



Local Government Performance Assessment

Mayuge District

(Vote Code: 535)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	64%
Educational Performance Measures	82%
Health Performance Measures	72%
Water Performance Measures	89%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non- compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Mayuge District submitted the Annual Performance Contract for FY 2019/20 to MoFPED on 12th July, 2019. This date was within the adjusted submitted date 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"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Mayuge District submitted a Budget that included a Procurement Plan for the forthcoming FY 2019/20 on 12th July, 2018 which was within the adjusted submitted date of 31st August, 2019.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			
<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>Mayuge District the annual performance report on 12th July, 2019 which was within the adjusted submission timeline of 31st August, 2019.</p>	Yes

<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). If LG submitted late or did not submit at all, then it is not compliant. 	<p>The LG submitted Quarterly budget performance report by the 31st of August, 2019. The quarterly budget performance report for all the four quarters of the previous FY 2018/2019, were submitted on 30th July, 2019 within the time frame of 31st August, 2019. Quarterly reports were submitted as follows;</p> <p>Quarter 1 was submitted in PBS on 15th November, 2018</p> <p>Quarter 2 was submitted on 2nd February, 2019</p> <p>Quarter 3 was submitted on 5th June, 2019</p> <p>Quarter 4 was submitted in PBS on 30th July, 2019</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"> If LG submitted a 'Response' (and provide details), then it is compliant If LG did not submit a 'response', then it is non-compliant If there is a response for all –LG is compliant If there are partial or not all issues responded to – LG is not compliant. 	<p>The LG provided information to the PS/ST on the status of implementation of Internal Auditor General findings for the previous financial year 2017/2018 on 23rd April 2019 which was within the deadline of adjusted date of 30th April, 2019</p> <p>(A) Internal Auditor General FY 2017/2018</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Total number of queries raised</td> <td style="width: 33%;">Total number of queries cleared</td> <td style="width: 33%;">Total number of queries pending</td> </tr> <tr> <td style="text-align: center;">13</td> <td style="text-align: center;">0</td> <td style="text-align: center;">13</td> </tr> </table> <p>There was no documentary evidence that LG had provided information to the PS/ST on the status of implementation of Internal Auditor General's findings for the previous financial year 2017/2018</p> <p>(B) Office of the Auditor General FY 2017/2018.</p> <p>Information not availed on total number of queries raised.</p>	Total number of queries raised	Total number of queries cleared	Total number of queries pending	13	0	13	<p>No</p>
Total number of queries raised	Total number of queries cleared	Total number of queries pending							
13	0	13							
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>The audit opinion by OAG on LG Financial Statement for FY 2018/2019 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"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>Mayuge District was compliant with Physical Planning Act 2010, Part III (9) which requires the Local Government to have a functional Physical Planning Committee comprising 13 members. The members of the PPC were appointed by the CAO on 11th November, 2015 under reference: CR/214/12. The PPC was constituted by the following members;</p> <ol style="list-style-type: none"> 1. Kisule Martin Mabandha designated as Chief Administrative Officer (Chairperson) 2. Mutalya Ivan designated as District Physical Planner (Secretary) 3. Lubanga Musa designated as District Natural Resources Officer (Member) 4. Nadiope William designated as District Education Officer (Member) 5. Eng. Wanjusi Fabiano designated as District Engineer (Member) 6. Kasadha Peter designated as District Agricultural Officer (Member) 7. Aram Thomas designated as District Environmental Officer (Member) 8. Mudimbo Tom Freeman designated as Senior Water Officer (Member) 9. Gidudu Richard designated as District Health Officer (Member) 10. Mukooli Paul designated as District Community Development 11. Lwiise Ronald designated as Staff Surveyor (Member) 12. Mwesigwa Joseph designated as Town Clerk Mayuge T/C (Member) 13. Nyende Alex designated as Town Clerk Magamaga T/C (Member) 14. Ediirro William designated as District Land Officer 15. Baligeya Ronald designated as District Planner (Member) <p>The LG did not have a Physical Development Plan. Likewise, the committee was not fully constituted because it lacked a Physical Planner in private practice, much as it was functional.</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"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>Mayuge District was not compliant with requirement that at least 4 sets of minutes of Physical Planning Committee should be submitted to the MoLHUD. Only One set of minutes was submitted on 22nd September, 2018. The rest of the minutes for meetings on; 13th February, 2019, 29th November, 2018 and 27th March, 2019 were not submitted.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>The consistency of the all infrastructure investments could not be established because the LG did not have Physical development Plan at the time of assessment.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>Mayuge District had no Area Action Plan for the previous FY 2018/2019.</p> <p>However, there were two Action Area Plans for the following towns;</p> <p>Nangu Town</p> <ul style="list-style-type: none"> • Drawing Number: NTC/MDLG/DP/08 • Minute Number: 04/MDC/06/2018 • Signed by: Chairperson District Physical Planning Committee • Consultants: Subamu Investments Limited <p>Musita Town</p> <ul style="list-style-type: none"> • Drawing Number: BUD/TB/DP/12 • Minute Number: 04/MDC/06/2018 • Signed by: Chairperson District Physical Planning Committee <p>The plan was developed by Subamu Investments Limited as the consultancy firm.</p>	<p>1</p>

<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that the priorities in AWP for the current FY were based on the outcomes of budget conferences.</p> <p>The priorities were discussed in the Budget Conference held on 13th November, 2018.</p> <p>Several priorities were discussed and a few samples have been selected and are presented below with their corresponding page numbers in the AWP for FY 2019/2020. Education</p> <p>Expansion and improvement of classrooms and teachers' houses at Kabuuka Primary School, Bugade Primary School and Bugumya Primary School (page 33 of AWP)</p> <p>Water and Sanitation</p> <p>Deep Borehole drilling and rehabilitation in Busuyi Village, Kasita Village (Page 50 of the AWP)</p> <p>Health</p> <p>Construction (Upgrade) of Health Centres at Bukatube HC II to HCIII, Bufulubi HCII to HC III (Page 23 of AWP).</p> <p>The budget conference report was in form of the Power Point presentation and it neither had page numbers nor minute numbers.</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"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. 	<p>The capital investments in the approved Annual work plan for the current FY 2019/20 were derived from the approved five-Year Development Plan II.</p> <p>For example;</p> <ul style="list-style-type: none"> • The Construction of pit latrines facilities in different schools of Kabuuka, Buggade, Bugumya, Bugoto primary schools amongst others was appearing on pages 33-34 of the AWP and page 71 of the 5year DDP; • Sitting, casting, drilling and installation of boreholes in Kasita and Busuyi villages appeared on pages 50 and 88 of the AWP and 5-year DDP respectively; • Upgrade of Bukatube and Bufulubi HCIIIs to HCIIIIs was on pages 23 and 89 of the AWP and 5-year DDP respectively 	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"> Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>There was evidence that the project profiles were developed and discussed by the TPC. For example, the TPC meeting held on 30th October, 2018 under Minute No:004/DTPC/10/18 discussed investments in the AWP as per LG Planning guidelines.</p> <p>A sample of some of the project profiles were;</p> <p>Under the department of Water with a Code D-07b-2210-FY18/19-001. Project title: Drilling and rehabilitation of 14 and 9 deep boreholes respectively.</p> <p>Implementing Agency: Mayuge District Local Government with a total expenditure of UGX 417,290,000. Funds Secured 417,000,000. There was no funding gap.</p> <p>Operation expenditure UGX 417,290,000</p> <p>Start and completion dates was st July, 2018 and 30th June,2019 respectively.</p> <p>Under Works Sector and Services:</p> <p>Sub-Sector of roads with Code D-07a-2280-FY 18/19-001</p> <p>Project Titles: Transfer for community access roads</p> <p>Implementing Agency: Mayuge District Local Government</p> <p>Location Bukabooli Sub- County</p> <p>Total expenditure UGX 184,390,000</p> <p>Funds Secured UGX 183,390,000</p> <p>Funding Gap -</p> <p>Operation Expenditure UGX 184,390,000</p> <p>Start Date 1st June,2018</p> <p>Completion date 30th June,2018</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"> Annual statistical abstract, with gender- disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>The LG had an Annual Statistical Abstract, with gender disaggregated data compiled and presented to the TPC to support budget allocation and decision-making.</p> <p>The Abstract was discussed by TPC during its meeting held on 30th October, 2018 under Minute No. 005/DTPC/10/18 where it was used to support budget allocation and decision-making.</p>	1
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>Infrastructure projects sampled, that were 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 NO:03/MDC/03/2018on 3rd March, 2018. For instance;</p> <ul style="list-style-type: none"> Upgrading of Bukatube and Bufulubi HCIIIs to HCIIIs appeared on page 23 of the AWP FY 2018/19; Construction of a 5-stance lined pit latrine at Kabuuka P/S on page 33 of the AWP; <p>Sitting, drilling, casting and installation of deep well at Busuyi village project appeared on page 50 of the AWP</p>	2

<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. <ul style="list-style-type: none"> o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>The LG planned a total of 19 investment projects in the FY 2018/19 out of which 9 were completed. For example;</p> <ul style="list-style-type: none"> • The construction of 5-stance lined VIP latrines at Bwiwula, maina, Bulabule and Busimo were all completed and issued interim and final completion certificates. • Upgrading of Bukatube and Bufulubi HCIIIs to HCIIIs • Sitting, drilling, casting and installation of deep well at Busuyi <p>Percentage= YES/TOTAL X100</p> $= \frac{3}{3} \times 100$ $= 100 \%$	4
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 	<p>Mayuge District completed investment projects for the FY 2018/19 within the approved budget. For instance;</p> <ul style="list-style-type: none"> • Construction of 5-stance lined pit latrine at Musimo P/S was budgeted at UGX 18,000,000 and the actual expenditure was UGX 16,072,214 according to payment Voucher No.23001529 • Drilling and construction of eight boreholes in Mayuge district Phase I was budgeted at UGX 146,401,000 and implemented within the budget • Construction of a 5-Stance Lined VIP Pit Latrine at Ibanga Primary School budgeted at UGX 18,000,000 was implemented at UGX 16,229,724 on VR no. 21349834 <p>Percentage = $\frac{16,072,214}{18,000,000} \times 100 = 89.3\%$</p> <p>182,401,000</p> <p>(2.3 %) which was within range of -15%)</p>	2
<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>The LG budgeted and spent atleast 80% of O&M budget for infrastructure in the previous FY as follows;</p> <ul style="list-style-type: none"> • The renovation of Buwula HCII had O&M budget of UGX18,000,000. Actual expenditure per voucher no.24316829 was UGX 16,230,508 • Renovation of Bugoto HC 11 budgeted at UGX 18,000,000 and spent UGX 16,230,508 on Voucher No 24326928 • Emptying of Pit Latrine at Kityerera HC 1V budgeted at UGX 5,000,000 and spent UGX 4,745,793 on Voucher No.23318064 <p>Renovation of Sigitu HC 11 budgeted at UGX 13,389,000 and spent UGX 12,072,793 per VR 24326928</p> $\frac{12,072,793}{13,389,000} \times 100$ $= 90.2\% \text{ Approximately } 91\%$ <p>Budget for O&M in FY 2018/2019 was Shs 54,279,560</p> <p>Actual expenditure on O&M during the FY was Shs. 49,279,560</p> <p>Representing 91 % of the O&M budget for previous FY 2018/19</p>	2
Human Resource Management			

<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>There was an approved staff structure as approved on 2nd October 2018 by Permanent Secretary, Ministry of Public Service. The total number of Heads of Department was 10.</p> <p>The DLG had not filled all positions of HoDs substantively as only 7 out of 10 positions were substantively filled</p> <p>The departments that were substantively filled were;</p> <ul style="list-style-type: none"> Administration (SHRO), filled by Kagoya Zaina Kisubi appointed on 2nd April, 2019 as directed by the MayugeDSC under Min No. 59/201; Works, filled by Wanjusi Febiano appointed on 23rd May, 2016 under the direction of the Mayuge DSC under Min. No. 187/DSC/04/2016; Education, filled by Nadiope William appointed on 23rd May, 2016 by direction of the MayugeDSC under Min. No. 221/DSC/05/2016; Community Based Services, filled by Mukooli Paul appointed on 13th July, 2013 under Min.No. 326/DCS/06/2010; Natural Resources, filled by Lubanga Musa appointed on 13th July, 2010 under Min.No. 320/DCS/06/2010; Planning, filled by Baligeya Ronald appointed on 20th June, 2018 by direction of Mayuge DSC Min.No. 100(b)/DSC/06/2018; Health, filled by Dr. Nabangi Charles appointed on 14th July, 2014 by direction of Mayuge DSC Min.No. 33(f)/DSC/04/2014; Trade Industry and Local Economic Development, filled by Naika Waiswa Charles appointed on 31st January, 2018 by direction of Mayuge DSC Min.No. 36(c)/DSC/01/2018; Finance, File was not available; <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"> Production, filled by Dr. Kasadha Legson Mathias assigned on 29th July 2019 to replace Dr. Ouma Constantine who had retired. Letter of assignment was Ref: CR/156/4 	<p>0</p>
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 	<p>The LG did not meet the condition of appraising 100% of the HoDs because out of 10 HoDs, only 4 were appraised.</p> <p>The following HoDs were appraised by the CAO as follows;</p> <ul style="list-style-type: none"> Kagoya Zaina Kisubi was appraised on 25th January, 2019 Nadiope William was appraised on 15th August, 2019 with comment: Good report endeavour to excel Dr. Kasadha Lecson Mathias was appraised on 1st July, 2019 with comment: A good and excellent report Dr. Nabangi Charles was appraised on 15th July, 2019 with comment: Good performance. <p>There was no evidence that the HoD – Finance was appraised because his staff file was not seen at the time of assessment. Likewise, Wanjusi Febiano and Waiswa Richard Naika, were not appraised either. Mukooli Paul and Lubanga Musa had signed contract agreements but their appraisals were not on file.</p>	<p>0</p>

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>The CAO made submissions of a total of 439 for recruitment to District Service Commission according to lists dated 18th March, 2019. Example of staff positions in these lists included Education Assistants, Commercial Officer, Senior Internal Auditor, Community Development Officers, Primary Health care Workers among others totaling to 187. The DSC sitting on various dates considered the submissions as follows; on 20th March, 2019 under Min 45/2019(e) recruited on probation a Commercial Officer. On 25th March, 2019 appointed the Senior Internal Auditor under Min. 51/2019(d). On 20th March, 2019 under Min.45/2019(k) appointed on probation 28 Parish Chiefs. On 27th March, 2019 under Min.07/2019(i) appointed 23 Education Assistants, among others.</p>	2
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>The DSC considered 100% of the staff submitted for confirmation. The CAO made the following submissions for confirmation. Submission vide letter ref: CR/159 dated 20th December, 2018 had 4 requests for confirmation, submission dated 17th October, 2018 had 1 position, submission dated 13th December, 2018 had 2 position requests, submission dated 15th January, 2019 had 5 positions.</p> <p>In a series of meetings, the DSC considered all the submitted staff confirmation into their positions. For instance; on 9th January, 2019 under Min.33/DSC/01/2019- the DSC considered and confirmed Byamagero Peter, Tibazindwa Sarah, among others to positions of Education Assistants.</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"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>Thirteen cases submitted for disciplinary action by the CAO vide letter ref: CR/159 dated 20th December, 2018 due to various reasons were acted upon. For example:</p> <p>On recommendation of the DSC, the CAO on 1st February, 2019 suspended the salaries for Batambuze Muhamad a teacher of Bute Seed School and Bakali Abdul, a Theatre Assistant of Kityerera Health Centre IV. This arose from the report of the Internal Auditor alleging the duo submitted forged academic documents to obtain employment in the Public Service.</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"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>This information was not provided to the AT during the assessment.</p>	0

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>There was evidence that 100% of the retirees accessed the pension payroll not later than two months after retirement. For example:</p> <ol style="list-style-type: none"> On 11th March 2019, Aseno Anne Grace applied for retirement due on 30th October 2019. She accessed the pension payroll in 5th August 2019. On 1st March 2019, Batuwalana Bwire Steve applied for retirement due on 26th September. He accessed the pension payroll in 5th August 2019. On 1st March 2019, Waibi David applied for retirement. He accessed the pension payroll in 11th September 2019. On 20th February 2019, Ouma Constantine Mukoche applied for retirement due on 28th July 2019. He accessed the pension payroll on 7th June 2019. 	2
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. If the increase is from 5% - 10 %: score 2. If the increase is less than 5 %: score 0. 	<p>Total of OSR for FY 2017/2018 was Shs181,034,739 (Page 20 of Audited Final Accounts FY 2018/2019)</p> <p>Total of OSR for FY 2018/2019 Shs213,152,376 (Page 20 of Draft Final Accounts FY2018/2019) ...</p> <p>Increase in Local revenue= Shs 9Shs213,152,376 FY 2018/2019 minus Shs 181,034,739 (FY 2018/2019 resulting into an increase of Shs 32,117,637...</p> <p>Percentage increase= $\frac{32,117,637}{181,034,739} \times 100 =$</p> <p>Percentage increase of 17. 7%</p> <p>The following were the reasons that led to increased Local revenue Collections</p> <ul style="list-style-type: none"> There was a revenue mobilisation and management Team comprising Political leaders and Technical Staff. The Team was charged with responsibility of fast tracking local revenue collections The Contractors for Local revenue Collections were paying in advance for a period of 6 months before signing the Contracts for collections of Local revenue. 	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"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted (Original not Revised Budget) for FY 2018/2019 Shs 248,959,000 (Page 4 of the Approved Budget FY2019/2019)</p> <p>Total Local Revenue collected during FY I 2018/2019 Shs213,152,376 Page 20 of Drat Final Accounts 2018/2019.</p> <p>$\frac{213,152,376}{248,959,000} \times 100 =$</p> <p>Budget Realization=86%, resulting into a deficit. of 14% (100% -86%) = 14%</p> <p>The poor performance was due to unrealistic budgeting for Local revenue collections Budgeting for Local revenue was based on fantasy other than on what was collected in the preceding FY 2017/2018. The Local Government Assessment Team mentored the Staff on the modalities of realistic budgeting for local revenue as a way of enhancing better performance in the next Local Government Performance Assessment(.LGPA)</p>	0

<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Local Revenue collections subjected to sharing with LLGs Shs. 150,528,545(page 20 of Draft Final Accounts FY2018/2019)</p> <p>There was no documentary evidence that the LG had remitted the mandatory LLG share of Local revenue. Contrary to Section 85 (4) of Local Governments Act CAP234No reasons were given as to why</p> <p>the mandatory LLG share of Local revenues was not remitted</p>	0
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments-(including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>Total expenditure on council allowances and emoluments during FY 2018/2019Shs33,167,00 as per the following verified payment vouchers</p> <p>The LGPA Team looked at a Block Figure of Shs 622,717665 that was on page 8 of Draft Final Accounts FY 2018/2019 reflected as allowances for bodies, which were not clear. Scrutiny of Payment Vouchers was conclusive. For example;</p> <ul style="list-style-type: none"> Voucher No. 20442318 dated 25th September, 2018 for UGX 750,000 was paid towards facilitation of the Chairperson allowance in workshop at Hotel Africa, Kampala; Voucher no. 21813280 for UGX 960,000 dated 1st March, 2019 for UGX 452,500 being facilitation allowance for office attendant- Chairperson Office; Voucher No.31st May, 2019 for UGX 450,100 being allowances for Councillors; Voucher No.23612105 dated 31st May, 2019 for UGX 338,000 being facilitation for Community Services committee; Voucher No.19714442 dated 1st October, 2018 for UGX 3,407,000 being allowance for Councillors; Voucher No.1959952 dated 27th September, 2018 for UGX 4,760,000 being allowances for Councillors; E.t.c <p>Local Revenue Collected in FY 2017/208 was Shs181,034,739</p> <p>Percentage expenditure on Council Allowances = $\frac{33,167,000}{181,034,739} \times 100 = 18.3\%$</p> <p>Total expenditure on Council Allowances was 18.3% of Local revenue collected in previous FY 2017/2018 which was not higher than 20% of local revenue collected in FY2017/2018. The LG Complied with Regulation 4 of First Schedule of Local Governments Act 243.</p>	2
Procurement and contract management			
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The staff structure provided for 2 positions in PDU- the Senior Procurement Officer and the Procurement Officer. The positions were filled as follows;</p> <ul style="list-style-type: none"> Etelu Joseph was appointed on probation to the position of Procurement Officer on 21st December, 2007 by direction of DSC under MIN 129/DSC/12/07 under letter ref: CR 156/1 Babi Christopher was appointed Senior Procurement Officer on 21st December, 2007 by direction of DSC under MIN 129/DSC/12/07 on letter ref: CR 156/1 	2
<p>The LG has in place the capacity to manage the</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts 	<p>During the FY 2018/19, the LG instituted various ECs to handle different procurements.</p>	1

procurement function

Maximum 4 points on this performance measure.

Committee for the previous FY: score 1

There was a total of nine (93) procurements handled during the financial under review. The EC submitted reports to CC as follows;

- Drilling and construction of eight boreholes in Mayuge district Phase I, under Procurement Ref: Mayu/535/wrk/18-19/00003 under open domestic bidding with DDEG funds. The following submitted bids;

- M/s. KLR (U) Ltd
- M/s. East Africa Boreholes Ltd
- M/s. Icon Projects Ltd
- M/s. MAA Technologies (U) Ltd

The EC had the following members;

1. Mudimbo Tom Freeman-Senior water Officer, Chairperson
2. Muzige Paul- Pas, Member
3. Etelu Joseph- PO, member\

The Evaluation committee sitting on 21st June, 2018 recommend to the CC KLR (U) Ltd to be awarded the contract as the best evaluated and responsive bidder at a contract sum of UGX 146,401,000

- Completion of administration block under Procurement Ref: Mayu 535/wrks/18-19/00053 under selective bidding, with DDEG funding. Two companies were invited to submit bids under restrictive bidding;

1. M/s. Sonsole General Contractors Ltd
2. M/s. Sunland General Investments (U) Ltd

The EC had the following members;

1. Nadiope William- DEO, Chairperson
2. Baganzi Robert- Senior Assistant Engineering Officer- member
3. Etelu Joseph- Member

The EC report dated 12th September, 2018 recommended to CC that M/s Sonsole General Contractors Ltd, the best evaluated to be awarded the contract at a contract sum of UGX 26,000,000

- Construction of a 5-stance lined pit latrine at Jaguzi Island P/S under SFG, Procurement Ref: 535/wrks/18-19/00032 under Restricted/selective bidding. Two firms were invited to submit bids and they were; Subamu Investments Ltd and Sunland General Investments Ltd. The EC comprised of the following members; Nadiope William- DEO and Chairperson of EC, Baganzi Robert SAEO- Member, Etelu Joseph- PO, Member/Secretary.

The EC report of 12th September, 2018 recommended to CC M/s Sunland General Investments Ltd at UGX 31,818,700 VAT inclusive

- Upgrading of Jagizu HCII & Busaala HCII to HCIIIs, Procurement ref. No.MoH-UGIFT/WRKS/2018/0001-20 under open domestic bidding. Nine firms expressed interest and 9 firms submitted bids.

The EC had the following members representing Mayuge LG. They were;

- Etelu Joseph, PO and member
- Dr.Nabangi Charles, DHO, Member
- Baganzi Rober, SAEO, Member

The Committee in its first meeting of 26th November, 2018 elected the Municipal Engineer of Kamuli MC, Kadhuba Moses as the Chairperson and

Luuka DLG Head of PDU as the Secretary

The Committee received the following bids for evaluation;

- M/s. Rayna (U) Ltd
- M/s. Fortune Investments Co. Ltd
- M/s. Construction and Building Solutions Ltd
- M/s. Tech Engineering Services (U) Ltd
- M/s. TOGO Construction Co. Ltd
- M/s. African Construction Technicians and Contractors (U) ltd
- M/s. ROHI Services Ltd
- M/s. AZU Properties Ltd
- M/s. Green Heat (U) Ltd

The EC sitting 5th December, 2018 recommended that the best evaluated bid for the upgrade of Jaguzi and Busaala HCII to HCIIIs was M/S: Green Heat (U) Ltd. The EC therefore recommended M/S Green Heat (U) Ltd to be awarded the contract at a contract sum of UGX 1,028,000,000

- Supply of Laptops (500GB hard disk) corei3.4GB ram, using DDEG funding-Mayu 535/surpls/18-19/00045 under selective bidding. Two suppliers were invited from the prequalified firms and they were; Strategic brothers (U) Ltd and Subamu Investments Ltd.

The EC had the follows members; nadipe William as Chairperson, Baganzi Robert as Member and Etelu Joseph as Secretary to EC.

The EC sitting on 12th September, 2018 recommended Subamu Investments (U) Ltd, the best evaluated bid and recommended to be awarded the contract at a total sum of UGX 12m under DDEG.

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the EC as follows;</p> <ol style="list-style-type: none"> The Contracts Committee in their meeting held 24th July, 2018 under MIN:04/03/07/18/MDCC upheld the recommendation of the EC and awarded the contract for borehole drilling, casting and installation of 8 boreholes under Lot 2 to KLR (U) Ltd at a contract sum of UGX 146,401,000 without variations. The contract was signed 17th September, 2018 For the completion of Administration Block Phase I under DDEG, the CC sitting on 25th September, 2018 under MIN:04/03/09/18/MDCC upheld the recommendations of the EC and awarded the contract to M/s. Sonsole General Contractors Ltd at a contract sum of UGX 26,000,000 without variations. The contract was awarded on 26th September, 2018 on letter ref.CR/214/15 and the signing of contract was 1st October, 2018. For construction of a 5-stance line pit latrine at Jaguzi island P/S, the CC upheld the recommendations of the EC to award the contract to Sunland General Investments Ltd at a contract sum of UGX 29,999,140, without variations. Contract was awarded 26th September, 2018 and signed 12th October, 2018 For the upgrade of Jaguzi and Busaala HCIIIs to HCIIIs, the CC sitting on 8thFebruary, 2019 under MIN:04/04/01/19/MDCC upheld the recommendations of the EC and approved the award of the contract to M/S green Heat (U) Ltd at a sum of UGX 995,778,045 with variations. The contract was signed 14th February, 2019 For the supply of Laptops, the CC in their sitting on 12th September, 2018 and under MIN:04/02/09/18/MDCC upheld the recommendations of the EC and approved the award of the contract to M/S Subamu Investments (U) Ltd at a sum of UGX 12,000,000. Contract was signed 12th October, 2018 	1
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2 points on this performance measure.</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2 	<p>The LG made procurement per the procurement plan. For instance;</p> <ul style="list-style-type: none"> Drilling and construction of eight boreholes in Mayuge district Phase I, under Procurement Ref: Mayu/535/wrk/18-19/00003 under open domestic bidding with DDEG funds appeared on page 4 of PDP Supply of laptops (500GB hard disk) corei3, 4GB Ram at a contract sum of UGX 12m was item no. 44 on page 4 of the PDP FY 2018/19 Completion of administration block under Procurement Ref: Mayu 535/wrks/18-19/00053 under selective bidding, with DDEG was item no.49 on page 6 of the PDP FY 2018/19 Construction of a 5-stance lined pit latrine at Jaguzi Island P/S under SFG, Procurement Ref: 535/wrks/18-19/00032 under Restricted/selective bidding was item no.26 on page 4 of the PDP FY 2018/19 	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"> For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>The LG had not prepared a procurement plan for FY 2019/20. However, the following bid documents for infrastructure projects had been prepared before 30th August .</p> <p>Prequalification for construction of VIP latrines under Procurement ref. No.MAYU 535/WRKS/19-20/00001</p> <p>Drilling and construction of 8 boreholes under Lot 1under procurement No. Mayu 535/wrks/19020/00004- 20th June, 2019</p> <p>Construction of staff house at Bp. Hannington Kyando procurement ref. no.Mayu 535/wrks/2019-20 under open domestic bidding</p> <p>AT could not determine the percentage of bid documents prepared because LG did not avail a PDP for FY 2019/20</p>	0

<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 	<p>The LG had an updated contract register up to 6th June, 2019 and had complete procurement activity files for all procurements for the FY 2018/19. For instance;</p> <ul style="list-style-type: none"> Drilling, casting and installation of 8 deep boreholes under Lot 1 by KLR (U) ltd at contract sum of UGX 146,401,000 was item 5 on page 1 of the contracts register. Construction of a 5-stance lined pit latrine at Jaguzi Island P/S under SFG at contract sum of UGX 29,999,140 was item 8 on page 2 of the contracts register Supply of laptops (500 GB hard disk) core i3, 4GB Ram) under SFG for a contract sum of UGX 12m was item number 20 on page 3 of the register <p>The contracts register had the following; S/N, Procurement Ref.no., project description, Service provider, Contract price, Completion date, retention amount.</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"> For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. 	<p>The LG adhered with procurement thresholds for the procurements done in FY 22018/19.</p> <p>The LG used open domestic bidding and selective bidding. For instance;</p> <ul style="list-style-type: none"> Drilling and construction of 8 boreholes in Mayuge district Phase I, Procurement Ref: No. Mayu/535/wrk/18-19/00003 and with a contract sum of 146, 401,000 was procured under open domestic bidding . Upgrade of Jaguzi and Busaala HCIIIs to HCIIIs under MIN:04/04/01/19/MDCC at a sum of UGX 995,778,045 was awarded under open domestic bidding. Construction of a 5-stance lined pit latrine at Jaguzi Island P/S under SFG at contract sum of UGX 29,999,140 was handled under selective bidding. Supply of laptops (500 GB hard disk) core i3, 4GB Ram) under SFG for a contract sum of UGX 12m was under selective bidding. 	2
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates for all projects based on technical supervision: score 2 	<p>The LG had appropriately certified implemented projects for FY 2018/19 and issued interim and completion certificates based on technical supervision. For instance;</p> <ul style="list-style-type: none"> For the rehabilitation of 12 deep boreholes by M/s. Sonsole General Contractors Ltd, at contract sum of UGX 59m, a n interim certificate no.01 was issued by the District Engineer on 20th September, 2018 For construction of a 5-stance lined pit latrine block at Jaguzi Island P/S by M/s. Sunland General Investments Ltd at sum of UGX 29,999,140, a payment certificate was issued 15th April, 2019 Construction of a 5-stance lined latrine block at Lwandra P/S by M/S Jaguzi Islands General Enterprises Ltd at a contract sum of UGX 17,948,272, a payment certificate was issued 18th June, 2019 	2

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>The Engineer was not available to take the AT to works projects for current FY 2019/20 to verify that the projects were labelled.</p>	<p>0</p>
<p>Financial management</p>			
<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>There was no documentary evidence that the LG carried out Bank reconciliation up to date at the time of LG Performance Assessment as at 30th September 2019. The LGPA Team found that the Network for IFMS was off at the time of Assessment in which case reconciliation Statement could not be printed from the System.</p> <p>However, there was documentary evidence that the LG using IFMS had carried out Bank reconciliations of the following project Bank Accounts up to Closure of FY2018/2019 as at 30th June, 2019.</p> <p>Mayuge Women Enterprise A/C No. 9030012093364 at Stanbic Bank Iganga Branch was reconciled up 30th June, 2019</p> <p>Muge DLG General Fund A/C No. 0198351007340 at DFCU Iganga Branch was reconciled to date as 30th June, 2019</p> <p>Uganda Women Entrepreneurship</p> <p>Recovery Program A/C No. 9030012107802 at Stanbic Bank Iganga Branch was reconciled up to 30th June 2019</p> <p>Youth Livelihood Program Recovery A/C No. 90300103444483 at Stanbic Bank Iganga Branch. Reconciled up to 30th June 2019</p> <p>Additionally, Treasury Single Account 00535052800000 at Bank of Uganda had been reconciled up to 30th June 2019 but not up to date as 30th September 2019 at the time of Assessment.</p>	<p>0</p>

<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>The LG made timely payment of suppliers during the previous FY as per sampled payment vouchers indicated below</p> <p>Vouch 21595004 Dated 28TH January 2010 Payee M/s. KK oil Filling Station Ltd Mayuge</p> <p>Amount Shs 968,000 LPO N0 24 dated 17th October 2018 Endorsed by District Education Officer on 17th October 2018.</p> <p>Request for Payment made on 16th November 2018. DEO endorsed it 14th November 2018 payment effected on 28th January 2019.</p> <p>VR 23308416 dated 24th June 2019 to M/s. Strategic Brothers (U)Ltd of Shs 18,178,069. LPO No 236 dated 14th June 2019 for supply of 3-Seater Desks to various schools, Requisition for payment made by the Supplier on 17th June, 2019 and DEO endorsed the requisition on 17th June 2019. Payment effected within 4 days on 21st June, 2019.</p> <p>Voucher No. 24526927 dated 21st June 2019 to M/s. Jaguzi Islands General Investments Ltd of Shs 16,183,865 for construction of 5-Stance lined Pit latrine at Lwadara Primary School. Contract dated 12th October 2018 was in place. Certification made on 18th June, 2019. Requisition made on 14th June 2019 and DEO endorsed the requisition on June 2019/ Payment effected on 24th June 2019 within period of 10 days.</p>	2
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had a Substantive Principal Internal Auditor by the names of Emmanuel Wegulo Zikusoka as per his appointment letter dated 20th June 2018 Ref CR/150/1. Mayuge District Service Commission appointed Emmanuel Wegulo Zikusooka under Minute Number 88 (a)/DSC/04/2018</p>	1
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Quarterly Internal Audit Reports for FY 2018/2019 were produced as follows;</p> <p>Quarter 1 report produced 30th October 2018 with no reference</p> <p>Quarter 2 29th Jan 2019 and was not referenced</p> <p>Quarter 3 30th April 2019 ref: AUD/213</p> <p>Quarter 4 12th Aug 2019 ref: AUD/2013</p>	2

<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>There was no documentary evidence that the LG had provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous FY2018/2019</p> <p>Nature and total number of queries raised were 20. None were responded to therefore all the 20 queries were still pending at the time of assessment.</p> <p>The following were some of the nature of the Queries;</p> <p>Q1</p> <ul style="list-style-type: none"> • Failure to deduct Local Service Tax from new Employees total 73 that had great impact on collection of local revenue • Wrong description of cost centres on the payroll of October 2018 which could cause Ghost Employees. <p>Education Sector</p> <ul style="list-style-type: none"> • Basic faculties were lacking in most Primary Schools rendering Facility usage ratio to be beyond the Standard. For instance pupil Pit latrine Stance ratio was noted to be 1: 80 against the Standard of 1:40 <p>Sub counties</p> <ul style="list-style-type: none"> • Unaccounted for Funds in Buwaaya Sub county Shs 14,795.0000, Mpungwe Shs 6,820,000 Bukabooli Shs 20,343,430 	<p>0</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>There was documentary evidence by way of acknowledgement Stamps that Internal Audit Reports were submitted to LG Accounting Officer and LGPAC.</p> <p>However, LGPAC had not reviewed all the Quarterly Internal Audit reports FY 2018/2019. Similarly, LGPAC did not review all the Quarterly Internal Audit reports FY 2017/2018. The Local Government Performance Assessment Team found out from the Clerk to Council that the LGPAC was not functional in the said Financial Years because it was not duly constituted as it had only three members against the requirement of Five members. This was a requirement under section 88 (1) (a) (b) of the Local Governments Act CAP 234.</p> <p>Quarter 1 submitted on 30th October, 2018</p> <p>Quarter 2 submitted 28th January 2019</p> <p>Quarter 3 submitted 30th April 2019 ref: Aud//213</p> <p>Quarter 4 12th August 2019 ref: Aud//213</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG did not maintain the required three categories of Assets registers prescribed on pages 167- 168 of Local Governments Financial and Accounting Manual 2007. The Assets Register presented to the Local Government Performance Assessment Team was one</p> <p>with records of Buildings Land, Motor Vehicles Furniture and did not conform to the formats outlined in Local Governments Financial and Accounting Manual 2007. The Local Government Performance Assessment Team took the Staff through the dynamics of preparing the three prescribed categories of Assets Registers to enhance better performance in the next LGPA.</p> <p>The three categories of Assets Registers prescribed in the Local Governments Financial and Accounting Manual 2007 that were brought to the attention of the Staff are as follows:</p> <ul style="list-style-type: none"> Register of Fixed Assets - General. Register of Fixed Assets – Motor Vehicles and heavy Plants Register of Fixed Assets –Land and Buildings 	0
<p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> Unqualified audit opinion: score 4 Qualified: score 2 Adverse/disclaimer: score 0 	<p>The Auditor General's Opinion of the financial statements of Mayuge LG for the FY ended 30th June, 2019 was unqualified.</p>	4
<p>Governance, oversight, transparency and accountability</p>			
<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>Mayuge District was complaint with the requirement for the LG Council to have met and discussed service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY:</p> <p>The LG Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>Quarter 1: Meeting held on 23rd August, 2018 and discussed under Minute no 03/WHE/10/2018 the following: Out Patients Department (OPD) attendance, Immunization coverage, Health Sector funding and Maternity Services</p> <p>Quarter 2: Meeting held 18th October, 2018 discussed under Minute no 03/WHE/10/2018 the following issues:</p> <p>Lack of Secondary Schools in some Sub-Counties, Examination Centre Number for Butanga P/S</p> <p>Quarter 3: Meeting held on 14th February,2019 and discussed under Minute no 03/WHE/02/2019 the following:</p> <p>Delay of teachers' salaries</p> <p>Quarter 4: Meeting held on 23rd May,2019 and discussed under Minute no 02/WHE/05/2019 the following: Closure of Bukaleba HC 11, work plans for Works, Health and Education</p>	2

<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that LG has designated a person to coordinate response to feedback (grievance/complaints) and responded to feedback and complaints: score 1. 	<p>Mayuge District designated Mr. Baligeya Ronald; District Planner, as a person responsible for coordinating responses to feed-back. He was appointed on 2nd February,2018 by the Chief Administrative Officer under reference: CR/214</p> <p>There was evidence of complaints book. For instance, Nabirye Faridah reported a case of poor road in Nango road area on 18th December, 2018. The matter was reported to the District Environmental Officer. Matter reported to the DEO for action and the feedback was given verbally on same day, according to the District Planner, with promise that the district will be constraint with resources but will endeavour to work on the road when funds become available.</p>	<p>1</p>
<p>The LG has responded to the feedback/ complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> • The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>A notice was on display advising the public to report any complaints to Mr. Baligeya Ronald, a District Planner. His contact details including the email were on display on the notice board.</p> <p>The complaints register was also available and was set up on 10th October,2018.</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"> • The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>Mayuge District was complaint with the requirement of publishing the LG Payroll and Pensioner Schedule on public notice boards and other means.</p> <p>LG displayed the Payroll and Pensioner Schedule on public notice board for the month of September, 2019. Can you quantify how many pensioners on that notice?</p>	<p>2</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that the procurement plan and awarded contracts and amounts were published. For example;Procurement reference:MAYU/535/WKS/18/19/00002</p> <p>Project Description: Borehole drilling, casting and installation of 08 deep boreholes under lot 2</p> <p>Contractor: Sonsole General Contractors Ltd</p> <p>Total Contract Price: UGX 146,401,000</p> <p>Date Published: 6th June, 2019</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>Mayuge District was not compliant with the requirement of that LG-PDU performance assessment results and implications, to have been published e.g. on the budget website for the previous year (from budget requirements)</p> <p>According to the District Planner, the assessment results were not posted on the District Website and no reason was given for not posting them</p>	<p>0</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence that Mayuge District communicated guidelines, circulars and policies to LLGs to provide feedback to the citizens. For instance;</p> <p>TPC meeting held on 23rd January,2019 under MIN No 002/TPC/01/2019 where health care performance targets and Government attendance policy was disseminated to officials from LLGs.</p> <p>The District Community Officer also disseminated Guidelines in Gender Streaming through a Circular dated 31st October,2018 and addressed to the CAO requesting him to pass on the guidelines to different Sectors like Works, Water, PDU, Education, statutory bodies across both the HLG and LLG</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>The LG was not compliant on the requirement that the LG should have conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc..) with the public to provide feed-back on status of activity implementation</p> <p>There was no evidence that such discussions were conducted according to the District Planner</p>	<p>0</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>A report on guidelines for gender mainstreaming was available written by the DCDO Mayuge District Local Government, Mukooli Paul and dated 30th October, 2018. It states that the purpose of the guidelines was to enable HOD observe mainstreaming gender during budgeting process. The guidelines include</p> <ol style="list-style-type: none"> 1. Education dept. Separate stances be provided for boys and girls and PWDs. 2. Works dept: Both women and men are employed as roads gangs. 3. Water dept. 2/3 of the composition of water user committees should be women 4. Health dept: Number of women and men, youth, PWDs tested for HIV/AIDS 5. Human Resource Management: Number of women who were employed in the District Local Government. 	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>There are no particular or specific activities planned by the gender focal point person and CDO outlined in the current FY (2019/20) to strengthen women's roles and address vulnerability and social inclusions. What was seen in the FY 2019/2020 approved plans and budgets of Mayuge District Local Government. However, the sector work plans and budgets under the subtitle operation of the community-based services Department, there was block figure of UGX 3,000,000 for gender mainstreaming as the activity.</p> <p>Similarly, in the sector budgets provided by the DCDO for the previous FY (2018/2019), the activity outlined is gender mainstreaming and attached to it is UGX 3,000,000.</p> <p>An activity report referenced as Report on mainstreaming of gender, HIV/AIDS sensitization and community mobilization along Kasozi-Kibuye road in Bukaboli S/C addressed to the Senior Probation and Social welfare Officer Mayuge District was seen. The report is dated 24/6/2019 and indicates that the activity was implemented on 21/6/2019 by the Probation and Social welfare Officer Mayuge and copied to the District Engineer. The objectives of the activity are highlighted as;</p> <ol style="list-style-type: none"> It was intended to mobilize community to embrace the project Sensitize the community on Gender and HIV issues. <p>The voucher number 23354437, EFT 23354437 dated 30th/9/2019 totalling UGX 1,000,000 is attached although not signed by any one. The narrative on the voucher reads 'Being payment for: mainstreaming sensitization along Kasozi-Kibuye road.</p>	2
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>There was evidence that screening and EIA by the District Environment Officer Mayuge DLG Mr. Aramu Thomas where appropriate were carried out for activities, projects and plans and mitigation measures were planned and budgeted for.</p> <p>Screening and EIA report(s) for;</p> <ol style="list-style-type: none"> The construction of a 5-stance lined pit latrine at Jaguzi Island P/S, Ref: Mayu535/wrks/18-19/00032 was seen dated 25/05/2018. Construction of a 5-stance lined pit latrine at Musita P/S, Ref: Mayu535/wrks/18-19/00035 was seen dated 25/10/2018. Construction of a 5-stance lined pit latrine at Namoni P/S, Ref: Mayu 535/wrks/18-19/00036 was seen dated 25/10/2019. Borehole drilling, casting and Installation of 8 deep boreholes under lot 1, Ref: Mayu 535/wrks/18-19/00002 were seen. The reports were for boreholes at; <ul style="list-style-type: none"> Kirongo 'A', Namulwana 'A' and Butumbula in Bukaboli S/C dated 10/9/2019 Kigulamo and Nvunwa in Maleka and Isenda parishes in Kigandalo S/C dated 10/9/2019 Lukindu 'A', Bukasero 'B', Bubalagala in Bukatube S/C dated 10/9/2018 Namadhi south, and Namavundu T/C Malongo S/C Construction of a 3- stance lined VIP latrine at Kabaganja beach, Ref: Mayu535/wrks/18-19/00052 was seen dated 25/10/2018 	1

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>All bid documents for the 5 sampled above mentioned projects in (i) above did not indicate evidence that the Local Government integrates environmental and social management and health and safety plans in the contract bid documents. The Procurement Officer said that some of the documents were not in files.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>There was no evidence that all projects were implemented on land where the LG has proof of ownership.No document was available to prove ownership of land by the LG except for the land where the completion of administration block phase1 Ref: Mayu535/wrks/18-19/00053 was implemented. A land title belonging to Mayuge DLG of free hold, vol.956, Folio 10, covering an area 22.26 Hectares, County: Bunya in Mayuge District on plot 219 and 217 Bunya block15 at Ikulwe.</p> <p>For all other completed investment projects, no evidence of owner or MoUs between land owners and the LG were availed to the AT.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>The LG had environmental and social mitigation certification forms filled for all completed projects. For example;</p> <ol style="list-style-type: none"> 1. The construction of a 5-stance lined pit latrine at Jaguzi Island P/S, Ref: Mayu535/wrks/18-19/00032 had environmental and social mitigation certification forms completed and signed by the Environmental Officer (EO) and the CDO. The certificate for the above project was not numbered but dated 25/6/2019 and signed by the Environmental Officer. 2. Construction of a 5-stance lined pit latrine at Musita P/S, Ref: Mayu 535/wrks 18-19/00035 had certification forms signed by EO and dated 28th June, 2019. 3. Construction of a 5-stance lined pit latrine at Namoni P/S,Ref: Mayu535/wrks/18-19/00036 has certification forms for Environmental and social mitigation signed by the EO and dated 28th June, 2019. 4. Borehole drilling, casting and Installation of 8 deep boreholes under lot 1, Ref: Mayu535/wrks/18-19/00002 has certification form signed by the EO and dated 10/6/2019. 5. Completion of Administration block phase 1, Ref: Mayu535/wrks/18-19/00053 had environmental and social certification forms signed by the EO and dated 3/5/2019. 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>There was no evidence that the contract payment certificated includes prior environmental and social clearance by the EO. The Senior Environmental Officer (SEO) of Mayuge DLG Mr Aramu Thomas stated that the contract payment certificates does not include a provision for the EO Certifying clearance prior to payments and he therefore does not sign anywhere on any contract payment certificate for any project undertaken by Mayuge DLG.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 	<p>The environmental officer had a single environmental compliance report for all the Local Government projects for FY 18/19 dated 28th, June, 2019. The report was written by the EO alone and does not include the CDO monthly report.</p> <p>The EO's report lacked a) completed checklists and b) deviations observed with pictures</p> <p>The EO said he does his compliance monitoring independent of the CDO and is not aware of any provision to the effect of a joint report with the CDO.</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 budgeted for a Head teacher and minimum of 7 teachers per class for schools in FY 2019/20. The budget was UGX 11,520,258,675 to cater for 142 head teachers and 1749 teachers, per the page 42 of the budget estimates for FY 2019/20.</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 Education department deployed a head teacher and minimum of 7 teachers per school for the FY 2019/20. The deployments were as per sampled 8 schools out of 142;</p> <ol style="list-style-type: none"> 1. Basalirwa Moses, GT/201/174 had been deployed to Baitambogwe P/S vide letter referenced CR/156/1 as head teacher together with 16 teachers. 2. Aliwayoki Cissy, GT/2013/196 had been deployed as head teacher to Balita P/S together with 30 teachers. 3. Ntende Samuel, GT/2005/2061 had been deployed as head teacher to Bulyangada P/S together with 9 teachers 4. Musana Elias, GT/2015/2042 had been deployed head teacher to Kabuki P/S together with 14 teachers 5. Dhikusooka Charles, V/2005/7879 had been deployed head teacher to Masolya Island P/S together with 8 teachers 6. Babiry Proscovia, GT/2009/034 had been deployed head teacher to Nabalongo P/S together with 7 teachers 7. Nakalega Josephine, V/2002/8396 had been deployed to Namatoke P/S together together with 8 teachers 8. Pande Abdul-Rahim, GT/2013/098 deployed to Wambete P/S together with 13 teachers. 	4
<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<p>• Evidence that the LG has filled the structure for primary teachers with a wage bill provision</p> <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG Education department had filled the structure for primary teachers with a wage bill provision as follows:</p> <p>Budgeted wage bill was UGX 11,520, 258,675 to cater for 1891 primary school teachers. However, AT was not availed an approved staff structure by the DEO. Wage bill for staff in post was UGX11.257,675,000</p> <p>Wage bill consumption... $\frac{11,520,257,675}{11,520,258,675} \times 100$</p> <p style="text-align: center;">= 99.9% which was approximately 100% wage bill consumption</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"> Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>The two (2) positions of Inspector of Schools in the staff structure were filled as follows;</p> <ul style="list-style-type: none"> The Senior Inspection of Schools position was substantively filled by Nabirye Allen, appointed on 13th October, 2009 by direction of DSC under Min. 351/DSC/09/09 on letter ref:CR/156/1 The Inspector of Schools position was substantively filled by Ojwang Daniel appointed on 13th June, 2017 by direction of DSC under Min. 73/DSC/03/2017 on letter ref: CR/156/1 	6
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> Primary Teachers: score 2 	<p>The department prepared and submitted a recruitment plan to HRM on 16th May, 2019 for the current FY 2019/20. The recruitment plan requested for filling 8 positions of head teacher and 15 positions of deputy head teacher.</p>	2
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> School Inspectors: score 2 	<p>The department prepared and submitted a recruitment plan to HRM on 16th May, 2019 for the current FY 2019/20. The recruitment plan requested for filling 8 positions of head teacher and 15 positions of deputy head teacher.</p> <p>Inspector of Schools position was not included because they were substantively filled at the time of assessment.</p>	2
Monitoring and Inspection			
<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> 100% school inspectors: score 3 	<p>The Education department appraised the Inspectors of Schools as follows;</p> <ul style="list-style-type: none"> The Inspector of Schools- Ojwang Daniel was appraised by the Senior Inspector of Schools on 1st July, 2019 The Senior Inspector of Schools was appraised by the DEO on 1st July, 2019 	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"> • Primary school head teachers <ul style="list-style-type: none"> o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>The Senior Assistant Secretaries of the respective sub Counties where schools were located, on behalf of the education department had appraised head teachers as follows;</p> <ol style="list-style-type: none"> 1. The head teacher of Mpungwe P/S had been appraised 31st January, 2019 2. The Ag. head teacher of Nakazigo P/S had been appraised on 30th January, 2019 3. The head teacher of Bufulubi P/S was appraised 20th December, 2018 4. Baitombogwe P/S head teacher was appraised 30th January, 2019 5. Buswikira P/S head teacher appraised form was on file but not dated 6. Igamba P/S head teacher was appraised on 31st January, 2019 7. Bulyangada P/S head teacher was appraised on 31st January, 2019 <p>% appraisal for sampled head teacher files</p> <p>$6 \times 100 = 85.7\%$</p> <p>7</p>	2
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>The Education department communicated guidelines, polices and circulars issued by the national level as follows;</p> <ul style="list-style-type: none"> • Budgeting and implementation guidelines for primary and secondary, issued by national level in June, 2019 was communicated to schools vide letter dated 19th June, 2019 • Circular No.12/2019 issued 13th March, 2019: Banning of buying examinations from commercial examination bureaus had been communicated to schools on 27th March, 2019 • Circular on enforcement of Kavera ban in education institutions in Uganda, issued 4th October, 2018 was circulated as evidenced from letter dated 18th October, 2019 • Circular No.16/2019” Supply of text books to government primary schools, issued 19th June, 2019 had been communicated on letter dated 24th June, 2019 • Online registration of teacher’s circular issued 10th December, 2018 was communicated to schools on letter dated 27th February, 2019. 	1

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>The education department held 3 meetings with head teachers and explained, among others the guidelines, policies and circulars issued by national level in FY 2018/19 as follows;</p> <ul style="list-style-type: none"> • Meeting held on 20th July, 2018 at Ikulwe P/S, the DEO under minute no. MADIPHA 06/07/18 sensitized head teachers about the circular on management of school attendance registers as well as the circular on adherence to the school calendar and guidelines on gender mainstreaming in departments and sectors. • Meeting held on 11th February, 2019 at Bunya S.S and under Min. No. MADIPHA 07/02/2019 discussed circulars on closure of unlicensed schools, school calendar and feeding of pupils at school, amongst other issues. • Meeting held 13th June, 2019 at Ikulwe P/S and under minute no. MADIPHA 10/06/2019 discussed ban of buying examination from commercial examination bureaus as well as ban of kavera use in schools. 	2
<p>The LG Education Department has effectively inspected all registered primary schools²</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspection reports had been prepared as follows;</p> <p>Term III, 2018- 28 schools out of 142 were inspected according to the inspection report undated</p> <p>Term I, 2019, 32 schools were inspected according to undated inspection report</p> <p>Term II, 2019, up 8 schools were inspected according to the undated inspection report</p> <p>Three schools including one private school were sampled to verify with inspection reports.</p> <ul style="list-style-type: none"> • Kiganda Primary School had been inspected on 30th October, 2018, 8th November, 2018, 12th March, 2019 and 4th February, 2019 • Kasutaime P/S was inspected as follows; 28th September, 2018, 2nd October, 2018, 4th March, 2019 all by the Inspector of schools. • Mayuge T/C Primary School, private and licensed was inspected on 17th September, 2018, 8th October, 2018 and 14th February, 2019. <p>All the sampled primary schools had 100% inspection. However, the private schools were inspected only two times, instead of the Three times, hence a calibrated 10%</p>	6

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>The education department discussed school inspection reports to make recommendation for corrective actions. For instance;</p> <ul style="list-style-type: none"> • Meeting held 3rd July, 2018 and under MIN.02/Educ/07/18, the DEO called upon members to always check on Wash programs and the implementation of the EGR program and language policy in schools. Under Min no.04/Educ/07/2018, the meeting recommendation that there was a need to recruit more teachers on replacement basis and filling gaps to reduce high pupil teacher ratio. Also, it was recommended that teachers should implore inclusive methods of teaching. This called for regular support supervision, twice a term per school. • Meeting held 19th June, 2019 did not make any new recommendations apart from those made in meeting of 3rd July, 2018 	<p>4</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>Inspection reports were submitted as follows;</p> <p>Term III, 2018 was submitted 9th December, 2019. AT found this date not be right as the assessment took place end of October, 2019</p> <p>Term I, 2019 was submitted 14th May, 2019</p> <p>No evidence for submission of Term II, 2019 inspection report</p>	<p>0</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the inspection recommendations are followed-up: score 4. 	<p>There was evidence that inspection recommendations were followed up. For instance;</p> <ul style="list-style-type: none"> One such recommendation was that teachers to avoid wasting time and make use of time table to cover all learning areas of the day. The prioritization of the construction of a classroom block at St.Mary's Kasoozi, Balita and Nakitwalo Primary School Centre based CPDs for teachers by CTTs. Approval of scheme of work Teachers to drill pupils to clearly express the purpose and aims of the taught lessons. Implementation of EGR in schools Teachers absenteeism Head teacher presence of day one of the school term- spot checks on first day of school term by the DEO office to check compliance. <p>The above recommendations were followed up as follows;</p> <ul style="list-style-type: none"> In report dated 16th December, 2018, teacher absenteeism 377 teacher received warning letter from the DEO and also advised the SMC to handle cases of absenteeism. On head teacher presence of day one of the school term- spot checks on first day of school term by the DEO office to check compliance. Up to 70% of scheme work for teachers were approved by the deputy head teachers 	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"> Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The Education department had submitted list of schools which were consistent with the EMIS and PBS at 142 schools for FY 2018/19</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"> Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The education department had submitted accurate data on enrolment in both EMIS and PBS. The enrolment of pupils was at 95,089 for FY 2019/20. The EMIS reports for FY 2018/19</p>	5
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>The Standing Committee responsible for works, health and education had met and discussed service delivery issues of the LG. For instance;</p> <ul style="list-style-type: none"> • Meeting held 23rd August, 2018 and under Min.03/WHE/08/2018 discussed 1st quarter performance reports including staffing levels, poor PLE results, amongst others. • Meeting sitting 18th December, 2018 under Min.04/WHE/12/2018 discussed term of office for SMCs which had expired and the need to nominate new members. • Meeting held 23rd May, 2019 under Min.03/WHE/05/2019 discussed and adopted work plans and budget estimates for financial year 2019/20 as working document. <p>However, no minutes for quarter 3 were seen at the time of assessment.</p>	<p>2</p>
<p>The LG committee responsible for education met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 	<p>Council Committee responsible for education presented sector implementation plan for approval by Council. For instance;</p> <ul style="list-style-type: none"> • Meeting held 31st July, 2018 under Min.05/MDC/05/2018 presentation of standing committee reports. However, the reports were presented by their discussion was differed. • Meeting on 29th May, 2019 under Min.03/MDC/03/2019 discussed the department budgets. Work plans for education were presented by the Secretary to Committee responsible for education and was approved as presented. 	<p>2</p>

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>Primary schools had functional SMCs and held meetings to discuss budgets amongst other issues. For instance;</p> <ul style="list-style-type: none"> • Kasutaime P/S held meetings as follows; on 9th June, 2019 and under MIN.07/06/2019 discussed budget approval for FY 2019/20. Nine SMC members were present of which 5 were female. Meeting held 3rd February, 2019 under MIN.07/02/2019 also had the head teacher presented the budget. Ten members were present out of which six were females. Meeting held 18th September, 2018 under MIN.08/09/2018 approved the budget of UGX 2,675,000 for Term III, 2018. <p>All SMC reports were submitted to DEOs office and were on file at time of assessment.</p> <ul style="list-style-type: none"> • Bukabooli P/S held SMC meetings as follows; 2nd October, 2018 and under MIN.06/10/2018 UPE funds releases for term I, totaling to UGX 2,370,000. Out of 11 members present, 3 were female. Other meetings were held on 17th June, 2019 then 2nd October, 2018, On 25th September, 2018 • Ntinkalu P/S SMC held meetings on 12th June, 2019, 30th February, 2019, 25th September, 2019. The SMC minutes were submitted to DEO and were on file at time of assessment. There were 13 SMC members out which 2 were female- from the 6 foundation members. • St. Joseph P/S- Kabuki SMC meetings were held on dates: 30th April, 2019, 28th September, 2018, 13th July, 2018. Issues discussed included budget approvals, teacher discipline, work plans, among others. • At Mayuge P/S, meetings were held on 27th August, 2019, 8th October, 2018, 7th March and 2019 <p>All minutes for the above SMCs were submitted to DEO and were on file at time of assessment.</p>	5
<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>The LG education department had publicized all the 142 schools receiving non-wage recurrent grants on the notice board by the entrance of the education office. The list included schools from Ansaar primary school to Wante primary school</p>	3
<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"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>The education department made procurement input into the LG PDP and covered all items in the approved AWP. The procurement Plan was submitted and acknowledged by the Procurement Officer on 30th April, 2019. Some of the procurement in puts for the sector were;</p> <ul style="list-style-type: none"> • Latrine Construction and rehabilitation of latrines at Buswikira, Bugoto, Luwerere, Mbirizi, Nanvunano, Buwolya M/S and Bumba P/Ss at a combined sum of UGX 217,974,000 • Construction and rehabilitation of classrooms at UGX 174m • Provision of furniture to P/S at UGX 85,680,000 	4
<p>Financial management and reporting</p>			

Social and environmental safeguards			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>Guidelines on how Senior Women/men teachers should provide guidance to girls and boys hygiene, reproductive health as well as life skills had been disseminated by the education department. For instance;</p> <p>The Community Development Officer issued guidelines addressed to the CAO on 31st October, 2018.</p> <p>On another letter of 21st November, 2018- the DEO issued guidelines to all schools about understanding and menstruation circular issued by the national level. A distribution list for the guidelines was attached to the letter and all schools receiving the material signed to acknowledge receipt.</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"> Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>In another letter of 21st November, 2018- the DEO issued guidelines to all schools about understanding and menstruation circular issued by the national level. A distribution list for the guidelines was attached to the letter and all schools receiving the material signed to acknowledge receipt.</p> <p>Letter dated 31st October, 2018 and addressed to the CAO contained guidelines on for sanitation for girls and PWDs. However, there was no evidence the same information was disseminated to 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"> Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>The SMCs for the schools sampled met guidelines on gender composition as follows;</p> <ul style="list-style-type: none"> Kasutaime P/S had 13 SMC members and 5 were female. Bukabooli P/S SMC had 13 members and 3 were females. Ntinkalu P/S had 13 SMC members out which 2 were female from the 6 foundation members. St. Joseph P/S- Kabuki had 13 SMC members from which 5 were female. 	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"> Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>The education department in collaboration with the Environmental Officer issued guidelines on environmental management. For instance;</p> <ul style="list-style-type: none"> On 29th March, 2019, guidelines on solid management and effluent wastes in schools were disseminated. Circular on presidential call on tree planting in schools was issued to all schools on letter dated 16th August, 2018 	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"> Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>The Education department ensured all school infrastructure projects were screened. During the FY 2018/19, a total of nine (9) infrastructure projects were implemented and environmental screening was undertaken per the environmental and screening reports. Prepared seen at time of assessment. For instance;</p> <ul style="list-style-type: none"> For the construction of a 5-stance lined pit latrine at Makembo, Lwandra and Namoni primary schools, environmental screening of the project was carried out with complete screening forms and mitigation actions clearly laid out. An environmental and social screening report dated 25th October, 2018. For the construction of a classroom block at Bubinge beach P/S, a screening was done as per the prepared report dated 25th October, 2018 For construction of a 4-stance lined pit latrine at Bwiwula primary school. Screening of project was done and environmental and social screening report dated 25th September, 2018 had been prepared. 	<p>1</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"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 	<p>There was no evidence that the Environmental officer together with CDO had visited sites to check whether 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"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>According to the IPF for the district PHC wage allocation for current FY 2019/2020, the approved budget for conditional grant (wage) for PHC workers was UGX 3,923,143,000 catering for 473 staff as per the structure.</p> <p>The actual wage bill as per wage bill analysis for the PHC workers in post for FY 2019/2020 was UGX 3,590,183,760 leaving the department with a wage surplus of UGX 324,172,176 (for recruitment).</p> <p>$\frac{3,590,183,760}{3,923,143,000} \times 100 = 91.5\%$</p> <p>3,923,143,000</p> <p>Efforts were seen towards recruitment at the time of assessment. Recruitment plan to cover the staffing gap was submitted by DHO on 30th September, 2019 to the CAO, Mayuge district.</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>The DLG health department had approved 473 positions for PHC workers while those in post were 373 and those vacant were 100, representing a staffing level of 78.9`%.</p> <p>Recruitment plan to cover the staffing gap was submitted by DHO on 30th September, 2019 (letter ref. Med/156/1) to the CAO and received on 30th September, 2019. Cc: PHRO and CFO, Mayuge.</p> <p>The district health department targeted to recruit a total of 33 PHC health workers with an annual salary of UGX 324,172,760</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>All the 5 sampled files for health facility in-charges were appraised for financial year 2018/2019. This gave 100%, hence a score of 8.</p> <p>The in-charges appraised were as indicated below:</p> <ol style="list-style-type: none"> 1. Eboga Haji, Medical Officer IC Kityerera HC IV, File No: CR/D/1456. Appraised on 1st July, 2019 by the DHO. Recommendation was “committed and hardworking officer”. 2. Basembeza Asuman, Senior Medical Officer I/C Kigandalo IV, File No: CR/D/10555. Appraised on 20th July, 2019. Recommendation was “he will resume training in governance, leadership and management”. Counter signed by the ACAO on 20th July, 2019. 3. Gambani John Bamughanye, Senior Clinical Officer I/C, Mayuge HC III. File No: CR/D/10289. Appraised on 15th July, 2019. Recommendation was “to be considered for further training in management and leadership studies”. Counter signed by DHO on 15th July, 2019. 4. Mwima Patrick, Senior C.O I/C Buwaiswa H/C III, File No: CR/D/10239. Appraised on 1th July, 2019. The comment on the file was “a self-motivated, hardworking officer” by the appraiser (Dr. Eboga H, HSD I/C). Counter signed by the DHO on 2nd July, 2019. 5. Batambuze Umar, E/N I/C Kasutaime H/C II, File No: CR/D/14228. Appraised on 20th June, 2019. The comment was that “he is an organized officer, therefore recommended to be promoted as a Clinical Officer”. Counter signed by ADHO-MCH on 11th September, 2019. 	8
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>The LG allocated health workers in line with lists submitted with the budget for FY 2019/2020 in PBS system.</p> <p>Mayuge DLG had 2 HC IV, 6 HC IIIs and 27 HC IIs (Total of 35 government health facilities). The health department had a staffing norm of 473 staff of which 373 were in post with a gap of 100 health workers indicating 78.9% staffing level.</p> <p>We reviewed approved staff list for each health facility and compared it with the actual numbers of health workers at the health facilities</p> <p>The PAT sampled the following facilities:</p> <ul style="list-style-type: none"> • Kigandalo HV, 43 health workers were deployed out of the 48 staffing norm. • Mayuge HC III, 31 health workers were deployed out of the 19 staffing norm. The HC had many service points and is being upgraded to HC IV. • Kasutaime HC II: 6 health workers were deployed out of the 9 staffing norm. <p>Some health workers on the staff list from DHO’s office (generated on 17th July, 2019) had been transferred to and from other health facilities by the time of assessment. Those who were transferred to other health facilities or had retired were not found at the health facilities as indicated on the list.</p> <p>At each facility, the staff list matched with the deployment list at DHO’s office.</p>	4
Monitoring and Supervision			

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>There was evidence that the DHO communicated all the policies, guidelines and circulars.</p> <p>Copies of the following guidelines/policies and circulars were received by DHO's office in financial year 2018/2019 and communicated to health facilities.</p> <p>The policies/guidelines and circulars included;</p> <ul style="list-style-type: none"> Sector Grant and Budget Guidelines for Local Governments FY 2019/2020 sent by email to facility I/Cs on 10th May, 2019 by. In the email, the DHO advised the I/C as follows: "let us carefully read these guidelines and follow the as we plan for FY 2019/2020". Measles-rubella, Polio Vaccination Campaign and Introduction of Measles-Rubella Vaccine into Routine Immunization. Field Guide for Operational Level Workers, 2019 was available in all facilities. Performance management guidelines for the health sector, MoH, 2015 National sanitation and hygiene guidelines, MoH, 2017 (a circular on the same dated 5th November, 2018 from the CAO and a dissemination list with signatures acknowledging receipt was attached). • Circular on intensifying TB case finding in preparation for the commemoration of World TB Day on 24th March, 2019, written by Dr. Charles Olaro for Ag. DGHS/MoH. Received by DHO on 5th February, 2019. Disseminated to I/Cs on 6th February, 2019 by email. • Circular on coexistence of Depo-provera (DMPA-IM) and Sayana Press (DMPA-SC) FP Injection Methods. Sent by email on 5th October, 2019 from Dr. Nabangi Charles (DHO) to HSD I/C instructing them to disseminate it to lower levels. <p>Whereas some guidelines, policies and circulars were not available in the visited health facilities i.e Kigandalo HC IV, Mayuge HC III, Kasutaime HC II, there was evidence to show that policies, guidelines and circulars from the center were communicated by the DHO.</p>	<p>3</p>
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There was no evidence that the DHO held meetings with health facility in-charges and among others explained the guidelines/policies and circulars issued by the national level.</p>	<p>0</p>

<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>There was no evidence that DHT had supervised 100% of the 2 HC IVs and 1 PNFP hospital receiving PHC funds at least once in a quarter.</p> <p>For the 3 health facilities, DHO's office was expected to have conducted 12 support supervision visits; however, only 9 were conducted.</p> <p>The DHO's office provided 4 quarterly support supervision reports and the supervision was as below.</p> <p>Quarter1 2018/19: Conducted on 21st – 28th September, 2018. Report submitted to office of the CAO on 15th October, 2018. Written and submitted by the Health Educator. The supervision comprised of 3 teams of 5-6 members each based on the area of their expertise. Each team had a harmonized check list to guide the supervision. All the 3 health facilities were supervised.</p> <p>Quarter 2 2018/19: Conducted on 4th – 28th December, 2018. Report written and submitted by the Nursing Officer (Kange Jesca) to office of the CAO on 10th January, 2018. The supervision teams were maintained as per the first quarter. The main objective of the supervision was to follow up on action points of the previous visit. However, Kigandalo HC IV was not supervised.</p> <p>Quarter3 2018/19: Report written by Isabirye Richard (DLFP) and confirmed by the DHO on 10th April, 2019. Submitted to office of the CAO on 10th April, 2019. Some of the objectives of 4th quarter supervision were: to find out the status of health service delivery in the health facilities, to monitor availability and minimize shortage of medicines and supplies, to identify gaps regarding implementation of HIV/AIDS, TB and other PHC activities. All the 3 health facilities were supervised.</p> <p>Quarter4 2018/19: Report written by Isabirye Richard (DLFP) on 28th June, 2019. Submitted to office of the CAO on 15th July, 2019. The objectives were as those of quarter 2. The recommendations were: facility in-charges should always report absenteeism of staff to DHO's office; should observe test and treat policy to avoid wastage of drugs. However, Kityerera HC IV and Kigandalo HC IV were not supervised.</p>	<p>0</p>															
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 	<p>There was evidence that DHT ensured that HSD had supervised lower level health facilities within the previous FY. The evidence was derived from the MOH facility support supervision books at the health facilities and quarterly support supervision reports by the HSD I/C submitted to the DHO.</p> <p>Due to time constraint and bad roads as a result of bad weather, 3 health facilities were sampled i.e Kigandalo HC IV (HSD), Mayuge HC III and Kasutaime HC II.</p> <p>PAT established that all the required 4 quarterly support supervision visits had been conducted by the HSDs in both Mayuge HC III and Kasutaime HC II</p> <table border="1" data-bbox="624 1512 1433 1736"> <thead> <tr> <th>Health facility</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>Mayuge HC III</td> <td>17th Sep, 2018</td> <td>22nd Nov. 2018</td> <td>12th March, 2019</td> <td>3rd April, 2019</td> </tr> <tr> <td>Kasutaime HC II</td> <td>4th July, 2018</td> <td>17th Oct. 2018</td> <td>18th January, 2019</td> <td>10th May, 2019</td> </tr> </tbody> </table>	Health facility	Q1	Q2	Q3	Q4	Mayuge HC III	17th Sep, 2018	22nd Nov. 2018	12th March, 2019	3rd April, 2019	Kasutaime HC II	4th July, 2018	17th Oct. 2018	18th January, 2019	10th May, 2019	<p>3</p>
Health facility	Q1	Q2	Q3	Q4														
Mayuge HC III	17th Sep, 2018	22nd Nov. 2018	12th March, 2019	3rd April, 2019														
Kasutaime HC II	4th July, 2018	17th Oct. 2018	18th January, 2019	10th May, 2019														

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>We reviewed the minutes of the DHT quarterly meetings to ascertain whether all the 4 quarterly support supervision report were discussed to make recommendations and corrective actions.</p> <p>Only 1 out of the required 4 quarterly reports were discussed as indicated below.</p> <p>Quarter 1: No evidence</p> <p>Quarter 2: No evidence</p> <p>Quarter 3: On 1st April, 2019, a DHT meeting chaired by ADHO-MCH was held to present findings for 3rd quarter support supervision for 2018/19 (Minute 4).</p> <p>Quarter 4: No evidence</p>	0
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed up and specific activities undertaken for correction: score 6 	<p>There was evidence that the recommendations from support supervision were followed up and specific activities were undertaken for correction.</p> <p>For example:</p> <p>A recommendation made in quarter 1 support supervision on absenteeism from duty by DHO's office was followed up with a warning letter (dated 16th November, 2018) from the DHO to Mr. Kimuli Micheal (Askari, Namunsenwa HC II). The letter indicated that failure for him to comply; he would be forwarded to CAO for disciplinary action.</p>	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>The DLG had 38 health facilities that benefited from PHC. 35 health facilities were government and 3 were PNFPs.</p> <p>From the 5 sampled health facilities, August, 2018 HMIS reports were submitted between; 4th - 8th September, 2018. Reports were entered into DHIS2 system for health reporting. All facilities (38) benefitting from PHC reported HMIS data into DHIS2 and the list of health facilities that reported was consistent with the list of facilities in the PBS system for Mayuge district.</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"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that LG committee responsible for health met and discussed service delivery issues.</p> <p>For instance:</p> <p>Meeting was held on 23rd May, 2019 by Mayuge District LG Works, Health and Education Committee sitting in the District Engineer's office. Health work plan and service delivery issues were discussed under MIN02/WHE/05/2019: Communication from the Chair and reactions there from, bullets 5, 6 and 7; MIN03/WHE/05/2019: Presentation and discussion of work plans FY 2019/2020. The DHO presented the work plan for health department and was passed without any amendments.</p>	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"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>The following district council meetings were held to approve health issues.</p> <p>On 1st November, 2018, under council MIN. 04/MDC/05/2019, council meeting sitting in the council hall approved a supplementary budget (UGX 63,499,150 from MoH, under Sanitation Fund) for FY 2018/2019. The chairperson informed members that the funds were earmarked for sensitizations geared towards improving sanitation and hygiene in selected sub-counties and parishes. However, from the minutes, it was not clear whether this was from the health sector report or not.</p> <p>Another meeting sat on 10th April 2019 in the council hall (MIN.03/MDC/02/2019: Laying of the draft budget estimates (health inclusive) for 2019/2020 before council).</p> <p>A council meeting was also held on 29th May, 2019 in the council hall (MIN. 03/MDC/03/2019: Presentation of standing committee reports (including health committee) on budget and work plans for FY 2019/2020.</p> <p>Therefore, the health sector committee had presented issues that require approval to Council.</p>	2
<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> If 100% of randomly sampled facilities: score 6 If 80-99 %: score 4 If 70-79 %: score 2 If less than 70%: score 0 	<p>The PAT reviewed HUMC minute reports in the DHO's office to establish whether the 4 mandatory meetings were held to discuss the budget and resources issues.</p> <p>The PAT visited 3 sampled health facilities and established that HUMC's sat as indicated below:</p> <ul style="list-style-type: none"> Kigandalo HC IV: Q1: 28th September, 2018, Q2:3rd, December, 2018, Q3:15th March, 2019, Q4: 13th June, 2019. <p>However, only Quarter2 and Quarter3 HUMC meeting minutes were approved/ signed. Quarter 1 and quarter 4 minutes were not approved/ signed. There was no plausible reason as to why they were not approved/ signed.</p> <ul style="list-style-type: none"> Mayuge HC III: HUMC sat in only in 3 quarters and minutes available were approved (Q1: 10th October, 2018, Q2: No evidence, Q3: 4th January, 2019, Q4: 9th April, 2019) <p>There was no meeting held in quarter2. • Kasutaime HC II: HUMC sat only in 2 quarters (Q1: 6th July, 2018, Q2: No evidence, 2018, Q3: 6th February, 2019, Q4: No evidence).</p> <p>There was no meeting held in quarters 2 and 4.</p> <p>In the 3 sampled health facilities, 12 (3x4) meetings were expected in FY 2018/2019. However, only 7 were conducted translating into 58.3% hence justifying a score of 0.</p>	0
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Lists of all PHC recurrent non-wage beneficiaries for quarter 1 (both government and PNFPs) were displayed at the LG notice-board, signed by the DHO (Dr. Nabangi Charles) on 13th August, 2019 and approved by CAO. The list indicated the name of the health facility and the amount to be received.</p> <p>For instance, in the 1st quarter FY 2019/2020, the following sampled health facilities were posted on the LG notice board.</p> <ol style="list-style-type: none"> Kigandalo HC IV with 1st quarter release of UGX 14,803,702 Mayuge HC III with 1st quarter release of UGX 5,673,307 Kasutaime HC II with 1st quarter release of 1,222,076 	4
Procurement and contract management			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>The procurement plan for health department for financial year 2019/2020 was submitted to the Senior Procurement Officer (PDU) by the DHO on 17th August 2019.</p> <p>This was beyond the recommended deadline of 30th April.</p>	0
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>There was evidence that the health department submitted a procurement request (PP form 1) to PDU.</p> <p>For example:</p> <p>On 13th September, 2019, PDU received PP from 1 for renovation and rehabilitation of Bufulubi OPD and staff house worth UGX 35,000,000 in the 1st quarter for FY 2019/2020.</p>	2
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>There was documentary evidence that the DHO (as per contract) certified and recommended suppliers timely for payment as per Sampled following payment vouchers</p> <p>Voucher No. 2361702 dated 31st March 2019 Amount 4,290,000 the LPO by signing 0 Payee KK Oil Filling Station Ltd Mayuge. Purpose: Fuel for Monitoring and Supervision of works of Upgrading Busala and Jaguzi HC11s to HC111 level LPO Number 179 dated 3rd May 2019. DHO Certified the LPO by appending the signature on 3rd May 2019. Requisition for Payment made by the supplier on 22nd May 2019 DHO endorsed the Requisition for payment on 10th June 2019. Payment effected within a period of 2 weeks that is on 13th June 2019.</p> <p>Voucher 23721128 dated 13th June 2019 Amount Shs 2,244,489 Payee M/s.KK Oil Filling Station Ltd Mayuge Purpose Fuel for Monitoring and supervision of works of Upgrading Busala and Jaguzi HC11 TO HC111 Level.</p> <p>LPO Number 203 I issued to Supplier on 20th May 2019 DHO endorsed the LPO on 20th May 2019 Requisition for Payment made on 22nd May 2019 DHO endorsed the requisition for payment on 13th June 2019. Payment effected within a period of two and a half weeks that is on 13th June 2019.</p> <p>Vr 2432928 dated 24th June 2019 Amount Shs 16,230.508. Payee M/s. Strategic Brothers (U) Ltd Mayuge Purpose Renovation of Bugoto HC11 Contract dated 3rd April 2019 in place Certification done on 19th June 2019 Requisition for Payment made on 18th June 2019 DHO endorsed it the Requisition on 20th June 2019. Payment effected within a period of 6days.</p>	4
Financial management and reporting			

<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>There department submitted the annual performance report for the previous FY 2018/2019 on 30th July, 2019 to the Planner for consolidation.</p> <p>This was late submission beyond the deadline of mid-July.</p> <p>Submission of quarterly reports to Planner during FY 2018/2019:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>15th November, 2018</td> <td>Acknowledgement receipt by the District Planner</td> </tr> <tr> <td>Quarter 2</td> <td>2nd February, 2019</td> <td>Acknowledgement receipt by the District Planner</td> </tr> <tr> <td>Quarter 3</td> <td>5th June, 2019</td> <td>Acknowledgement receipt by the District Planner</td> </tr> <tr> <td>Quarter 4</td> <td>30th July, 2019</td> <td>Acknowledgement receipt by the District Planner</td> </tr> </tbody> </table>	Quarter	Date of submission	Reference	Quarter 1	15th November, 2018	Acknowledgement receipt by the District Planner	Quarter 2	2nd February, 2019	Acknowledgement receipt by the District Planner	Quarter 3	5th June, 2019	Acknowledgement receipt by the District Planner	Quarter 4	30th July, 2019	Acknowledgement receipt by the District Planner	<p>0</p>
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<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Evidence that the sector provided information to the internal audit on the status of implementation of all audit findings for the previous financial year FY 2018/2019</p> <p>Total number and nature of queries raised were 4 and none were responded to. Total number and nature of queries pending at time of assessment were 4</p> <p>The Queries were as follows</p> <ul style="list-style-type: none"> Mr Bakaki Abdul the Theatre Assistant at Kityerera HC1V Mayuge DLG had forged Academic Documents. Lack of sufficient Training of Staff in the usage of Biometric Machine System that was installed at all Health Centre 111s Under Supplies of Medical Supplies and Drugs to Kityere HC1V. Habitual Absenteeism of Staff in Kityerera HC1V, Baitambogwe HC11, and Namuswena 	<p>0</p>															
<p>Social and environmental safeguards</p>																		
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 <p>% women: score 2</p>	<p>Some of the health facilities visited did not meet the required HUMC gender composition (minimum 30% women), hence a score of 0.</p> <p>For example:</p> <p>Kigandalo HC IV 2/9 = 25%</p> <p>Mayuge HC III 2/7 = 28.6%</p>	<p>0</p>															

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>There was evidence that the LG issued guidelines on how to manage sanitation in the facilities.</p> <p>For example:</p> <p>There was a letter (dated 5th November, 2019) from the CAO to HODs and HSDs on dissemination of National Sanitation and Hygiene Guidelines. A dissemination list showed that 8 people (HSD in-charges inclusive) had signed for these guidelines.</p> <p>All the 3 sampled health facilities had separate and latrines for each gender.</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was evidence that health facility projects were screened before approval for construction during financial year 2018/2019.</p> <p>For example:</p> <p>There was an environment and social screening report on up-grading of Jaggusi HC III to HC IV in Jaggusi sub-county, written on 20th March, 2019 by the Senior Environmental Officer (Mr. Aroma Thomas). The environmental and social impact assessment form (dated 4th April, 2019) was attached with mitigation measures for the risks that were identified.</p> <p>There was another report on up-grading of Busaala HC III to HC IV in Busakira sub-county, written on 4th April, 2019 by the Senior Environmental Officer (Mr. Aroma Thomas). The environmental and social impact assessment form (dated 25th April, 2019) was attached with mitigation measures for the risks that were identified</p>	<p>2</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 	<p>There was evidence that projects under health were visited to check for the implementation of environmental mitigation measures during financial year 2018/2019.</p> <p>For example:</p> <p>On 3rd May, 2019, the Senior Environmental Officer visited Jaggusi HC III which was being up-graded by Green Haat (U) Ltd. He found out that only site clearance was done and the project construction had not yet started. The contractor was still mobilizing resources because the project required reasonable resources as it was located on the island. Works were to commence by mid-May 2019.</p> <p>On the same day above (3rd May, 2019), the Senior Environmental Officer visited Busaala HC III which was being up-graded to HC IV by Green Haat (U) Ltd. He reported that the environmental and social mitigation measures as identified in the contract documents and/ or BOQs had been addressed satisfactorily.</p>	<p>2</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>The PAT visited the following health facilities to establish the presence of waste management guidelines or posters: Kigandalo HC IV, Mayuge HC III and Kasutaime HC II.</p> <p>All the 3 sampled health facilities had guidelines on medical waste management e.g MoH medical waste segregation charts (date of issue was note indicated).guiding health workers on health care waste handling</p> <p>Therefore, there was evidence that all sampled health facilities in Mayuge district LG had medical waste management guidelines</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub- counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 	<p>The District safe water coverage was 55.3 %. Five sub Counties were below the safe water coverage and all were targeted for water sources coverage in the current FY 2019/2020. The targeted sub Counties were;</p> <ul style="list-style-type: none"> • Wairasa sub County • Bukatube sub County • Bukabori sub County • Kityera sub County • Malongo Sub County. <p>Thus 100% of the Budget targeted sub Counties are below the district safe water average of 55.5%.</p>	10
<p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 o If below 60 %: Score 0 	<p>The District approved and implemented 16 water projects, 11 of which were implemented in 4 sub Counties below the district Safe water coverage in the Previous FY 2018/2019. The LG had a safe water coverage of 55%.</p> <p>The 5 water projects were implemented in sub Counties which were above the district safe water coverage. The sub Counties below the district safe water coverage and targeted were;</p> <p>Walirase sub County with 37% coverage rate had 3 boreholes;</p> <p>Bukatube sub County- with 32% water coverage had 3 boreholes;</p> <p>Bukaboli sub County with 40% water coverage had 3 boreholes drilled;</p> <p>Malongo sub County with 22% water coverage had 2 boreholes drilled.</p> <p>A development, Life Water International also implemented additional 17 water projects in Two sub Counties below the district water coverage. The NGO had signed an MoU with the district dated 16th May 2019.</p>	15
Monitoring and Supervision			

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>The District Water Department monitored all the water projects in the 12 Sub Counties. Monitoring reports were prepared and seen by the AT the time of assessment. For instance;</p> <ul style="list-style-type: none"> • Kigandalo sub County WSS facilities were monitored on 30th July 2018; • Kityerera sub county water sources were monitored on 22nd August 2018; • Malaongo sub County was monitored on 24th September, 2019. • Mpungwe sub County -25th October 2018 • Buwaya sub County-18th November 2018 • Imanyiro sub County monitored 31st December 2018 <p>Accordingly, 100% of the water sources were monitored at least once in the FY 2018/19</p>	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 	<p>There was evidence that the district submitted consistent data reports on the following dates;</p> <ul style="list-style-type: none"> • Quarter 1 data submitted on: 15th November, 2018 , • Quarter 2 data submitted on: 2nd February, 2019 • Quarter 3 data on submitted on 5th June, 2018 <p>Quarter 4 data submitted on 30th July, 2019 to the Permanent Secretary Ministry of Water and Environment</p>	<p>5</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>List of water facilities which were consistent in both sector MIS reports and PBS were submitted to MoWE as follows;</p> <p>Kirango A Bore hole.</p> <p>Namulwana A Borehole.</p> <p>Butumbula Borehole</p> <p>Kigalamo Nuunwa Borehole.</p> <p>Wamulongo Bubago Borehole</p> <p>Buyamba Katonte Borehole.</p> <p>Lukindu A Borehole.</p> <p>Bukasero B Borehole.</p> <p>Bubalagala Bore hole.</p> <p>Budhebera Igundha Borehole</p> <p>Namadhi South Borehole</p> <p>Namavundu Town Council Bore hole</p> <p>Lists of water sources consistent in both MIS and PBS were 466 for the FY 2018/19</p>	<p>5</p>
<p>Procurement and contract management</p>			

<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted in put for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on 20th April 2019.</p> <p>The procurement in puts were to carry out consultancy in borehole sitting, rehabilitation and construction of 18 boreholes in 12 sub counties.</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>The District appointed Mr. Mudhimbo Tom Freeman, the DWO as a Contracts Manager for Water Department for the FY 2018/2019 dated 31st October 2018 under Ref: CR/214/15 for LOT 1&11 projects Signed by the Chief Administrative Officer, Mayuge District LG.</p> <p>The Contracts Manager prepared a Contracts management plan and Conducted monthly site visits from the different WSS infrastructure projects as per the Contracts management plan for instance,</p> <p>Kirongo A, Namulwana and Butumbula projects in Bukaboli S/c were visited on 26th February 2019 and Lukindu A, Bukasero B, Bubalagala projects in Bukatule S/c were visited on 24th March 2019 as per the Contracts Management Plan.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The 3 sampled water Sources were all constructed as per the design for instance Bubalagala and Lukindu</p> <p>A Boreholes in Bukatube Sub County, Budhebera Borehole in Imayiro Sub County just like the rest 13 WSS facilities were constructed as the designs as seen from the BOQs and Contract specifications as indicated in the BOQs which indicate drilling, test pumping and water quality testing, installation .</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>The Contractor handed over all the 12 completed water source projects in the FY 2018/19/ For instance;</p> <p>Final completion Certificate for Contract No. MAYU/535/Services/18-19/00002 for sitting & Construction of 8 boreholes. The Contractor, M/S Sensole General Ltd prepared a report and handed over the water sources on 25th June 2019.</p>	<p>2</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>There was evidence of completion certificate for Contract Procurement No MAYU/535/Services/18-19/00002 for 16 Bore hole sitting & Construction Supervision at UGX 41,060,211 was dated 10th September, 2018.</p> <p>Interim Payment certificate No 1 for Contract Procurement Ref No MAYU/535/WKS/18-19/0004 for Drilling, Test Pumping, Casting and Installation of 8 Bore Holes under LOT 2 at UGX 108,026,959 was dated 20th March, 2019 to Icon Projects Ltd.</p> <p>Interim payment certificate No 1 for Contract procurement Ref No MAYU/535/WKS/18-19/00003 for Drilling Test Pumping Casting and Installation of 8 Bore Holes under LOT 2 at UGX 103,713,115 was dated 15th March 2019.</p> <p>Payment Certificate for Procurement Ref No MAYU/535/WKS/18-19/00004 for Rehabilitation of 12 Boreholes by Sonsole General Contractors Ltd at 60,444,217 was dated 20th September 2018.</p>	2										
<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>There was documentary evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: as per following sampled payment vouchers</p> <p>Voucher No. 20006980 dated 23rd October, 2018 to Sonsole General Contractors Ltd for Shs 60,9144,217 being payment for borehole drilling of 12 deep boreholes. Contract dated 1st August, 2018 was in place. Certification done on 20th September, 2018. Request for payment by the Contractor on 20th September, 2018. payment effected on 23rd October 2018 within a period of less than a Month.</p> <p>Voucher No. 23001530 dated May 2019 to Sonsole General Contractors of amount Shs 2,788,136 for retention Money for Platform Casting and Installation of Boreholes. Contract dated 1st August, 2018 was in place. Request for payment made on 1st March, 2019. DWO endorsed the requisition on 4th April, 2019. Payment effected within a period of two months. Payment effected on 3rd May, 2019.</p>	3										
Financial management and reporting													
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The department submitted the annual performance report for the previous FY 2018/2019 on 20th July, 2019</p> <table border="1" data-bbox="831 1646 1431 2027"> <thead> <tr> <th>Quarter Reference</th> <th>Date of submission</th> </tr> </thead> <tbody> <tr> <td>Quarter 1 PBS</td> <td>15th November 2018</td> </tr> <tr> <td>Quarter 2 PBS</td> <td>2nd February 2019</td> </tr> <tr> <td>Quarter 3 PBS</td> <td>5th June 2019</td> </tr> <tr> <td>Quarter 4 PBS</td> <td>30th July 2019</td> </tr> </tbody> </table>	Quarter Reference	Date of submission	Quarter 1 PBS	15th November 2018	Quarter 2 PBS	2nd February 2019	Quarter 3 PBS	5th June 2019	Quarter 4 PBS	30th July 2019	5
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<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 	<p>There was no documentary evidence that the sector had provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: FY 2018/2019</p> <p>Total number and nature of queries raised were 1. None were responded to at time of assessment.</p> <p>Delayed Completion of borehole sinking in various Villages and respective Sub Counties Contrary to the planned Schedule. of 31st March 2019</p>	<p>0</p>
<p>Governance, oversight, transparency and accountability</p>			
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>The Council Committee- the Works Committee- responsible for water met and discussed water service delivery as well as supervision reports as follows;</p> <p>Meeting on 18th October, 2018 under MIN No. 03/WHE/10/2018 discussed WSS reports for quarter 1 of FY 2018/19. Contained in the report, for example was the rehabilitation of water borehole status in the LG.</p> <p>Meeting sitting on 23rd May, 2019 under Min No 03/WHE/05/2019 recommended approved the Water and Sanitation department Work plan for the current FY 2019/20</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>The water sector committee had presented issues that required approval to Council. For instance;</p> <p>In meeting held 29thMay, 2019, the Secretary of Works, Health and Education presented the water sector workplan and Budget for FY 2019/20. The Work plan was seconded by Isabirye and adopted by Council under Min No.03/MDC/05/2019</p>	<p>3</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The AWP, budget and the Water development grant releases and expenditures were displayed on the water office notice at the time of assessment. However, AT did not see evidence at time of assessment for where advocacy meetings had been carried out to discuss the AWP .</p>	<p>0</p>

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>The Sampled projects were clearly labeled indicating the name of the project, date of Construction, Contractor and source of funding and these include, Budhebera Bore hole, Igunda Bore hole funded by DWD and Constructed on 17th December, 2018 & 2nd February, 2019 respectively.</p>	2
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on tenders and contract awards were displayed indicating the successful bidders as follows;</p> <ul style="list-style-type: none"> M/s. Sonsole General Contractors as the best evaluated bidder to rehabilitate 12 Water Sources at UGX 67,058,392 effective 3rd June 2018-16th June 2018 M/s. KLR Uganda Ltd for drilling, water Testing, Casting and installation of 8 Bore Holes under LOT 1 at UGX 146,401,000 dated 20th April 2018 M/s. Icon Projects Uganda Ltd for Drilling, testing, Casting and Installation of 8 Bores under LOT 2 at UGX 147,914,357 dated 20th April 2018. 	2
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>12. Participation of communities in WSS programmes.</p> <p>Maximum 3 points for this performance measure (i) If communities apply for water/public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: Score 1. Sub County Water and Sanitation file. 1 1 There was evidence that Communities fulfilled critical requirements when applying for water/public sanitation facilities as below.</p> <ul style="list-style-type: none"> Application form in place for Namatovu Village, Kisenda Parish Kigandalo S/c dated 16th August 2018 and community contribution of 200,000 for Current FY 2019/2020 and paid on 16th August 2018 General receipt No 685. Application form for Igulubi Village A, Igulubi Parish, Wairase S/County dated 23rd March 2018 and Community Contribution of 200,000 and paid on 23rd March 2018 Via Receipt No 1745. Application form for Namulwana A, Village, Bukaboi Parish, Bukaboi S/County dated 28th July 2017 and Community Contribution paid on 18th July 2018 via Receipt No 637. 	1

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they have an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>All the 5 sampled water sources were functional with functional water and sanitation committees. During the field visits, AT found all the visited water sources well fenced and protected.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Evidence of Environmental /Social screening report and mitigation measures plan for all the Water projects implemented in the previous FY 2018/2019 dated 10th September 2018. For instance;</p> <ul style="list-style-type: none"> For the construction of Budhebera and Igundha Boreholes in Imanyiro sub County, environmental screening was done and report produced on 10th September, 2018. 	<p>2</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>There was no evidence that unacceptable environmental concerns on the projects in the past FY 2018/2019 were followed up.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>There was a clause on environmental protection in the construction and supervision contracts. For instance, the contract document for drilling of 8 Boreholes had a provision that waste oils, chemicals and mechanical waste should be stored or moved to Government/ Municipal designated dumping sites or recycling plants and clause 11 on human relations which states that people, water and livestock must be respected .</p> <p>Under the Clause for Technical specifications, there was a section recommending planting of trees for Environmental protection and water conservation, water rejuvenation. The planting of trees was to be undertaken by the community- overseen by the water management committees.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>The water department had promoted gender equity in WSC Composition and monthly supervision reports indicated that women occupy key positions on the Committees. For instance;</p> <p>The WSC for Kirago A in Bukaboli sub County had 5 women on the WSCs and a woman as a Chairperson. The water source at Bukasero B in Bukatule sub County had 4 women on the committee including a woman as Treasurer.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none">• If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3	<p>In the previous FY 2018/2019, there was no public Sanitation facility constructed.</p>	<p>0</p>
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