ul>	<p>The staff structure had a provision of two positions of which all were filled as evidenced below;</p> <ol style="list-style-type: none"> <li>One Principle Inspector of Schools as per the appointment letter under the names of; Mr. Mwumvaneza Emmanuel, dated 22nd February, 2019, Ref. CR/214/2 under minute No. 05/2019.</li> <li>One Inspector of Schools as per the appointment letter under the names of; Mr. Mbonyembyombi Emmanuel, dated 14th June, 2019, Ref. CR/156/5, under Minute No. DSC/65/2019.</li> </ol>	6
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>Primary Teachers: score 2</li> </ul>	<p>The LG Education Department submitted a recruitment plan for FY 2019/20 to the CAO and a copy given to the HRM on 18th May, 2019, to fill the position of 272 Primary School teachers as seen below;</p> <ul style="list-style-type: none"> <li>41 Head Teachers</li> <li>121 Deputy Head Teachers</li> <li>1 District Education Officer</li> <li>4 Senior Education Assistant 11</li> <li>272 Education Assistant 11</li> </ul> <p>The post for School Inspector of Schools was filled so it wasn't included in the recruitment plan.</p>	2
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> <li>School Inspectors: score 2</li> </ul>	<p>The LG Education Department submitted a recruitment plan for FY 2019/20 to the CAO and a copy given to the HRM on 18th May, 2019, however the position of school inspectors was filled so it was not advertised as evidenced below;</p> <ul style="list-style-type: none"> <li>41 Head Teachers</li> <li>121 Deputy Head Teachers</li> <li>1 District Education Officer</li> <li>4 Senior Education Assistant 11</li> <li>272 Education Assistant 11</li> </ul> <p>The post for School Inspector of Schools was filled so it wasn't included in the recruitment plan.</p>	2
Monitoring and Inspection			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>100% school inspectors: score 3</li> </ul>	<p>Principal Inspector of School; Mwumvaneza Emmanuel was appraised by the DEO on 30th June, 2019, and</p> <p>The Inspector of Schools; Mbonyembyansi Emmanuel was on 1st July, 2019, for the performance of FY 2018/19.</p>	3



<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> <li>• Primary school head teachers <ul style="list-style-type: none"> <li>o 90 - 100%: score 3</li> <li>o 70% and 89%: score 2</li> <li>o Below 70%: score 0</li> </ul> </li> </ul>	<p>There was evidence from personal files that the Sub County Chiefs appraised School Head teachers during the calendar year 2018 as per the examples below;</p> <p>Tumushime William, the Head Teacher of Mubuga Primary School was appraised on 15th February, 2019, and</p> <p>Rwalinda Francis the Head Teacher Nyakabingo Primary School was on 5th March, 2019,</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1</li> </ul>	<p>There was evidence that the LG Education Department communicated guidelines, policies, circulars issued by the national level in the previous FY.</p> <p>From the DEO's office; Circular No.8/2017 from MoES to the Education Department on Dates for the National Primary School Music, Dance and Drama Festival 2018, dated 1st August, 2018, Ref. ADM/137/157/01.</p> <p>MoES circular to the Education Department on Guidelines on School Charges, dated 24th October, 2017, Ref. ADM/48/315/01.</p> <p>MoES Education and Sports Sector Strategic plan 2017/18-2019/20, dated September, 2017.</p> <p>The Republic of Uganda Ministry of Local Government Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools</p> <p>MoES Planning, Budgeting and implementation Guidelines for Local Governments for The Education Sector, dated May 2019.</p> <p>MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.</p> <p>MoES to the Education Department on Phasing out Public Partnership(PPP) Schools, dated 7th March, 2019, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Planning statistics required for generation of local government indicative planning figures (IPF's FY 2019/20, dated 13th February, 2019, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Enforcement Data used for Allocation of Capitation Grants in FY 2018/19, dated 4th September, 2018, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Enforcement Data used for Allocation of Capitation Grants in FY 2018/19, dated 4th September, 2018, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Budget Implementation Guidelines for FY 2018/19 for Decentralised Education Sector Conditional Grants, dated 24th October, 2018, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Development of a Mastelist of Education Institutions in the Country, dated 24th April, 2019, Ref. EPD/235/298/01.</p> <p>MoES to the Education Department on Teacher Management Information Systems (TMIS), dated 10th December, 2018, Ref. ADM/48/315/01.</p> <p>MoES to the Education Department on Request for Birth Certificates and National Identification Cards for Registration of PLE, UCE and UACE Candidates dated 30h April, 2019, Ref. EPD/192/335/01.</p> <p>MoES to the Education Department on Unlicensed/Unregistered Schools (Re-Issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref.</p>	<p>1</p>

ADM/48/139/03.

This was evident at the schools visited and they were;

Gikoro P/s in Nyakabange Sub County with a Circular from the MoES to all CAOs on Dates for the National Primary School Music Dance and Drama Festivals 2018, dated 1st August, 2018, Ref. ADM/137/157/01.

MoES circular No.20/2018 on National Efforts to Strengthen School Health; Mass Action against Malaria and Music Dance and Drama, to be held on September 1st to 8th September, Ref ADM/137/157/01.

Circular from the MoES to all CAOs on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref ADM/53/263/01

Circular from the MoES to all DEOs on Unlicensed/Unregistered schools (Re-issued) and Illegal Boarding Sections, dated 29th October, 2018, Ref ADM/48/139/03

MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.

The Republic of Uganda Ministry of Local Government Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools

Matinza P/s in Nyakabange Sub County with a

Circular from the MoES to all CAOs on Enforcement of Kavera Ban in Education Institutions in Uganda, dated 4th October, 2018, Ref ADM/53/263/01

MoES circular No.20/2018 on National Efforts to Strengthen School Health; Mass Action against Malaria and Music Dance and Drama, to be held on September 1st to 8th September, Ref ADM/137/157/01.

Circular from the MoES to all CAOs on Dates for the National Primary School Music Dance and Drama Festivals 2018, dated 1st August, 2018, Ref. ADM/137/157/01

MoES Budgeting and implementation Guidelines for Primary and Secondary Schools, dated May 2019.

The Republic of Uganda Ministry of Local Government Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools

Mubuga P/S in Nyakinama Sub County MoES circular on Uganda National Schools Performing Arts Festival Syllabus for 2019 , received on 1st /4/2019, Ref ADM/137/157/01.

MoES circular on Enrollment Data Used For Allocation of Capitatic Grants in FY 2018/19 , dated 4th September, 2018, Ref EPD/192/335/01.

MoES circular No.20/2018 on National Efforts to Strengthen School Health; Mass Action against Malaria and Music Dance and Drama, to be held on September 1st to 8th September, received on 3rd /1/2018 Ref ADM/137/157/01.

		<p>Circular from the MoES to all CAOs on Dates for the National Primary School Music Dance and Drama Festivals 2018, dated 1st August, 2018, Ref.ADM/137/157/01</p> <p>The Republic of Uganda Ministry of Local Government Simplified Guidelines on Budgeting, Accounting and Reporting for Primary Schools</p>	
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2</li> </ul>	<p>There was no evidence that the LG Education department held meetings with Primary School Head teachers and among others explained and sensitized on the guidelines, policies, circulars issued by the national level</p>	0
<p>The LG Education Department has effectively inspected all registered primary schools</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> <li>o 100% - score 12</li> <li>o 90 to 99% - score 10</li> <li>o 80 to 89% - score 8</li> <li>o 70 to 79% - score 6</li> <li>o 60 to 69% - score 3</li> <li>o 50 to 59 % score 1</li> <li>o Below 50% score 0.</li> </ul> </li> </ul>	<p>There was evidence that the schools were inspected as seen in the documents in the DEO's office and the sampled schools.</p> <p>From DEO's office;</p> <p>1st &amp; 2nd Quarter school inspection reports done in Term III, 2018 submitted to DES MoES Kampala Office on 14th February, 2019. These two quarters are usually submitted together because according to the DEO, schools follow the term system so the MoES decided to combine these first two quarters.</p> <p>3rd Quarter school inspection report for FY 2018/2019 was done in Term 1 2019 submitted to DES MoES Kampala Office on 23rd May, 2019.</p> <p>4th Quarter school inspection report was done in Term II 2018 submitted to DES MoES Kampala Office on 20th/9/ 2019.</p> <p>There was evidence that schools were inspected as seen in the visitor's books and school monitoring and inspection books of the schools visited;</p> <ul style="list-style-type: none"> <li>Gisoro P/S inspected on 5th November, 2018 by Mwumvaneza Emmanuel and on 23rd October, 2018, 7th June, 2019 by Mr Mbonyebyombi Emmanuel, on 25th May, 2019 by Mrs Nyiranganizi Kedress and on 18th February, 2019 by Mr Twesigye Eric. The feedback report was availed to the PAT.</li> <li>Matinza P/s in Nyakabange Sub County inspected on 5th November, 2018 by Mr Mwumvaneza Emmanuel, on 27th June, 2019, 5th November, 2018 and 25th October, 2018 Mr. Mbonyebyombi Emmanuel and the feedback report was available on 11th April, 2019. The inspection on 27th June, 2019 was by Mrs Nyiranganizi Kedress and on 11th April, 2019 and 27th June, 2019 by Mr. Twesigye Eric and the feedback report was available.</li> <li>Mubuga P/S in Nyakinama Sub County inspected by Mr Mwumvaneza Emmanuel on 5th March, 2019, 4th February, 2019, 28th November, 2018, 17th September, 2018, 5th September, 2018 and on 14th August, 2018 for feedback report. The inspection by Mr. Mbonyebyombi Emmanuel was 10th April, 2019, Mrs Nyiranganizi Kedress on 12th April, 2019, 13th March, 2019, 20th September, 2018 and on 14th August, 2018. On 27th May, 2019 and 12th April, 2019 by Mr Ntiringanya Edward and on 27th February, 2019 and 3rd July, 2018 by Mr Manyarubanza Francis</li> </ul>	12
<p>LG Education department has discussed the results/</p>	<ul style="list-style-type: none"> <li>Evidence that the Education department has discussed school inspection</li> </ul>	<p>There was evidence that school inspection reports were discussed and used to make recommendations for corrective actions as seen below;</p>	4

reports of school inspections, used them to make recommendations for corrective actions and followed recommendations

Maximum 10 for this performance measure

reports and used reports to make recommendations for corrective actions during the previous FY: score 4

From DEO's office;

DEO's meeting with Education Department Staff held on 24th October, 2018 in his Office agenda number 7, minute 20/2018 which was about discussion of inspection and monitoring reports. It was noted that Mr Nkumbuye Fred was a non performing supervisor and therefore was not fit to be a supervisor. The DEO said that all poor performers should be demoted.

Inspectorate staff meeting held on 27th September, 2019, minute 21/2018 on Discussion of previous inspection reports where it was noted that most teachers had improved on lesson notes and schemes of work preparations, class room environment was still wanting. It was also noted that those schools which were not showing progress be visited as a group. It was also found that some substantive Head teachers (whose names were mentioned) were heading COPE centers and members resolved that they be tried schools once again because they had been posted there due to inefficiency in school management

Inspectorate staff meeting held in District Inspector of Schools' Office on 23rd January, 2019 under minute 6/2019 which was on Discussion of term III 2019 Inspection reports. It was noted that a big number of teachers had improved on their performance however 17 schools needed serious follow-up inspection because most teachers there were not performing to the expectations. 38 teachers neither had lesson plans nor schemes of work and it was passed that they be given warning letters by the District Education Officer.

District Education Officer's Meeting with Education Staff held in his office on 27th November, 2018 under Minute 28/2018 where the chairman mentioned that the issue of absenteeism of Head teachers and teachers that was rampant which would cause poor performance in schools. He urged the inspectors to work hard and announce that this habit is stopped. He said actions on subordinates should always be immediate. Weak performers were sanctioned. On the issue of absenteeism, it was passed that Head Teachers should always write and photocopy the attendance book for verification. A list of 6 weak performers was made and these teachers were to be reprimanded.

Inspectorate staff meeting held on 20th May, 2019, minute 14 on inspection reports where each inspector gave a report on schools in his/her area of jurisdiction and it was noted that some teachers had improved on their work and others were still adamant. And as earlier agreed upon, inspectors were moving with warning letters designed by the DEO and 37 non performing teachers (whose names were mentioned) were served with some. Under minute 15/2019 three teachers (whose names were also mentioned) who had been reported by their Head teachers as being habitually absent were to be called in DEO's office for further action. Teachers were also warned to be checked on during 2nd term inspection.

Kisoro District Primary Head Teachers Beginning of Term Routine Meeting held on 31st January 2019 at Seseme Secondary School where the Inspector of Schools Mr Mbonye Emmanuel showed alimentation to the primary teachers who had abandoned duty due to UCE examination supervision and invigilation. This was under minute 5/JAN/2019.

Kisoro District Primary Head Teachers Beginning of Term Routine Meeting held on 27th May, 2019 at Seseme Secondary School where the Principle Inspector of Schools Mr Mwumvaneza Emmanuel mentioned that during their routine inspection it was realized that some teachers no longer make lesson preparations while others are found of late coming and habitual absentism. The way forward from the council was to give warning letters and in case there is no improvement their salaries be withheld. This was under minute 13/MAY/2019.

The office of the Education Department wrote letters to different primary school teachers on their professional inefficiency;

- On 13th November, 2019 to Mr Mfitundirida Ronald of Chanika PS
- On 12th March, 2019 to Turyamureba Emmanuel, Mr. Orishaba Jasper, Mr Bigemano Edward, Mr Mugarura John, Mr Tumwebaze Edward, Mr Baryamuhebwa Chris of Nyamirembe PS; Mr Mugarura Jackson, Mr Monday Deo, Mr Africa Wensesilous of Kashenyi PS; Mr Hafashimana Gideon of Kibugu PS; Mr Irababarira of Kache PS
- On 13th March, 2019 to Mr Ndayambiye Evarist of Bunagana; Ms

		<p>Kampire Esther, Mr Mfitumukiza R Emmanuel, Mr Bakiza Samuel, Mr Habumugisha Enock, Mr Twahirwa Stephen of Chahaji SDA PS; , Mr Ndagijimana JohnBosco, Mr Ntamushobora Isaiah, Mr Mutabazi Robert of Gatete PS; Mr Nkundizana Elijah of Kagezi PS; Mr Habimana Ivan Gard, Mr Ntiziyaerenye H Tadeo of Rukoro PS; Mr Munyansanga Jonathan of Kanyanahoo PS</p> <ul style="list-style-type: none"> <li>On 15th April, 2019 to Mr Barishoboye Stephen of Rukoro PS; Mr Hakiza Emmanuel, Mr Biranga Christopher, Mr Kwizera Ezra, Mr Hashakimana Stephen, Mr Harerimana Christopher of Mukibugu PS; Mr Nkunibuye Fred, Mr Niyonzima Richard of Bitare PS, Mr Mukiza Leuben Bernard, Mr Bindeeba Moses, Mr Mbabazi Charles, Mr Bariyanga George, Mr Musominari Herbert of Muramba PS.</li> </ul>	
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2</li> </ul>	<p>There was evidence that the Education Department submitted school inspection reports for Q 1&amp; 2, 3 &amp; 4 to the DES MoES Kampala Office and an acknowledgement letter showing date of submission as indicated below;</p> <p>1st &amp; 2nd Quarter school inspection reports done in Term III, 2018 submitted to DES MoES Kampala Office on 14th February, 2019. These two quarters are usually submitted together because according to the DEO, schools follow the term system so the MoES decided to combine these first two quarters.</p> <p>3rd Quarter school inspection report for FY 2018/2019 was done in Term 1 2019 submitted to DES MoES Kampala Office on 23rd May, 2019.</p> <p>4th Quarter school inspection report was done in Term II 2019 submitted to DES MoES Kampala Office on 20th September, 2019.</p>	2
<p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the inspection recommendations are followed- up: score 4.</li> </ul>	<p>Kisoro District Primary Head Teachers Beginning of Term Routine Meeting was held on 27th May, 2019 at Seseme Secondary School where the Principle Inspector of Schools Mr Mwumvaneza Emmanuel mentioned that during their routine inspection it was realized that some teachers no longer make lesson preparations while others are found of late coming and habitual absenteeism. The way forward from the council was to give warning letters and in case there is no improvement their salaries be withheld. This was under minute 13/MAY/2019.</p> <p>The office of the Education Department wrote letters to different primary school teachers on their professional inefficiency dated;</p> <ul style="list-style-type: none"> <li>13th November, 2019 to Mr Mfitundirida Ronald of Chanika Ps</li> <li>12th March, 2019 to Turyamureba Emmanuel, Mr Orishaba Jasper, Mr Bigemano Edward, Mr Mugarura John, Mr Tumwebaze Edward, Mr Baryamuhebwa Chris of Nyamirembe PS; Mr Mugarura Jackson, Mr Monday Deo, Mr Africa Wensesilous of Kashenyi PS; Mr Hafashimana Gideon of Kibugu PS; Mr Irababarira of Kache PS</li> <li>13th March, 2019 to Mr Ndayambiye Evarist of Bunagana; Ms Kampire Esther, Mr Mfitumukiza R Emmanuel, Mr Bakiza Samuel, Mr Habumugisha Enock, Mr Twahirwa Stephen of Chahaji SDA PS; , Mr Ndagijimana JohnBosco, Mr Ntamushobora Isaiah, Mr Mutabazi Robert of Gatete PS; Mr Nkundizana Elijah of Kagezi PS; Mr Habimana Ivan Gard, Mr Ntiziyaerenye H Tadeo of Rukoro PS; Mr Munyansanga Jonathan of Kanyanahoo PS</li> <li>15th April, 2019 to Mr Barishoboye Stephen of Rukoro PS; Mr Hakiza Emmanuel, Mr Biranga Christopher, Mr Kwizera Ezra, Mr Hashakimana Stephen, Mr Harerimana Christopher of Mukibugu PS; Mr Nkunibuye Fred, Mr Niyonzima Richard of Bitare PS, Mr Mukiza Leuben Bernard, Mr Bindeeba Moses, Mr Mbabazi Charles, Mr Bariyanga George, Mr Musominari Herbert of Muramba PS.</li> </ul>	4

<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data:</li> <li>o List of schools which are consistent with both EMIS reports and PBS: score 5</li> </ul>	<p>A list of schools which was consistent with EMIS report and PBS was available and it showed 136 schools as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Kisoro District Local Government submitted to the office of the Commissioner Education Planning MoES on 18th October, 2019.</p>	5
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> <li>• Enrolment data for all schools which is consistent with EMIS report and PBS: score 5</li> </ul>	<p>The LG submitted accurate/ consistent enrolment data for all schools which was consistent with EMIS report and PBS which was 72977 pupils as per the template for capturing Pupil Enrolment by Schools for FY 2019/20 for Kisoro District Local Government.</p>	5
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that the Council Committee responsible for Education sector met during FY 2018/19 and discussed issues related to service delivery. In total 6 meetings were held in the previous FY among which included; -</p> <p>On 31st May, 2018, the committee headed by Chairperson Mr. Ahishakye Johnson discussed the Kisoro District Education and Community Development Report under Minute 48/DLC/17/18. Under the same minute there was presentation for review of the 3rd quarter reports and 4th quarter work plans for FY 2018/19.</p>	2
<p>The LG committee responsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the education sector committee has presented issues that require approval to Council: score 2</li> </ul>	<p>The Education Sector Plan was approved by full Council together with other sector plans that were consolidated into the Council AWP approved on 30th May, 2019 vide minute 30/DLC/2019/20</p>	2

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> <li>• 100% schools: score 5</li> <li>• 80 to 99% schools: score 3</li> <li>• Below 80 % schools: score 0</li> </ul>	<p>There was evidence that all primary schools had functional School Management committees that had been established, held meetings, discussed budget and resource issues and submission of reports to District Education Officers as follows;</p> <ul style="list-style-type: none"> <li>• Mubuga Primary School SMC held four meetings on; 5th July, 2019, 21st May, 2019, 15th February, 2019 and 11th September, 2018. Notable issues discussed included approval of UPE budget and environmental conservation during the 21st May, 2019.</li> <li>• Kisagara Primary School held three meetings; 11th June, 2019, 30th May, 2019, and 15th February, 2019. Issues discussed included, approval of school budget, construction of classroom and co- curricular activities in the course of the year during the 11th June, 2019 meeting.</li> </ul>	<p>3</p>
<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3</p>	<p>There was evidence that the LG publicized and displayed a list of all schools receiving non-wage recurrent grants during FY2019/20 as per the Education District Notice Board. Dated 5th August, 2019 and this money was to be spent on third term with effect from 16th September, 2019</p>	<p>3</p>
<p>Procurement and contract management</p>			
<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements, to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4</li> </ul>	<p>There was evidence that the LG Education Department submitted procurement requests, complete with all technical requirements to PDU that cover all items in the approved Sector annual work plan and budget for FY 2019/20, This was submitted on 15th April, 2019. The items included;</p> <p>Construction of 5-VIP latrine in 19 primary schools which included Rutoma, Nteko, Buhozi, Chuho, Kashenyi, Rugo, Rugarmbiro, Gasovu, Kanyampiriko, Rwabara, Kabuga, Iryaruvumba, Chabazana, Nyakabande, Kaboko, Nyamirembe, Muhanga, Giharo and Rubona Primary Schools.</p> <p>Classroom completion of Gisozi SDA PS</p> <p>Vehicle repairs, Fuel Lubricants and Stationery</p>	<p>4</p>
<p>Financial management and reporting</p>			

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<p>Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3.</p>	<p>The Education Department certified and recommended payments to suppliers on time. In fact, the 5 sampled contracts (agreements) were paid for within 30 days stipulated in the contracts.</p> <p>A payment voucher for payment to a contractor (TS Smart Company Limited) for construction of VIP latrine at Kashingye Primary School was initiated by the DEO and District Engineer on 11th March, 2019 when they verified the works to Project Manager.</p> <p>The Contract Purchase Agreement was prepared and further endorsed by both the DE and DEO. The CAO endorsed these documents on 25th March, 2019. The contract was the put into the PBS system.</p> <p>The LPO was prepared on 2nd April, 2019 and traveled through the system until 8th April, 2019 and process of payment began which culminated into the preparation of EFT voucher on 16th April, 2019 for payment of UGX 19,135,470 on 16th April, 2010. Cheque payment term was contained in the Bid document.</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4</li> </ul>	<p>Records from the Planner's office show that Education department submitted the quarterly and annual performance reports as indicated below;</p> <ul style="list-style-type: none"> <li>Quarter 1 report was submitted on 12th October, 2018 and was received on the same</li> <li>Quarter 2 report was submitted on 10th January, 2019 and received on 10th January, 2019</li> <li>Quarter 3 report was submitted on 11th April, 2019 and was received on the same day</li> <li>Quarter 4 report was submitted on 9th July, 2019 and received on the same day.</li> </ul>	<p>4</p>
<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2</li> <li>If all queries are not responded to score 0</li> </ul> </li> </ul>	<p>DIA requested for responses to the following queries:</p> <ul style="list-style-type: none"> <li>Outstanding advances were accounted for as per LGFAR 2007.</li> <li>Project contractors did provide receipts.</li> <li>The Payment vouchers were clearly endorsed.</li> <li>All payment vouchers were stamped "paid" as the law requires.</li> <li>Purpose for fuel consumption was specified and this raised doubt.</li> </ul> <p>There was evidence that the sector provided responses through their letter dated 25th September, 2019 letter Ref. No. DA 22/46/01/19dit findings.</p> <p>Total number and nature of queries raised    Total number and nature of queries cleared    Total number and nature of queries pending</p> <p>6    5    1</p>	<p>2</p>
<p>Social and environmental safeguards</p>			



<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2</li> </ul>	<p>There was no evidence that the Education Department promoted adherence to gender guidelines.</p> <p>However during the DEO's meeting with Education Department Staff held on 24th October, 2018 in his Office under minute 23/2018 where it was mentioned that senior women and men teachers should be active in schools and that schools should have washrooms.</p>	0
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2</li> </ul>	<p>There was evidence that the Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs as seen below;</p> <p>During Kisoro District Primary Head Teachers Beginning of Term Routine Meeting held on 31st January, 2019 at Seseme Secondary School issues discussed among others were, disability under minute 5/JAN/2019.</p> <p>In her presentation the D.I.S in charge of disabilities Mis Nyiranganzi Kedress thanked Head Teachers for taking good care of children with disabilities once enrolled into their schools and she further requested them to submit all the names of such children by 5th February, 2019.</p> <p>DEO's meeting with Education Department Staff held on 24th October, 2018 in his Office 7, minute 23/2018 where it was mentioned that guidelines on sanitation should be availed in schools.</p>	2
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the School Management Committee meets the guideline on gender composition: score 1</li> </ul>	<p>There was evidence of existence and functionality of SMC at the schools sampled and visited. The SMC met the guidelines on gender composition as evidenced in the schools the PAT sampled below;</p> <p>Gikoro P/s in Nyakabange Sub County with 12 of whom 3 were female</p> <p>Matinza P/s in Nyakabange Sub County with 12 of whom 4 were female</p> <p>Mubuga P/S in Nyakinama Sub County with 12 of whom 4 were female</p>	1
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1:</li> </ul>	<p>There was no evidence that the Education Department in Collaboration with Environment Department Issued Guidelines on Environmental Management.</p> <p>However during the DEO's meeting with Education Department Staff held on 24th October, 2018 in his Office 7, under minute 23/2018 it was mentioned that guidelines on environmental issues should be availed in schools. However it wasnt mentioned if action was taken.</p>	0

<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1</li> </ul>	<p>There was no screening of school infrastructure projects before approval for construction</p>	<p>0</p>
<p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1</li> </ul>	<p>Because there was no screening for all the projects under the Education, there were no mitigation measures suggested and no ESMPs developed. The PAT could not therefore get proof that the Environmental Officer and Community Development officer visited the sites to check that the mitigation plans were complied with.</p>	<p>0</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> <li>• More than 80% filled: score 8</li> <li>• 60 – 80% - score 4</li> <li>• Less than 60% filled: score 0</li> </ul>	<p>PHC wage allocation for Kisoro District FY 2019/20 was: 8,702,396,000</p> <p>PHC wage requirement for health workers in post for FY 19/20 was 7,139,646,000</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision) = 82%</p> <p>The available wage was to cater for 407 health staff who were in post out of the approved number of 718.</p> <p>Therefore, the local government had filled the structure for primary health workers with a wage bill provision from PHC wage for the current FY 2019/2020 to a tune of 82% with a wage bill surplus of 1,562,750,000</p> <p>The DHO submitted a recruitment plan for the department on 23rd October, 2019 to the HRM</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A comprehensive recruitment plan for the FY 2019/2020 was submitted to HRM on 23rd October, 2019</p>	6
<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In- charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> <li>o 100%: score 8</li> <li>o 70 – 99%: score 4</li> <li>o Below 70%: score 0</li> </ul>	<p>There was evidence of appraisal of Health Centre in-charges during the FY under review as indicated below;</p> <p>Ingabire Juliet the in-charge Muramba HC III was appraised 24th August, 2019</p> <p>Dr. Bahane Emmanuel the in-charge Busanza HC IV was appraised on 7th October, 2019</p> <p>Dr. Kyambadde Robert the in-charge Chahafi HC IV was appraised on 10th July, 2019</p> <p>Munyaneza Moses the in-charge Nyarusize HC III was appraised on 10th July, 2017</p> <p>Mbunye Michael the in-charge Bufumbira North HC IV on 18th August, 2019</p>	8

<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4</li> </ul>	<p>PHC workers were deployed to different Health facilities. From the sampled Health Centres, the PAT confirmed presence of the posted staff as evidenced below;</p> <p>Uwimana Justine a nursing officer was appointed on 18th June, 2008 and posted to Kisoro Hospital on 8th July, 2008. The PAT found her present at the time of APA</p> <p>Mbabazi Mildred was transferred and posted to Nyabihuniko HCIII on 20th September, 2018 as a nursing officer was found present during the APA</p> <p>Ninsima Gloria an enrolled nurse (mid wife) appointed on probation on 21st April, 2010 and deployed on 10th May, 2010 was found present at Nyarubuye HCIII. Her confirmation in service was 17th October, 2011</p> <p>Habumugisha Innocent Clinical officer redeployed to Nyakabande HCII on 2nd September, 2019 was present at his duty station</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3</li> </ul>	<p>From the DHO and sampled HC units, the following guidelines, policies, circulars were found present;</p> <p>Ministerial policy statement FY 2018/2019,</p> <p>Consolidated guidelines for prevention and treatment of HIV in Uganda 2018,</p> <p>Uganda reproductive maternal and child health services improvement project,</p> <p>Uganda clinical guidelines, Standard operating procedures and guidelines for responding to Ebola/Marburg virus disease outbreak in Uganda,</p> <p>Presidential initiative on healthy eating and healthy life style</p> <p>No guidelines for preparation of FY 2019/2020 budget disseminated</p>	<p>0</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO has held meetings with health facility in- charges and among others explained the guidelines, policies, circulars issued by the national level: score 3</li> </ul>	<p>During the meeting held on 22nd May, 2019, a report on Ebola Alert guidelines was presented and explained to the In-charges that attended</p>	<p>3</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Support supervision reports seen for DHT visits to Health Facilities including</p> <p>Supervision reports for Q1, Q2, Q3 and Q4 were prepared;</p> <p>on 12th October, 2018 for Kisoro Hospital, Nyakabande HC on 13th January, 2019, Nyabihuniko HC on 14th April, 2019, Nyakinama HC on 25th June, 2019</p>	<p>3</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> <li>• If 100% supervised: score 3</li> <li>• 80 - 99% of the health facilities: score 2</li> <li>• 60% - 79% of the health facilities: score 1</li> <li>• Less than 60% of the health facilities: score 0</li> </ul>	<p>The review revealed that for Health facilities in the Bufumbira North, only two supervisions were conducted and reports prepared that is for Q2 and Q4 dated 21st December, 2018 and 12th July, 2019 respectively.</p> <p>For Health facilities in the Bufumbira East only two supervision reports were provided that is for Q1 and Q2 which were not dated.</p> <p>Supervision reports for health facilities in Bufumbira south was not provided</p>	<p>1</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4</li> </ul>	<p>No Minutes of the quarterly meetings. The DHO informed the PAT that he had no budget for Quarterly Performance Review Meetings and that that performance improvement advice is given to Health Staff on spot at Health</p>	<p>0</p>
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6</li> </ul>	<p>There was no evidence at DHO's Office of systematic corrective action based on recommendations from the support Supervision Reports.</p> <p>During the assessment however, the PAT noted that there is a Supervision Book at every Health Facility where Supervisor make Observations and Recommendations for follow up action.</p>	<p>0</p>

<p>The LG Health department has submitted accurate/ consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> <li>o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10</li> </ul> </li> </ul>	<p>The HMIS reporting details for 2018/2019 for all PHC centres receiving PHC funds were obtained from the database at Ministry of Health. MOH received the HMIS records from each Health Facility in the country electronically, every month.</p> <p>The HMIS Reports for the 4 quarters of FY 2018/2019 showed that the 43 Health Units provided by the DHO's Office tally with those from the PBS reports at the Ministry of Health submitted between July to December, 2018 and between July to September, 2019.</p>	10
Governance, oversight, transparency and accountability			
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2</li> </ul>	<p>There was evidence that health sector committee met during FY 2018/19 and discussed issues among others related to service delivery as evidenced below;</p> <ul style="list-style-type: none"> <li>• On 21st December, 2018 the Committee received and discussed the Quarterly Reports for Bufumbira North Health Centre IV</li> <li>• On 12th June, 2018, the Support supervision report to CAO was discussed</li> <li>• On 25th June, 2019, the Support supervision report for April – June, 2019 was discussed</li> <li>• The Health Committee sat on 12th March, 2019. The meeting was attended by 4 out of 10 members and under Mi, No.11/HCM/2019 discussed reports and work plans</li> <li>• The Health sector sat on 21st September, 2018 and through minute No. 03/HCM/2018, the sectoral work plan and reports were discussed by 5 members and 10</li> </ul>	2
<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the health sector committee has pre- sented issues that require approval to Council: score 2</li> </ul>	<p>There was no council minute that was presented to the assessment team to verify whether the health sector committee had presented issues that require approval to Council</p>	0

<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> <li>• If 100% of randomly sampled facilities: score 6</li> <li>• If 80-99 %: score 4</li> <li>• If 70-79: %: score 2</li> <li>• If less than 70%: score 0</li> </ul>	<p>From the sampled Health facilities, there was proof of existence of the HUMCs that are functional for instance;</p> <p>HUMC of Nyakabande HC III held a meeting on 25th March, 2019,</p> <p>the Kisoro hospital meetings were on 27th August, 2019, 16th April, 2019 and 20th November, 2018,</p> <p>in Nyabihuniko HUMC sat on 30th September, 2019.</p>	<p>6</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the LG has publicised all health facilities receiving PHC non- wage recurrent grants e.g. through posting on public notice boards: score 4</li> </ul>	<p>The list of Health Facilities receiving the PHC none-recurrent grants was displayed at the DHO's Notice Board and also at individual Health Facilities the Budgets and receipts of Quarterly funds for 2018/2019 were displayed.</p>	<p>4</p>
<p>Procurement and contract management</p>			
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2</li> </ul>	<p>The Health department submitted its procurement plan input to PDU on 9th September, 2019.</p> <p>This submission was late.</p>	<p>0</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2.</li> </ul>	<p>The request for the supply of tyres for the ambulances at UG 4188M and UG 1707M was submitted on 9th July, 2019,</p> <p>Supply of printed stationery was submitted on 6th September, 2019, and</p> <p>request to repair vehicle No. UG 4656M was submitted on 8th September, 2019</p>	<p>2</p>

<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4.</li> </ul>	<p>The LG Health sector certified and recommended payments to suppliers on time as per the contract terms as shown below;</p> <ul style="list-style-type: none"> <li>Payment to M/s Combine Technical Services Ltd as payment for construction of a VIP Latrine in Mukwata village, Muramba Subcounty at UGX 18,397,302. The claim was made on 10th January, 2019 and payment effected on 30th January, 2019.</li> <li>Payment of M/s Utafu Engineering Services. The claim was made on 14th June, 2019 and payment effected on 20th June, 2019 of UGX 10,134,014 payment by EFT</li> </ul>	<p>4</p>
<p>Financial management and reporting</p>			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4</li> </ul>	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 8th July, 2019.</p> <p>Submission of quarterly reports to Planner during FY 2018/2019 was on; 10th October, 2018, 9th January, 2019, 10th April, 2019 and 8th July, 2019 for quarters 1, 2, 3 and 4 respectively</p>	<p>4</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> <li>If sector has no audit query: Score 4</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points</li> <li>If all queries are not responded to Score 0</li> </ul>	<p>Queries raised by the Internal Audit in respect of the LG Health Department for FY 2017/2018 were five and three were cleared</p> <p>Total number of queries raised were 5 out of which 3 were satisfactorily attended to and cleared. The two pending issues were;</p> <p>The pending queries were;</p> <ul style="list-style-type: none"> <li>Lack of essential medical equipment</li> <li>Poor working conditions of staff leading to flights of man power.</li> </ul> <p>The DLG has taken effort towards addressing the above queries as showed below;</p> <p>The DLG has called upon other stakeholders like MTI, WHO</p> <p>Engagement of National Medical stores for provision of safe storage facilities.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			



<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30</li> </ul> <p>% women: score 2</p>	<p>Health Unit Management Committee (HUMC) were meeting the gender composition as per guidelines in four out of five sampled health facilities;</p> <p>Nyabihuniko HCIII women were five out of ten members,</p> <p>Kisoro hospital the women were three out of seven and</p> <p>Nyakabande HCII the women were two out of eight members</p>	2
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2.</li> </ul>	<p>Uganda Clinical Guidelines on sanitation were present at facilities; Nyabihuniko HC III Kisoro Hospital, Nyakabade HC II, Nyabihuniko HC III, Nyakinama HC III and Nyarubuye HC III the sanitation facilities were clearly marked and separated for men and women</p> <p>Noted at the visited HCs was Charts showing segregation of medical waste and waste bins in different colors were issued out and every Health facility.</p>	2
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2</li> </ul>	<p>Only environmental screening for the upgrade of Maregamo HC II to HC III was done.</p> <p>There was however no proof that screening for the renovation of Kisoro hospital theatre and completion of community building at Chahafi was done.</p>	0
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2</li> </ul>	<p>The PAT assessed only supervision/inspection report for the upgrade of Maregamo HC II to HC III. The report Ref. ENV554/2 was forwarded to the CAO on 21st August, 2019.</p> <p>The supervision reports for the renovation of Kisoro hospital theatre and completion of community building at Chahafi were not seen</p>	0
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> <li>Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4.</li> </ul>	<p>Charts showing segregation of medical waste and waste bins in different colors were issued out and every Health facility. This was evidenced at the visited facilities of; Kisoro hospital, Nyakabade HCII, Nyabihuniko HCIII, Nyakinama HCIII and Nyarubuye HCIII</p>	4

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY:               <ul style="list-style-type: none"> <li>o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10</li> <li>o If 80-99%: Score 7</li> <li>o If 60-79: Score 4</li> <li>o If below 60 %: Score 0</li> </ul> </li> </ul>	<p>From the review of the Annual Work Plan 2019/2020 approved by the MWE on 19th July 2019 and also MIS data from Ministry of Water and Environment, the safe water coverage average for Kisoro District was 43%.</p> <p>Out of 13 Sub counties, 6 Sub counties were found to be below district average as follows;</p> <p>Bukimbiri S/C (15%), Chahi S/C (14%), Muramba S/C (8%), Nyakinama S/C (30%), Nyakabande S/C (10%) and Nyarusiza S/C (11%).</p> <p>The AWP 2019/2020, revealed that three Gravity Flow Schemes, four Rain Water Harvesting Tanks (RWHT) of 20m3, three 10m3 Rain Water Harvesting Tanks and one protected spring have been planned and allocated a total Development grant was UGX 476,866,888.</p> <p>Out of the total Budget, only UGX 99,868,786 was allocated to Sub counties with safe water coverage below district average.</p> <p>The planned facilities in these sub counties were as follows,</p> <ul style="list-style-type: none"> <li>• Bukimbiri S/C, One Institutional Rain Water Harvesting Tank (RWHT) at UGX 8,889,905,</li> <li>• Chahi S/C, One Communal RWHT at UGX 24,393,689</li> <li>• Muramba S/C, One Communal RWHT at UGX 24,393,689,</li> <li>• Nyakinama S/C, One Institutional RWHT at UGX 8,895,905</li> <li>• Nyakabande S/C, One Institutional RWHT at UGX 8,895,905</li> <li>• Nyarusiza S/C, One Communal RWHT at UGX 24,395,689</li> </ul> <p>The total budget allocated to sub counties below district Average was UGX 99,868,786 equivalent to 21% of the total Budget.</p> <p>However, the DWO explained to the Assessment team that, the sub counties with safe water coverage below district coverage have got different issues that hinder water allocation. Some of the reasons given include Low water table, Volcanic soils and lack of water springs in the areas.</p> <p>He however also intimated to the assessment team that, National Water and Sewerage Corporation and another NGO called Virunga Water is helping extend water facilities to the sub counties below district average to a tune of UGX 337,345,200 and provide a letter date 6th July 2019 from NWSC informing him of the Water facilities to be constructed in some sub counties with coverage below district Average.</p>	0

<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.</li> <li>o If 100 % of the water projects are implemented in the targeted S/Cs:</li> </ul> <p>Score 15</p> <ul style="list-style-type: none"> <li>o If 80-99%: Score 10</li> <li>o If 60-79: Score 5</li> <li>o If below 60 %: Score 0</li> </ul>	<p>The review of the AWP and budget for FY 2018/19 submitted by the District Water Department and MIS reports from MoWE revealed that Bukimbiri S/C, Chahi S/C, Muramba S/C, Nyakinama S/C, Nyakabande S/C and Nyarusiza S/C were below safe water coverage district average level.</p> <p>A total of four Communal RWHT, three Institutional RWHT and one Sanitation facility were planned in the above sub counties.</p> <p>When the reviewed the Annual progress reports submitted to MWE for instance;</p> <p>Quarter 1 Report (approved on 19th October, 2018), Quarter 2 Report (approved on 18th January, 2019), Quarter 3 Report (approved on 5th April, 2019) and Quarter 4 Report (approved 18th July, 2019) and the site visits made to sampled projects confirmed that all projects in the above sub counties were implemented.</p> <p>During the field visit by Assessment team, the Kabara RWHT (Chahi S/C) and Kashinge P/S RWHT (Muramba S/C) were confirmed to be in place and satisfactorily functional.</p>	15
<b>Monitoring and Supervision</b>			
<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored: score 15</li> <li>• 80% - 95% of the WSS facilities - monitored: score 10</li> <li>• 70 - 79%: score 7</li> <li>• 60% - 69% monitored: score 5</li> <li>• 50% - 59%: score 3</li> <li>• Less than 50% of WSS facilities monitored: score 0</li> </ul>	<p>The reviewed Annual Progress Reports (Quarter 1, 2, 3 &amp; 4) showed that the District Water Department implemented twenty-six WSS projects and the filed inspection reports clearly indicated that all the water projects were regularly supervised and monitored.</p> <p>Data from MIS reports at the Ministry of Water and Environment indicated that;</p> <ul style="list-style-type: none"> <li>• four hundred functional springs,</li> <li>• one deep borehole,</li> <li>• four hundred seventeen Rain Water Harvesting Tanks,</li> <li>• one Valley tank and two hundred forty-eight Public Kiosks.</li> </ul> <p>Monitoring and supervision reports assessed showed that from the month of July 2018 to May 2019, six hundred twenty-one monitoring and supervision visits were conducted during the FY 2018/19.</p> <p>Form 4 (Source functioning, management and gender) too revealed that twenty-six WSS were implemented and monitored during the previous financial year.</p> <p>Therefore, out of a total of 1067 functioning WSS facilities, 647 were monitored which represented 60.64%.</p>	5
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the district has submitted accurate/consistent data for the current FY: Score 5</li> </ul>	<p>The review of AWP 2018/19, Form 1 (Data Collection Form for Point Water Sources) and Form 4 (Source Functionality, Management and Gender) revealed that twenty-six WSS were submitted to and received by the Ministry of Water and Environment on 19th July, 2019 and 2nd August, 2019 respectively.</p>	5

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> <li>List of water facility which are consistent in both sector MIS reports and PBS: score 5</li> </ul>	<p>The list of water facilities indicated in the performance contract and AWP 2019/2020 and MIS report from MWE were consistent.</p> <p>The water facilities listed in the MIS report from MWE were; three Gravity Flow Schemes, four 20m3 RWHT, three 10m3 RWHT and one protected spring. This was consistent with the list in the AWP and PBS and performance contract.</p>	5
Procurement and contract management			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted inputs for the district procurement plan to PDU that cover all investment items in the approved Sector Annual Work Plan and budget on 26th April 2019.</p> <p>The Investment item submitted in the Plan include; One protected spring, three Institutional RWHT, four Communal RWHT and three Gravity Flow Schemes.</p>	4
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2</li> </ul>	<p>The head of Department Eng. Karamira James had appointed DWO Mr. Mbewa Cranmer as Contracts Manager/Manager on 10th January, 2019 for the project of Construction of Nyankaranka Gravity Water Scheme.</p> <p>The PAT however, was not availed with any Contract Management Plans and the field visit at the facility failed to prove that site visits were conducted.</p>	0
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If water and sanitation facilities constructed as per design(s): score 2</li> </ul>	<p>The assessment team reviewed contract documents and designs for Water and Sanitation facilities implemented FY 2018/19. For example, Design Contact of Nyarukaranka Gravity flow scheme</p> <p>The Assessment team inspected Nyarukaranka Gravity Flow Scheme in Nyundo Sub county, Kabara RWHT in Chahi Sub county, Butaro protected spring in Nyundo Sub county, Kashinge P/S RWHT in Muramba sub county and 5 Stance VIP latrine at Jinya water source in Muramba sub county.</p> <p>The construction of all the facilities were in conformity with the designs and were found functioning.</p>	2

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If contractor handed over all completed WSS facilities: score 2</li> </ul>	<p>The Contractors handed over all completed WSS facilities as evidenced by Certificates of Substantial Completion of works and Hand-over reports duly signed by all parties which were availed to PAT for review for example;</p> <ul style="list-style-type: none"> <li>• Nyarukaranka GFS was handed over on 3rd June, 2019,</li> <li>• Kabara RWHT on 10th June, 2019,</li> <li>• Butaro protected Spring on 3rd June 2019, and</li> <li>• Kashinge P/S RWHT on 7th June, 2019.</li> </ul>	2
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> <li>• If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2</li> </ul>	<p>From the sampled projects payments files for projects implemented during FY 2018/19, there was proof of Interim and substantial completion Certification by the District Water Officer before effecting the payment as showed below;</p> <ul style="list-style-type: none"> <li>• Under Procurement Reference No. KISO526/WRKS/2018–19/00022 for the Construction of Nyarukaranka GFS in Nyundo Sub- County, Request for payment worth UGX 193,592,957 was submitted by Contractor M/S Combine Technical Services Ltd on 13th March, 2019, DWO certified on 14th March, 2019.</li> <li>• Procurement Reference No. KISO526/WRKS/2018–19/00003; the Construction of Butaro protected spring in Nyundo Sub- county, the claim for payment worth UGX 3,420,230 from M/s Ntibainn Contractors and General Supplies Ltd on 18th February, 2019 and certified by DWO on 30th April, 2019.</li> <li>• Procurement Reference No. KISO526/WRKS/2018–19/00021 for the Construction of 5-stance VIP latrine at Jinya water source in Muramba Sub- county, Claim for payment worth UGX 21,746,220 was submitted by M/s Combine Technical Services Ltd on 8th January, 2019 and certified by DWO on 10th January, 2019.</li> </ul>	2
<p>The district Water depart- ment has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points</li> </ul>	<p>The LG Water department certified and recommended payments to suppliers on time on the basis of the contracts.</p> <p>A sample of five payment vouchers and contracts showed that all the 5 payments were certified and payment effected within a maximum of 30 days provided for in the contract. Samples of three payments are:</p> <ul style="list-style-type: none"> <li>• Payment to M/s Combine Technical Services and Kisoroers Limited for construction of Nyarukaranka Gravity Flow Scheme (GFS) for UGX. 163,239,748. The claim date was 2nd November, 2018 and payment was effected on 28th December, 2018 Payment within 30 days by EFT.</li> <li>• Payment to M/s Matinza Carpentry and Joinery Workshop for construction of tank at Kanyamahoro Primary School. Amount of UGX 6,854,715. The claim was on 19th December, 2019 and payment effected on 24th January, 2019. Payment within 30 days by EFT.</li> <li>• Payment to M/s Twez Enterprises Limited for construction of water tank at Kashingye Primary School. Amount of UGX 7, 951,751. The claim was on 24th January and receipt acknowledging payment was dated 08th February, 2019 therefore Payment was within 30 days.</li> </ul>	3
Financial management and reporting			

<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5</li> </ul>	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 8th July, 2019.</p> <p>The Quarterly submissions to the Planner were on; 12th October, 2018, 14th October, 2019, 12th April, 2019 and 8th July, 2019 for quarters 1 to 4 respectively</p>	5
<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> <li>If sector has no audit query score 5</li> <li>If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3</li> </ul> </li> <li>If queries are not responded to score 0</li> </ul>	<p>Action taken on queries raised by the Internal Auditor during FY 2017/2018:</p> <p>Total number of queries raised were 5 of which 4 were acted upon and cleared. By the assessment time, one query was still outstanding.</p> <p>The Audit queries were followed by KDLG Management Letter dated 25th September 2019 Ref: DLA 22/46/01/19 which highlighted implementation activities on Health Sector (issues such as the lack of essential medical equipment. poor working conditions, preparation and prompt medical reports etc. among others).</p>	0
Governance, oversight, transparency and accountability			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3</li> </ul>	<p>Samples of monthly supervision assessed included;</p> <p>July 2018, August 2018, September 2018, October 2018, November 2018, December 2018, January 2019, February 2019, March 2019, April 2019, May 2019 written to the District Engineer by District water. presentation of District water works and technical services Committee report presented to district Council on 20th December, 2018 in Council hall. Issues recommended in sectoral committee were; district enforce use of good agricultural practices that promote water and soil conservation, massive sensitization of communities, community services life Bulungi Bwansi must be reverted to, and that district should seek for permission to use part of Uganda road fund allowances for procurement of supervision vehicle and motorcycles.</p>	3

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that the water sector committee has presented issues that require approval to Council: score 3</li> </ul>	<p>20th December, 2018 in Council hall. Issues recommended in sectoral committee were; district to promote water and soil conservation, massive sensitization</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2.</li> </ul>	<p>When assessment visited the Notice boards, Water development Grant releases for FY 2018/19 were displayed on the Notice board at District Water Department though the AWP and budget had been removed and was on correspondence file.</p> <p>Advocacy meeting was held on 23rd May, 2019 in the District Council Hall and the following was discussed;</p> <ul style="list-style-type: none"> <li>Reviewing of water and Sanitation situation</li> <li>Discussion of 2018/19 AWP</li> <li>Presentation and discussion of 2019/2020 AWP</li> <li>Getting communication from MWE</li> </ul>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2</li> </ul>	<p>The APA team sampled WSS projects;</p> <ul style="list-style-type: none"> <li>Nyarukaranka GFS in Nyundo sub county,</li> <li>Butaro protected spring in Nyundo Sub county,</li> <li>RWHT at Kashinge P/S in Muramba sub county,</li> <li>RWHT at Kabara Village in Chahi Sub county</li> <li>5-stance VIP Latrine at Jinya Water source in Muramba sub county.</li> </ul> <p>All the above projects were clearly labeled with the name of the project, date of construction, the contractor and source of funding.</p>	<p>2</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2</li> </ul>	<p>The information on tenders and contract awards was not available on the Notice Board at the time of assessment and there was no correspondence file for the posted and removed copies.</p>	<p>0</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1</li> </ul>	<p>There was evidence that communities apply for water/public sanitation facilities as per the sector critical requirements example;</p> <ul style="list-style-type: none"> <li>Application for RWHT dated 11th May, 2019 from Bunama Village</li> <li>Application for RWHT dated 18th June, 2018 by Gashita Village, Nyarusiza S/C</li> <li>Application for dated a protected spring of Kabumbiro by Mulehe Village Busanza S/C</li> </ul>	1
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&amp;M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&amp;E plan for the previous FY: score 2</li> </ul> <p>Note: One of parameters above is sufficient for the score.</p>	<p>There was evidence that the Water and Sanitation Committees were functional as evidenced by the fencing of the borehole source by the community and the collection O &amp; M funds by the committees from the households fetching water. The visited Springs sources were well fenced and protected.</p>	2
Social and environmental safeguards			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2</li> </ul>	<p>There were a few Environment screening reports on file for WSS projects implemented.</p> <p>From the sample of WSS reviewed, only Butaro protected spring had a screening report on file dated 9th January, 2019, the rest of the project had no screening reports on file.</p>	0
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1</li> </ul>	<p>Every Interim Payment Certificate had as an attachment duly certified Environmental and Social Mitigation Certificate Form clearly indicating the required mitigation measures and whether they were executed or not.</p>	1



<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> <li>Evidence that construction and supervision contracts have clause on environmental protection: score 1</li> </ul>	<p>From the review of the Construction and supervision contracts, it was revealed that the environmental protection was provided for in the Bill of Quantities.</p> <p>For example in the Construction of 5 stance VIP latrine at Jinya water source (Contract No: KISO 526/wrks/2018-19/00021), Construction of Nyarukaranka GFS (Contract No: KISO526/wrks/2018-19/00022) Item E3 in the BoQ and Construction of Butaro protected spring (Contract No: KISO526/wrks/2018-19/00003) item 12 in the BoQ.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3</li> </ul>	<p>On review of information contained in Form 4 (Source Functionality, Management &amp; Gender) and the Annual Progress Reports indicated promotion of gender equity as showed below from the sampled WSC;</p> <ul style="list-style-type: none"> <li>The Nyarukaranka GFS WSC had 7 members, 5 male and 2 women and the Vice chairperson was a woman.</li> <li>Butaro protected spring the WSC had 7members, 5 male, 2 women and the Vice chairperson was a woman</li> <li>Kabara RWHT the WSC had 7 members, 4 male, 3 women and Treasurer was a woman.</li> </ul>	<p>3</p>
<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> <li>If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3</li> </ul>	<p>The district Water department implemented one Sanitation facility, a 5 - Stance VIP Latrine at Jinya Water source in Muramba sub county. The site visit at the facility revealed that it had separate stance for men, women and PWDs and it had a ramp on to the PWDs stance.</p>	<p>3</p>