



## Local Government Performance Assessment

Kapelebyong District

(Vote Code: 627)

| <b>Assessment</b>                           | <b>Scores</b> |
|---|---------------|
| Crosscutting Minimum Conditions             | 27%           |
| Education Minimum Conditions                | 70%           |
| Health Minimum Conditions                   | 60%           |
| Water & Environment Minimum Conditions      | 75%           |
| Micro-scale Irrigation Minimum Conditions   | 0%            |
| Crosscutting Performance Measures           | 49%           |
| Educational Performance Measures            | 65%           |
| Health Performance Measures                 | 55%           |
| Water & Environment Performance Measures    | 51%           |
| Micro-scale Irrigation Performance Measures | 0%            |

| No.  | Summary of requirements  | Definition of compliance  | Compliance justification  | Score |
|--|--|---|---|-------|
| <b>Local Government Service Delivery Results</b> |  |   |   |       |
| 1  | <p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> <li>Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s):</li> <li>If so: Score 4 or else 0</li> </ul>  | <p>The LG implemented only one project under DDEG. That was for the Construction of one Production Office Block at the District Headquarters at a cost of Shs. 160,000,000 as on page 1 of the Annual QBPR 2019/2020.</p> <p>Actual paid was Shs. 158,359,000 and was completed as on page 53 of the Annual QBPR 2019/2020 99% funds utilization.</p> <p>However, the completed office block was not yet in use at the time of assessment as it awaited paving of the access road .</p> <p>The access road was planned for in current FY.</p> | 4     |
| 2  | <p>Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>                  | <p>a. If the average score in the overall LLG performance assessment increased from previous assessment :</p> <ul style="list-style-type: none"> <li>o by more than 10%: Score 3</li> <li>o 5-10% increase: Score 2</li> <li>o Below 5 % Score 0</li> </ul>   | Not applicable  | 0     |
| 2  | <p>Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>                  | <p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> <li>If 100% the projects were completed : Score 3</li> <li>If 80-99%: Score 2</li> <li>If below 80%: 0</li> </ul> | <p>The LG implemented one DDEG project. Which was the Construction of one Production Office Block at the District Headquarters.</p> <p>It was budgeted at Shs. 160,000,000 but actual spent was Shs. 158,359,000 and was completed physically as reported on page 53 of the Annual QBPR FY 2019/2020.</p>   | 3     |

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| 3 | Investment Performance<br><br>Maximum 4 points on this performance measure | a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:<br><br>Score 2 or else score 0.      | The LG budgeted to spend Shs.160, 000,000 on one eligible project under DDEG (as provided for in section 6.1.1 of the DDEG Budget & Implementation Guideline 2020/2021) i.e. Construction of one Production Office at the District Headquarters as on page 1 of the Annual QBPR FY 2019/2020.<br><br>A total Shs of 158,359,000 was spent on this project as on page 53 of the Annual QBPR representing 99% and was completed. | 2 |
| 3 | Investment Performance<br><br>Maximum 4 points on this performance measure | b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates,<br><br>score 2 or else score 0 | There was a variation in the contract Price for one project implemented under DDEG funding as below:<br><br>1. Engineer's Estimate for construction of a Production Block at the District Headquarters Ref: Kapel 627/Wrks/2019/2020/00007 was 160,000,000 and contractor's price was 158,359,000. Variation of Shs.1,641,000 was within +20% of LG Engineer's estimate.   | 2 |

**Performance Reporting and Performance Improvement**

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| 4 | Accuracy of reported information<br><br>Maximum 4 points on this Performance Measure | a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,<br><br>score 2 or else score 0 | Information on positions filled in LLGs as per minimum staffing standards was accurate evidenced from the three LLGs sampled. The sampled LLGs included: Kapelebyong sub county, Acowa and kapelebyong TC.<br><br>According to the staff list obtained from HRM for Acowa sub county had 9 staff who included Acor Jesca Atim (Senior Asst CAO), Amidiong Phionah ( Accountsr), Ecuru John Peter( Agriculture Officer) Okello Patrick ( Town Agent), Obwalinga Martine (CDO) ,Akello Proscovia( Parish Chief), Otim John (Parish chief), Raymond Ekita (production ) Timothy Okodel ( Health Assistant<br><br>Staff list was compared with the daily attendance in the register book and the names were matching. TPC meetings held and minutes on file.<br><br>Sample two was collected from kapelebyong Sub county. According to the staff list obtained from HRM, the Sub county had 6 staff namely Alobai Peter ( Senior Assistant CAO), Olupot Benjamin (CDO), Ikomu Dinah( Parish Chief) Acoda John (Parish Chief), Tebenyang John Robert( Parish Chief), Atepu Faustino (SAA) | 2 |
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Staff lists were compared with the daily attendance in the register book and the names were matching. TPC meetings held and some minutes on file and others had not been typed as yet but in the minute's book.

Sample Three was collected from Kapelebyong Town council. According to the staff list obtained from HR Kapelebyong Town council had 8 staff namely; Egau Micheal Apiro (Town Clerk), Eteru Moses ( Labour Officer), Odongo Moses ( Tresurer), Odingar Francis ( Accounts Assistant ), Asaro Caroline (Town Agent), Olado John( Town Agent), Apio Martha ( Town Agent, Otim Bosco ( CDO)

Staff list was compared with the daily attendance in the register book and the names were matching. TPC meetings held and minutes available e though some not typed.

All visited LLGs lacked filed communications from the CAO in regards to the DDEG releases for Financial year 2019/20.

Secondly not all staff signing out in the attendance register.

Lastly no analysis was done on the daily attendance register.

4

Accuracy of reported information

Maximum 4 points on this Performance Measure

b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:

• If 100 % in place: Score 2, else score 0.

**Note: if there are no reports produced to review: Score 0**

Only one project was planned and implemented in FY 2019/2020 using DDEG funding.

The LG produced reports on this infrastructure as evidenced below:

1. Joint monitoring report dated 13th/7/2020 for Capital Projects for HLG and LLGs (CLIP-COMPONENT) under DDEG including Construction of Production office block – project No. 17 page 4

2. Progress report dated 27th/3/2020 for capital projects for HLG & LLGs (CLIP-COMPONENT) under DDEG including Construction of Production Office block – project No. 1 page 2

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| 5 | Reporting and Performance Improvement<br><br>Maximum 8 points on this Performance Measure | a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;<br><br>If there is no difference in the assessment results of the LG and national assessment in all LLGs<br><br>score 4 or else 0 | Not applicable | 0 |
| 5 | Reporting and Performance Improvement<br><br>Maximum 8 points on this Performance Measure | b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.<br><br>Score: 2 or else score 0  | Not applicable | 0 |
| 5 | Reporting and Performance Improvement<br><br>Maximum 8 points on this Performance Measure | c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY:<br><br>Score 2 or else score 0  | Not applicable | 0 |

### Human Resource Management and Development

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| 6 | Budgeting for and actual recruitment and deployment of staff<br><br>Maximum 2 points on this Performance Measure | a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th, with copy to the respective MDAs and MoFPED.<br><br>Score 2 or else score 0 | The LG had not submitted the staffing requirements for the coming FY 2021/22 to the MoPS       | 0 |
| 7 | Performance management<br><br>Maximum 5 points on this Performance Measure                                       | a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):<br><br>Score 2 or else score 0                            | The DLG had a staff register in place in but had not tracked and analyzed the staff attendance | 0 |

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| 7 | <p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>            | <p>i. Evidence that the LG has conducted an appraisal with the following features:</p> <p>HODs have been appraised as per guidelines issued by MoPS during the previous</p> <p>FY: Score 1 or else 0</p> | <p>Only 2 out of 9 HODs (both substantive and caretaking) were appraised evidenced by the signed performance contracts found on file.</p> <p>.</p> <ul style="list-style-type: none"> <li>• Ejilat John caretaker district production officer performance report signed on 27th Aug 2020</li> <li>• Egelu Paul acting DNRO performance report signed on 27th Aug 2020</li> </ul>   | 0 |
| 7 | <p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>            | <p>ii. (in addition to "a" above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:</p> <p>Score 1 or else 0</p>                                      | <p>The LG administrative rewards and sanctions committee implemented rewards and sanctions for instance in a meeting held on 11th Dec 2019, under Minute 3/R&amp;s/2019, Staff were nominated for rewards such as Omuja Richard Clinical Officer stationed at Obalanga H/C/III was nominated.</p>  | 1 |
| 7 | <p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>            | <p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>  | <p>There was no evidence of existence of a Consultative Committee to handle staff grievances.</p>  | 0 |
| 8 | <p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p> | <p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>                                 | <p>46 out of 68 newly recruited staff accessed the salary payroll not later than two months after appointment</p> <p>For instance; Apou Moses appointed office attendant vide appointment letter dated 11th May 2020, reference CR/156/2 DSC 15/KDSC/2020 posting instruction dated 15th July 2020 reference CR/161/6.</p> <p>First pay slip dated 28th July 2020 indicating that he accessed the payroll not later than two months.</p> | 0 |

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| 9 | Pension Payroll management                                  | a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: | None of the 16 pensioners accessed the pension payroll within two months.   | 0 |
|   | Maximum 1 point on this Performance Measure or else score 0 | Score 1.   | This was attributed to number of reasons such as mismatching information, staff delay in starting the process.                  |   |
|   |   |  | For instance Olua Pampas (deputy head teacher) retired on 15th may 2020 had not accessed the payroll due to wrong date of birth |   |

**Management, Monitoring and Supervision of Services.**

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| 10 | Effective Planning, Budgeting and Transfer of Funds for Service Delivery | a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:                               | Direct transfers (DDEG) to LLGs were executed as per approved budget Below:<br>Q1 DDEG budget of Shs 177,008,335 was all transferred to LLGs on 14th/8/2019.<br>Q2 DDEG budget of Shs 177,008,335 was all transferred to LLGs on 13th/11/2019.<br>Q3 DDEG budget of Shs 177,008,335 was all transferred to LLGs 6th/2/2020.  | 2 |
|    | Maximum 6 points on this Performance Measure                             | Score 2 or else score 0   |  |   |
| 10 | Effective Planning, Budgeting and Transfer of Funds for Service Delivery | b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget: | The LG untimely (later than 5 working days except in 2nd quarter)warranted direct transfers to LLGs for last FY as evidenced below:<br>Q1 Cash limit were loaded on 24th/7/2019 and warranted on 31st/7/2019 at 16.55pm.<br>Q2 Cash limit were loaded on 10th/10/2019 and warranted on 15th/10/2019 at 14.06pm<br>Q3 Cash limit were loaded on 14th/1/2020 and warranted on 23rd/1/2020 at 13.31pm | 0 |
|    | Maximum 6 points on this Performance Measure                             | Score: 2 or else score 0  |  |   |

10

Effective Planning, Budgeting and Transfer of Funds for Service Delivery

Maximum 6 points on this Performance Measure

c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of funds release in each quarter:

Score 2 or else score 0

The LG invoiced and communicated DDEG transfers for last FY to LLG later than 5 working day as evidenced below:

Q1 DDEG transfers warranted on 31st/7/2019 and invoiced on

12th/8/2019.

Q2 DDEG transfers warranted on 15th/10/2019 and invoiced on

11th/11/2019.

Q3 DDEG transfers warranted on 23rd/1/2020 and invoiced on

31st/1/2020.

From the sampled LLGs no evidence on communications availed to the assessment team.

For instance Kapalebyong Town and Acowa council ,received DDEG funds on the follows dates;

Q1 - 19/8/2019

Q2 - 18//11/2019

Q3 - 11/2/2020

0

11

Routine oversight and monitoring

Maximum 4 points on this Performance Measure

a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:

Score 2 or else score 0

The District supervised and mentored all LLGs in the District on quarterly basis as evidenced by the reports below:

Q1 supervision and mentoring report dated on 11th/10/2019 Agenda 4 Min. 4.

Q2 supervision and mentoring report dated 21st/2/2020.

Q3 supervision and mentoring report dated 27th/3/2020.

Q4 Joint supervision and mentoring report dated 13th/7/2020.

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| 11 | <p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p> | <p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p> | <p>All the four reports on support supervision and monitoring of LLGs were discussed in the DTPC and used to make corrective action as evidenced below:</p> <p>Q1 Supervision and mentoring report of 11th/10/2019 was discussed in DTPC meeting of 14th/11/2019 Agenda 6 Min. 06/TPC/Nov/2019.</p> <p>Q2 Supervision and mentoring report of 21st/2/2020 was discussed in DTPC meeting of 25th /2/2020 Agenda 5 Min. 5/TPC/Feb/2020.</p> <p>Q3 Supervision and mentoring report of 27th/3/2020 was discussed in DTPC meeting of 16th/4/2020 Agenda 5 Min. 05/TPC/APRIL/2020.</p> <p>Q4 Supervision and mentoring report of 13th/7/2020 was discussed in DTPC meeting of 28th/7/2020 Agenda 5 Min. 05/TPC/SEP/2020.</p> | 2 |
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**Investment Management**

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| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:</p> <p>Score 2 or else score 0</p> <p><b>Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0</b></p> | <p>The LG maintained an up-dated Assets Register (not page numbered) comprising of Land, Motor vehicles &amp; Motorcycles, Machinery &amp; Equipment, Furniture &amp; Fittings on an IFMIS generated format which was contrary to the provision of the LGAM 2007 pages 167-168.</p> <p>In addition assets like infrastructure and Buildings were not included.</p>   | 0 |
| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>   | <p>The District had a Board of Survey Report for FY 2019/2020 dated 8th/9/2020.</p> <p>Out of the 6 (six) general recommendations of the Board of Survey on (page not numbered), 3 (three) had been implemented namely:</p> <ol style="list-style-type: none"> <li>1. All assets acquired had been engraved.</li> <li>2. Banking of cash received intact.</li> <li>3. Finance Staff had posted and reconciled the cash books promptly .</li> </ol> | 1 |

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.

Minutes of the Physical Planning committee were in place.

The PPC made a submission to MoLHUD of 4 (four) sets of minutes held during the previous FY on 15th/11/2019, 13th/12/2019, 12th/3/2020 and 18th/6/2020.

However, the District had a Physical Planning Committee but comprising of 11 (eleven) members instead of 13 as required under Physical Planning Act (Amendment) Act, 2020. The missing members were: Physical Planner in private practice and Surveyor.

In addition, Kapelebyong District being newly created, it had no Physical Development Plan

but , the Building plan Registration book was in place.

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

d.For DDEG financed projects; Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the LG Development Plan; (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:

Score 2 or else score 0

The LG did not have a Development Plan in the previous FY thus derived their projects from the approved AWP for FY 2019/2020.

The DDEG funded projects were also eligible in tandem with section 6.1.1 pages 16-18 of the Enhanced DDEG Implementation Guidelines 2020/2021.

However, the LG failed to avail documentary evidence for desk appraisal at the time of assessment.

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| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p> | <p>The LG had not conducted field appraisal to check on technical feasibility and customized designs for investment projects of the previous FY at the time of assessment.</p> <p>It was only the Environmental and social acceptability which was conducted as evidenced by the Environment and Social Screening reports jointly signed by the Environment Officer and CDO below:</p> <p>The 3 sampled projects are:</p> <ol style="list-style-type: none"> <li>1. The Environment and Social Screening report dated 30th/1/2020 on Construction of Production Office Block at the District Headquarters.</li> <li>2. The Environment and Social Screening report dated 30th/1/2020 on Borehole Drilling Projects Sites.</li> <li>3. The Environment and Social Screening report dated 20th/3/2020 on Renovation of OPD at Angerepo HC II.</li> </ol> | 0 |
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| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p> | <p>Project profiles with costings had not yet been prepared as evidenced by the 3 (three) sampled projects from the AWP for the current FY namely:</p> <p>Construction of a slab for Council Chambers,</p> <p>Construction of 5-stance pit latrine at Ajeleki P/s and Payment of extra works on Production Office block.</p> | 0 |
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Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:

Score 2 or else score 0

There was evidence that the LG carried out Screening of the projects however, all the projects screened were not DDEG funded projects, below are the sampled projects:

1. From the screening form dated 12th December 2019, the LG screened

Construction of a 3 classroom block with an office in Canigweno P/S in Canigweno Village, Nyada Parish, Kapelebyong S/C.

**mitigation measures**

Planting of the trees, proving workers with protective gears like boots, helmets, clearing the site by removing debris, sensitization of the workers on HIV/AIDs, proper labeling of the sign posts for both men and women

2. From the screening form dated 10th March 2020 the LG screened the renovation of Angnrepo Health Center II out Patient Department in Angnrepo. Village, Angnrepo Parish in Kapelebyong S/C.

**mitigation measures**

Providing workers with protective gears like boots, helmets, clearing the site by removing debris, sensitization of the workers on HIV/AIDs, proper labeling of the sign posts for both men and women, leveling and re-vegetation of the compound.

3. From the screening form dated 10th March 2020 the LG screened drilling of 1 borehole in Amugit village, Okoboi Parish in Kapelebyong S/C

**mitigation measures**

Proving workers with protective gears like boots, helmets, clearing the site by removing debris, sensitization of the workers on HIV/AIDs, proper labeling of the sign posts for both men and women, leveling of the site and fencing.

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| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>                    | <p>DLG departmental submissions to PDU were made on 02/06/2020 and were approved by Contract committee DDEG funded Under Minute: CC/MAR/2020/2021/APRVs/30.</p> <p>Projects were incorporated in the LG Procurement Work Plan FY 2020/2021 on pages 1-2 ,as follows:</p> <ol style="list-style-type: none"> <li>1.Construction of 4 classrooms at Obalanga Comprehensive Secondary School. Page 1</li> <li>2.Fencing of Acowa Health Centre 111in Acowa Sub County, Page 2</li> <li>3.Rehabilitation and drilling of deep boreholes in various sub counties of the District, Page 2</li> </ol> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction:</p> <p>Score 1 or else score 0</p> | <p>The following Projects under DDEG funding were recorded and duly approved by District Contracts Committee under Minute: CC /MAR/2020/2021/APRVs/30. Dated 30th March, 2020.</p> <p>Such Projects were sampled as follows:</p> <ol style="list-style-type: none"> <li>1. Construction of 4 classrooms at Obalanga Comprehensive Secondary School.</li> <li>2. Fencing of Acowa Health Centre III in Acowa Sub County.</li> <li>3. Rehabilitation and drilling of deep boreholes in various sub counties of the District.</li> </ol>  | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:</p> <p>Score 1 or else 0</p>   | <p>The LG did not properly establish the Project Implementation team</p> <p>Using regulation 119 and 120 of PPDA Act, CAO appointed Mr.Odima Isaac Project Manager in a letter dated 02/12/2019 Referenced as No.CR for tasks involving borehole drilling and construction works.</p>  | 0 |

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| <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:</p> <p>Score 1 or else score 0</p> | <p>LG had evidence of some Projects implemented NOT using DDEG funds having followed the standard technical designs provided by the LG Engineer. example,</p> <ol style="list-style-type: none"> <li>1. Construction of Akoromit Seed Secondary School Ref: Kapel 627/Wrks/2019/2020/00020 by Clabos (U) Ltd. was certified by DLG Engineer with issue of Certificate NO.2 dated 26/05/2020.</li> <li>2. Construction of a 3 Classroom Block at Chanigweno Primary School Ref: Kapel627/Wrks/2019/2020/00003 by Bawakoli Multi Investments Ltd. was certified by DLG Engineer with issue of Certificate NO.3 dated 27/04/2020.</li> <li>3. Borehole drilling, Siting, Installation Pump Testing and Casting of 6 boreholes by ICON Projects Ltd. Ref: Kapel627/Wrks/2019/2020/00001 was certified by Engineer with issue of Certificate NO.2 dated 26/05/2020.</li> </ol> |
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Procurement, contract management/execution  
  
Maximum 8 points on this Performance Measure

e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0

The LG projects implemented with close supervision of District Engineer, Environment officer and CDO as relevant technical officers:

1. Construction of Akoromit Seed Secondary School Ref: Kapel 627/Wrks/2019/2020/00020 by Clabos (U) Ltd. Supervision visit was conducted by DLG Engineer and DEO with supervision report issued on 27/04/2020. Certificate NO.2 dated 26/05/2020 was issued and payment was initiated on 28/05/2020.

2. Construction of a 3 Classroom Block at Chanigweno Primary School. Ref: Kapel 627/Wrks/2019/2020/00003 by Bawakoli Multi Investments Ltd.

Supervision Visit was conducted by Engineer and DEO with supervision report issued on 11/04/2020, Completion Certificate NO.3 dated 17/04/2020 was issued and payment was initiated on 22/04/2020.

3. Borehole drilling, Siting, Installation Pump Testing and Casting of 6 boreholes by ICON Projects Ltd. Ref: Kapel627/Wrks/2019/2020/00001. Supervision visits were conducted by Engineer and DWO with a consolidated supervision report issued on 19/05/2020.

Certificate NO.1 & 2 dated 25/05/2020 were issued and payment was initiated on 30/05/2020.

Procurement, contract management/execution  
  
Maximum 8 points on this Performance Measure

f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):  
  
Score 1 or else score 0

The LG District Engineer Prepared Progress reports as follows:

1. Certificate Number 1 and Number 2 was issued on 26/05/2020 for certification of work on Akoromit Seed Secondary School. Payment of 203,168,856 was initiated and timely paid to Clabos (U) Ltd on 05/06/2020.

2. Completion of a 2 in one Science Laboratory in Eluru Memorial Secondary School report and certificate of completion No.2 was issued on 17/06/2020. Payment of 26,545,378 to Ailwar General Works Ltd was effected on 24/06/2020.

3. Construction of a 3 classroom Block in Chanigweno Primary School. DLG Engineer's report and certificate of completion No.3 was issued on 27/04/2020.

Payment of 36,831,157 to Bawakoli Multi Investments Ltd was effected on 05/05/2020.

Procurement, contract management/execution  
  
Maximum 8 points on this Performance Measure

g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law:  
  
Score 1 or else 0

There was evidence that DLG had a complete procurement file in place for each contract as required by the PPDA Law.

The following among other contracts sampled in the register had complete records:

1. Construction of Akoromit Seed Secondary School Ref: Kapel 627/WRKS/2019/2020/00020.by Clabos (U) Ltd at Shs.464, 606,100 .EC report dated 26/10/2019 was submitted to CC for approval of contract award to Clabos (U) Ltd Dated 10/11/2019.

2. 6 Borehole siting, Drilling, Installation, Pump Testing and Casting. Ref: Kapel 627/Wrks/2019/2020/00001 by ICON Projects Ltd at Shs. 137,342,400. EC report dated 26/10/2019 was submitted to CC for approval of contract award to ICON Projects (U) Ltd Dated 10/11/2019.

3. Completion of a two in one Science Laboratory at John Eluru Memorial Secondary School. Ref: Kapel 627/Wrks/2019/2020/00002 EC report dated 26/10/2019 was submitted to CC for approval of contract award to Ailwar General Ltd at Shs.95, 919,076. Dated 10/11/2019. All under minute:  
CC/NOV/2019/2020/Awards/16.



## Environment and Social Safeguards

|    |   |  |  |   |
|----|---|--|--|---|
| 14 | <p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p> | <p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p>                      | <p>The LG had designated Mr. Ibrahim Mohammed though appointment letter dated 20th August 2019 as the person to coordinate respond to feed-back (grievance / complaints )</p>  | 2 |
| 14 | <p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p> | <p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p> | <p>Kapelebyong DLG had a Grievance Register for Recording. investigating and responding to grievances.</p> <p>Information had also been displayed on the LG notice board .</p> <p>Example of Grievance included the following;</p> <p>On Dated 11th December 2019, it was reported that a borehole in Akoromit Secondary School was too hard for ladies in Iyalakwe village to pump</p> <p><b>Action taken</b></p> <p>The LG called for a meeting and promised to fix the borehole</p> <p><b>Status;</b></p> <p>Pump fixed</p> | 2 |
| 14 | <p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p> | <p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>  | <p>There was no evidence that the LG had publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p>   | 0 |

|    |   |  |  |   |
|----|---|--|--|---|
| 15 | <p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p> | <p>a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0</p>  | <p>The LG did not have a Development Plan in FY 2019/2020 as it was only two years old.</p> <p>Environment, Social and Climate change interventions had only been captured in AWP for FY 2019/2020 on pages 115 and 99 respectively.</p> <p>In the approved budget for FY 2019/2020, Environment interventions were captured on page 41 at a cost of Shs.3, 526,000 whereas Social s safeguards were captured on page 44 at a cost of 2,144,000.</p> | 1 |
| 15 | <p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p> | <p>b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management</p> <p>score 1 or else 0</p>  | <p>The LG had disseminated to LLGs the enhanced DDEEG guidelines in a dissemination meeting held on 11th/10/2019 Agenda 4 Min.4 by the District Planner.</p> <p>18 people attended 17 males and 1 female where by 7 sub county chives received the guidelines.</p>   | 1 |
| 15 | <p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p> | <p>(For investments financed from the DDEG other than health, education, water, and irrigation):</p> <p>c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary:</p> <p>score 3 or else score 0</p> | <p>There was no evidence that the LG had incorporated costed Environment and Social Management Plans (ESMPs) into designs. BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY.</p>  | 0 |
| 15 | <p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p> | <p>d. Examples of projects with costing of the additional impact from climate change.</p> <p>Score 3 or else score 0</p>   | <p>There was no evidence that the LG had costing of the additional impact from climate change</p>  | 0 |

|    |  |   |   |   |
|----|--|---|---|---|
| 15 | Safeguards for service delivery of investments effectively handled.<br><br>Maximum 11 points on this performance measure | e. Evidence that all projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:<br><br>Score 1 or else score 0      | Out of the three sampled projects only one project had proof of land ownership by the LG  | 0 |
| 15 | Safeguards for service delivery of investments effectively handled.<br><br>Maximum 11 points on this performance measure | f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports:<br><br>Score 1 or else score 0  | There was no evidence that the LG Environmental officer and CDO conduct support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports. | 0 |
| 15 | Safeguards for service delivery of investments effectively handled.<br><br>Maximum 11 points on this performance measure | g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects:<br><br>Score 1 or else score 0 | Only one out of the 3 sampled projects had a Certification forms.   | 0 |

**Financial management**

|    |   |  |  |   |
|----|---|--|--|---|
| 16 | LG makes monthly Bank reconciliations<br><br>Maximum 2 points on this Performance Measure | a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:<br><br>Score 2 or else score 0 | The made monthly bank reconciliations which were up to-date at the point of time of assessment as evidenced in the 3 sampled bank accounts below:<br><br>1.TSA ACCOUNT<br><br>General Ledger Cash Account balance as at 30th/6/2020 was Shs.0<br><br>Adjusted Bank Statement Balance as at 30th/6/2020 was Shs. 0<br><br>General Ledger Cash Account balance as at 31st/7/2020 was Shs. (438,669,583)<br><br>Adjusted Bank Statement Balance as at 31st/7/2020 was Shs. (438,669,583)<br><br>General Ledger Cash Account balance as at 31st/8/2020 was Shs. (1,350,128)<br><br>Adjusted Bank Statement Balance as at 31st/8/2020 was Shs. (1,309,007,999)<br><br>General Ledger Cash Account balance as at 30th/9/2020 was Shs. 7,508,823<br><br>Adjusted Bank Statement Balance as at | 2 |
|----|---|--|--|---|

30th/9/2020 was Shs. (1,944,856,747)

General Ledger Cash Account balance as at  
31st/10/2020 was Shs. 8,088,671

Adjusted Bank Statement Balance as at  
31st/10/2020 was Shs. (2,898,182,805)

## 2. YOUTH LIVELIHOOD PROJECT ACCOUNT

General Ledger Cash Account balance as at  
30th/6/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
30th/6/2020 was Shs. 0

General Ledger Cash Account balance as at  
31st/7/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
31st/7/2020 was Shs. 0

General Ledger Cash Account balance as at  
31st/8/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
31st/8/2020 was Shs. 0

General Ledger Cash Account balance as at  
30th/9/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
30th/9/2020 was Shs. 0

General Ledger Cash Account balance as at  
31st/10/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
31st/10/2020 was Shs. 0

## 3. UWEP ACCOUNT

General Ledger Cash Account balance as at  
30th/6/2020 was Shs. 0

Adjusted Bank Statement Balance as at 30th  
/6/2020 was Shs. 0

General Ledger Cash Account balance as at  
31st/7/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
31st/7/2020 was Shs. 0

General Ledger Cash Account balance as at  
31st/8/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
31st/8/2020 was Shs. 0

General Ledger Cash Account balance as at  
30th/9/2020 was Shs. 0

Adjusted Bank Statement Balance as at  
30th/9/2020 was Shs. 0

General Ledger Cash Account balance as at 31st/10/2020 was Shs. 0

Adjusted Bank Statement Balance as at 31st/10/2020 was Shs. 0

17

LG executes the Internal Audit function in accordance with the LGA Section 90

Maximum 4 points on this performance measure

a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.

Score 2 or else score 0

All the 4 (four) Quarterly Internal Audit Reports for FY 2019/2020 addressed to District Chairperson were produced as evidenced below:

1st Quarterly Internal Audit Report was produced on 19th/8/2020 Ref. CR/KAP/252/1.

2nd Quarterly Internal Audit Report was produced on 19th/8/2020 Ref. CR/KAP/252/1.

3rd Quarterly Internal Audit Report was produced on 5th/11/2020 Ref. CR/KAP/252/1.

4th Quarterly Internal Audit Report was produced on 5th /11/2020 Ref.CR/KAP/252/1.

2

17

LG executes the Internal Audit function in accordance with the LGA Section 90

Maximum 4 points on this performance measure

b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.

Score 1 or else score 0

All the 4 (four) Quarterly Internal Audit Reports for FY 2019/2020 did not have "Review of Previous Audit" thus did not capture the status of implementation of internal audit findings for the previous FY for the attention of Council and LG PAC.

0

|  |  |  |
|--|--|--|
| <p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p> | <p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p> | <p>All the 4 (four) Quarterly Internal Audit Reports for FY 2019/2020 were submitted to CAO as evidenced below:</p> <p>1st Quarter report submitted to CAO on 20th/3/2020</p> <p>2nd Quarter report submitted to CAO on 24th/3/2020</p> <p>3rd Quarter report submitted to CAO on 22nd/9/2020.</p> <p>4th Quarter report submitted to CAO on 5th/10/2020.</p> <p>However, the LG had not constituted an LGPAC in FY 2019/2020 up to the time of assessment thus all the four reports had not been reviewed by LGPAC.</p> |
|--|--|--|

### Local Revenues

|   |   |   |
|---|---|---|
| <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p> | <p>a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.</p> | <p>Local revenue budget for FY 2019/2020 was Shs.385, 168,192 as on page 8 of the Draft AFS.</p> <p>Actual collected was Shs.282, 811,983 as on page 8 of the Draft AFS.</p> <p>The budget realization was -26.6%.</p> <p>Workings:</p> <p><math>282,811,983/385,168,192 \times 100 = 73.4\%</math><br/> <math>100\% - 73.4\% = -26.6\%</math></p> <p>This trend was attributed to COVID-19 pandemic as most revenue centers were closed.</p> |
|---|---|---|

19 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) 0

Maximum 2 points on this Performance Measure.

a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY

- If more than 10 %: score 2.
- If the increase is from 5% -10 %: score 1.
- If the increase is less than 5 %: score 0.

The LG actual OSR (excluding sale of assets) collected in the previous FY was Shs.282, 811,983 as on page 8 of AFS.

Actual collected in the previous FY but one was Shs. 288,649,480 as on page 17 of AFS registering a decrease of Shs.5, 837,497 representing 2%

Workings:

288,649,480-  
282,811,983=5,837,497/288,649,480\*100%=  
2%.

The decrease was due to COVID-19 pandemic as most revenue centers were closed.

20 Local revenue administration, allocation, and transparency 0

Maximum 2 points on this performance measure.

a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0

The total LST collected in FY 2019/2020 was Shs. 28,399,500 as on page 15 of the Draft AFS.

Shs. 12,500,000 was transferred to all the sub counties including the Kapelebyong TC as evidenced by the Credit Advice to DFCU Bank to credit their respective bank accounts against transfer voucher No.272 dated 10th/12/2019

Acowa S/c : 2,000,000

Okungur S/c: 1,800,000

Obalanga S/c: 2,000,000

Akoromit S/c: 1,200,000

Kapelebyong S/c: 2,000,000

Kapelebyong TC: 3,500,000

TOTAL 12,500,000

**Transparency and Accountability**

|    |  |  |   |   |
|----|--|--|---|---|
| 21 | <p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p> | <p>a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0</p>  | <p>DLG had Published information regarding award of contracts as follows:</p> <p>1.Construction of Akoromit Seed Secondary School Ref: Kapel 627/WRKS/2019/2020/00020.by Clabos (U) Ltd atShs.464, 606,100.</p> <p>2. 6 Borehole siting, Drilling, Installation, Pump Testing and Casting. Ref: Kapel 627/Wrks/2019/2020/00001 by ICON Projects Ltd at Shs. 137,342,400.</p> <p>3. Completion of a two in one Science Laboratory at John Eluru Memorial Secondary School. Ref: Kapel 627/Wrks/2019/2020/00002 by Ailwar General Ltd at Shs.95, 919,076 Were all published on the Notice board dated 15/10/2019.</p> | 2 |
| 21 | <p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p> | <p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>   | <p>The LGPA results and Implications for FY 2018/2019 were published to citizens on Kapelebyong website <a href="http://www.kapelebyong.go.ug">www.kapelebyong.go.ug</a> on 16th/11/2020 as well posting on the LG notice boards.</p>   | 2 |
| 21 | <p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p> | <p>c. Evidence that the 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 or else score 0</p> | <p>There was no evidence of community discussion on either barazas or radio programs during the previous FY. However, these discussions started this FY on 25th-26th/8/2020 dialoging on revenue mobilization.</p>  | 0 |
| 21 | <p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p> | <p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>                                | <p>Evidence for publicity of information on tax rates, collection procedures and procedures for appeal during the previous FY was not availed to the assessment team.</p>   | 0 |



Reporting to IGG

Maximum 1 point on  
this Performance  
Measure

a. LG has prepared an IGG report which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0

The LG had no cases of alleged fraud & corruption during FY 2019/2020.

| No.  | Summary of requirements   | Definition of compliance   | Compliance justification  | Score    |
|--|---|--|---|----------|
| <b>Local Government Service Delivery Results</b> |   |  |   |          |
| 1  | <p>Learning Outcomes:<br/>The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>           | <p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> <li>• If improvement by more than 5% score 4</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>                    | <p>The LG PLE pass rate could not be determined since results for 2018 was done under Amuria.</p> <p>2019 UPE results for 1, 2, 3 grades.</p> $17+619+504=1,140/1,698*100=67\%$ | <b>4</b> |
| 1  | <p>Learning Outcomes:<br/>The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>           | <p>b) The LG UCE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> <li>• If improvement by more than 5% score 3</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>                    | <p>The LG UCE pass rate could not be established because 2018 results were done under Amuria.</p> <p>2019 UCE results for 1, 2, 3 grades.</p> $13+93+145=251/417*100=60\%$      | <b>3</b> |
| 2  | <p>Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p> <p>Maximum 2 points</p> | <p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p> <ul style="list-style-type: none"> <li>• If improvement by more than 5% score 2</li> <li>• Between 1 and 5% score 1</li> <li>• No improvement score 0</li> </ul> | Not applicable  | <b>0</b> |

Investment  
Performance: The LG has managed education projects as per guidelines

Maximum 8 points on this performance measure

a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0

Education development grant was used on eligible activities as defined in the sector guidelines.

Local Government Guidelines for Education Sector – May 2019 Page 12, under area (Development grant item code 321470), the activities eligible for the development grant under education are listed. For instance:

- construction and rehabilitation of existing infrastructure and facilities including supply of furniture.

- New school constructions

- construction of seed secondary schools, etc.

Kapelebyong DLG Quarter Four Performance Report FY 2019/2020, showed construction of classrooms, construction of pit latrines.

Quarter Four report showed Output: 078180 – Classroom construction and rehabilitation.

(3) Three classroom block, office and store constructed in Chanigweno P/S. Pg. 62

Output 078181 – (1) One 5 stance pit Latrine constructed in Obalanga P/S. Pg. 63.

Output 078280 – seed school construction at Akoromit S/C. completion of the building worth 412,564,274 at end of Q4. Pg. 64.

Investment  
Performance: The LG has managed education projects as per guidelines

Maximum 8 points on this performance measure

b) If the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors score 2 or else score 0

The DEO certified works on Education construction projects implemented in 2019/2020 before the LG made payments to the contractors.

Kapelebyong DLG agreement for an Admeasurement dated 2nd/12/2019, No. Kapel/627/Wrks/2019/2020/00001, contractor: Bawakoli Multi Investment Ltd, construction of a three classroom block with an office and store at Chanigweno P/S, worth UGX 98,502,975. Signed by Mukiibi Nasser– CAO, Oule Charles – District Engineer, and Okare Samson – DEO. Contractor – Budede Muzamiru.

Kapelebyong DLG agreement for an

Admeasurement contract, dated 15th /4/2020. No. Kapel/627/WRKS/2019-2020/00021, worth UGX 24,979,231 to Mubu and Sons General Investments Co. (U) Ltd, for the construction of a five stance pit latrine in Obalanga P/S. Signed by Mukiibi Nasser – CAO, Anyango Betty – Procurement Officer. Contractor – Namukose Monica.

Voucher No. (not numbered) dated 20th/6/2020 to Mubu and Sons Investments Co. (U) Ltd, worth UGX 13,635,402, payment for the construction of a 5 stance pit latrine at Obalanga P/S.

Voucher No.30484039, dated 8th/7/2020 to Bawakoli Multi Investment Ltd Kapelebyong, worth 33,510,267, for the construction of a three classroom block with an office and store at Chanigweno P/S.

Certificate No.3 dated 27th/4/2020 worth UGX 33,510,267. Signed by Mukiibi Nasser – CAO, Oule Charles – District Engineer, and Okare Samson – DEO.

Voucher No. (not numbered) dated 29th/4/2020 to Bawakoli Multi Investment Ltd Kapelebyong, worth 35,468,952 for the construction of a three classroom block with an office and store at Chanigweno P/S.

Certificate No.2 dated 27th/4/2020 worth UGX 35,468,952. Signed by Mukiibi Nasser – CAO, Oule Charles – District Engineer, and Okare Samson – DEO.

Voucher No.4/12/2019 dated 19th/12/2019 to Bawakoli Multi Investment Ltd Kapelebyong, worth 19,700,795 for the construction of a three classroom block with an office and store at Chanigweno P/S.

Certificate No.1 dated 18th/12/2019 worth UGX 19,700,795. Signed by Mukiibi Nasser – CAO, Oule Charles – District Engineer, and Okare Samson – DEO.

3

Investment  
Performance: The LG has managed education projects as per guidelines

Maximum 8 points on this performance measure

c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0

1.Construction of Akoromit Seed Secondary School was estimated at 466,000,000 and contractor's Price was 464,606,100

Variation of 2,021,900 was within +20% of Engineer's estimate.

2.Construction of a 3 classroom Block at Chanigweno Primary

School was estimated at 86,000,000 and Contractor's Price was 98,502,975.

Variation of -12,502,975 was within +20% of Engineer's estimate.

3. Construction of a Two in One Science Laboratory at Eluru Memorial SS was estimated at 95,000,000 and Contractor's Price was 95, 919,076.

Variation of -919,076 was within +20% of Engineer's estimate.

2

3

Investment  
Performance: The LG has managed education projects as per guidelines

Maximum 8 points on this performance measure

d) Evidence that education projects were completed as per the work plan in the previous FY

- If 100% score 2
- Between 80 – 99% score 1
- Below 80% score 0

The certificates of completion for Education projects were issued by DLG Engineer and payment to contractors recommended by DEO as follows:

1.Construction of Akoromit Seed Secondary School by Clabos (U) Ltd. Costed 464, 606,100, and payment approval dated 17/06/2020 was made by CAO.

2. Construction of Chanigweno Primary School by Bawakoli Multi Investments Ltd. Costed 98,502,975 and was issued completion certificate dated 22/06/2020.

3. Completion of a Science Laboratory at Eluru Memorial SS by Ailwar General Works Ltd. costed Shs.95,919,076 and was issued completion certificate dated 22/06/2020

2

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | <p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p> | <p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> <li>• If 100%: score 3</li> <li>• If 80 - 99%: score 2</li> <li>• If 70 – 79% score: 1</li> <li>• Below 70% score 0</li> </ul> | <p>Teachers in post were 335 as per approved teacher’s staff structure.</p> <p>The total number of teachers ceiling was 458</p> <p>Giving a percentage of 73.1%</p> | 1 |
|---|---|---|---|---|

|   |   |   |   |   |
|---|---|---|---|---|
| 4 | <p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p> | <p>b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,</p> <ul style="list-style-type: none"> <li>• If above 70% score: 3</li> <li>• If between 60 - 69%, score: 2</li> <li>• If between 50 - 59%, score: 1</li> <li>• Below 50 score: 0</li> </ul> | <p>Schools in Kapelebyong LG met basic requirements and minimum standards set out in the DES guidelines.</p> <p>The LG had a copy of the Basic Requirements and Minimum Standards for schools 2010.</p> <p>UPE – Asset Register 2019 showed 40 P/S that met the guideline. This indicated those that needed rehabilitation and required.</p> <p><math>40/40*100=100\%</math></p> <p>This was consistent from 2018.</p> <p>The same Asset register included USE schools which showed 6 government aided schools that met the guideline.</p> <p><math>6/6*100=100\%</math>.</p> <p>This was consistent from 2018.</p> | 3 |
|---|---|---|---|---|

**Performance Reporting and Performance Improvement**

|   |   |   |  |   |
|---|---|---|--|---|
| 5 | <p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p> | <p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> <li>• If the accuracy of information is 100% score 2</li> <li>• Else score: 0</li> </ul> | <p>There was inadequate evidence that LG had accurately reported on teachers and where they are deployment.</p> <p>In Kapelebyong DLG, there was no staff list displayed since there was no notice board at the DEO’s office. However, 335 teachers were in the list shown.</p> <p>Kapelebyong DLG Education and Sports Department staff list 2020, showed the deployment for the following sampled schools:</p> <ol style="list-style-type: none"> <li>1. Kapelebyong P/S - 8</li> <li>2. Oditel P/S - 8</li> <li>3. Akore-Acowa P/S - 11</li> </ol> <p>3 same schools were visited and found</p> | 0 |
|---|---|---|--|---|

the following:

1. Akore - Acowa P/S had a staff list of 13 (6 male and 7 female) teachers deployed. This was not the same with DLG list which had 11 teachers deployed.

1 teacher (Okiror Deo) was transferred and replaced with Atim Christine and 2 more teachers were posted to the school (Aisu Juliet and Ajoot Immaculate).

For further verification, Ajoot Immaculate's personal file was picked. 'Lateral Transfer letter' dated 22nd/1/2020. Transferred from Amare P/S to Akore-Acowa P/S. signed by Ebulu David for CAO.

Atim Christine was deployed to Akore-Acowa P/S on 15th/7/2020 as Education Assistant – Ref. CR/D/10331. Signed by Mukiibi Nasser – CAO.

2. Oditel P/S had 10 (6 male and 4 female) teachers deployed as seen in the school staff list displayed, while the DLG staff list had 8 teachers deployed.

Out of 3 sampled names from the DLG staff list, only one (Atim Juliet) appeared in the school staff list.

Further verification,

Personal details for Atim could not be got.

Mr. Eriongu James was deployed in Oditel P/S on 15th/7/2020, Ref. CR/161/6. Signed by Mukiibi Nasser – CAO.

3. Kapelebyong P/S had 9 (7 male and 2 female) teachers deployed as seen in their staff list displayed on the wall, while the DLG deployment staff list had 8 teachers.

All the teachers in the DLG list appeared in the school staff list.

For further verification, Edechu Joseph's file was picked. Lateral transfer letter dated 20th/1/2014, Ref. CR/161/2, showed transfer from Orungo P/S to Kapelebyong P/S. signed by Edotu Paul – For CAO.

Amuge Jane, Lateral transfer letter dated 20th/1/2014, Ref CR/161/2, transfer from Amusus P/S to Kapelebyong P/S. signed by Edotu Paul - For CAO.

$$1/3*100=33\%$$

5

Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.

Maximum 4 points on this performance measure

b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.

- If the accuracy of information is 100% score 2

- Else score: 0

0

There was evidence that LG had a school asset register accurately reporting on the infrastructure in all registered primary schools.

3 schools were visited and found the following:

Akore – Acowa P/S in the LG asset register reported;

- 16 classrooms

- 2 block pit latrine

- 8 staff houses

- 60 desks.

This was different from the school register and what was found at school. – 16 classrooms

- 2 block pit latrine

- 3 staff houses

- 110 desks

Oditel P/S in the LG asset register reported:

- 8classrooms

- 1 block pit latrine

- 6 staff houses

- 122 desks

The school had no asset register for verification.

KapelebyongP/S in the LG asset register reported:

- 9 classrooms

- 2 block pit latrine

- 6 staff houses

- 147 desks.

This was found at school and included in the school asset register.

$$1/3*100=33\%$$



School compliance and performance improvement:

Maximum 12 points on this performance measure

a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:

- If 100% school submission to LG, score: 4
- Between 80 – 99% score: 2
- Below 80% score 0

Kapelebyong LG ensured that all registered primary schools complied with MoES annual budgeting and reporting guidelines and submitted reports.

3 schools were sampled.

Kapelebyong P/S submitted Annual General meeting minutes attached in the budget 2020, development plan 2019-2021, expenditure of the UPE releases, Asset register and the PLE results. Signed by Okello Francis – Head teacher only and SMC chairperson.

Akore-Acowa P/S submitted annual budget 2020, expenditure of UPE releases, PLE results and asset register 2020. Signed by Idengit Dominic – Head teacher and SMC chairperson.

Oditel P/S had not submitted their report to the DEO's office.

$$2/3 * 100 = 67\%$$

School compliance and performance improvement:

Maximum 12 points on this performance measure

b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:

- If 50% score: 4
- Between 30– 49% score: 2
- Below 30% score 0

UPE schools were supported to prepare and implement SIPs in line with inspection recommendations.

Kapelebyong had a total of 40 UPE schools and according to the inspection report, 24 schools had SIPs signed by Head teachers.

$$24/40 * 100 = 60\%$$

Training supported by UNICEF was conducted with Head teachers and deputy head teachers on planning and monitoring, development of school improvement plans, teacher appraisals and subject concept and curriculum interpretation.

3 schools were sampled.

Kapelebyong P/S had SIPs 2019/2020. Signed by Okello Francis – Head teacher and displayed on the head teachers' wall.

Akore-Acowa P/S had SIPs report 2019/2020. Signed by Idengit Dominic – Head teacher. This was displayed on the wall.

Oditel P/S had no SIP and not even seen at the DEO's office.

School compliance and performance improvement:

Maximum 12 points on this performance measure

c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:

- If 100% score: 4:
- Between 90 – 99% score 2
- Below 90% score 0

Kapelebyong LG collected and compiled EMIS return form for all registered schools 2019/2020.

Kapelebyong DLG had a total of 40 primary schools and 6 secondary schools listed in the Enrolment data template and MoES schools with Enrolment showed 40 primary schools and 6 secondary schools.

Sample names of the schools in both records seen:

- Kapelebyong P/S
- Akore-AcowaP/S
- Oditel P/S
- Olobai P/s
- Opot P/S
- Obalanga seed SS
- Labira Girls SS

## Human Resource Management and Development

Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision

Maximum 8 points on this performance measure

a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:

Score 4 or else, score: 0

There was evidence that the LG had budgeted for a Head Teacher and minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7.

Kapelebyong DLG had budgeted for UGX 2,309,939,000 for the FY 2020/2021 as seen from Kapelebyong DLG Budget Estimates FY 2020/2021.

340 teachers for 40 primary schools in the current FY 2020/2021 as indicated in the Kapelebyong DLG approved work plan FY 2020/2021.

$$340/40=9$$

340 teachers for 40 schools gives an average of 9 teachers per school.

Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision

Maximum 8 points on this performance measure

b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY,

Score 3 else score: 0

There was evidence that the LG deployed teachers as per sector guidelines in the current year 2020/2021.

Kapelebyong DLG Education Staff list by cost center 2020/2021 showed a total of 335 teachers for 40 schools.

3 schools were visited and the following was found:

1. Kapelebyong P/S had 9 (7 male and 2 female) government paid teachers and in the daily attendance of 11th/11/2020, only 7 teachers were in attendance. 1 had a sick child and the Head teacher had gone to sit for exam.

-Imalingat Joseph

- Amuge Jane

- Okello Francis

Appeared in both records of DLG Staff List and school staff list.

2. Akore-Acowa P/S had 13 (6 male and 7 female) teachers and in their daily attendance of 12th/11/2020, only 10 teachers attended. The 3 teachers were sick.

Sample names of the teachers in both records.

- Acul Martha

- Acam Mary

- Ekaju Simon.

3. Oditel P/S had 10 (6 male and 4 female) government paid teachers. In the daily attendance of 10h/11/2020, 9 teachers attended. Olaum David was sick

Sample names of the teachers.

- Atim Juliet (in both records)

- Ochen William (not in DLG list)

- Ejoku Joseph. (not in DLG list).

|   |  |   |  |   |
|---|--|---|--|---|
| 7 | <p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>   | <p>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board, score: 1 else, score: 0</p>  | <p>The teachers' deployment data was disseminated or publicized on school notice boards.</p> <p>Kapelebyong LG had not displayed school staff list on the DEO's Office notice board.</p> <p>Kapelebyong P/S had their list of staff 2020 displayed on the wall of head teachers' office showing the names of 9 government aided teachers.</p> <p>Akore-Acowa P/S had staff list 2020 of 13 government aided teachers displayed in head teacher's office.</p> <p>Oditel P/S had staff list 2019/2020 of 10 government aided teachers displayed on the head teacher's office wall.</p> | 1 |
| 8 | <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p> | <p>a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copt to DEO/MEO</p> <p>Score: 2 or else, score: 0</p>      | <p>Only 26 out of 40 primary schools head teachers appraisals were availed.</p>  | 0 |
| 8 | <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p> | <p>b) If all secondary school head teachers have been appraised with evidence of appraisal reports submitted by D/CAO (or Chair BoG) to HRM</p> <p>Score: 2 or else, score: 0</p> | <p>At time of assessment appraisals for secondary schools head teachers were not availed.</p>  | 0 |

|   |  |   |   |   |
|---|--|---|---|---|
| 8 | <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p> | <p>c) If all staff in the LG Education department have been appraised against their performance plans</p> <p>score: 2. Else, score: 0</p> | <p>At time of assessment appraisals for LG Education department were not availed.</p> | 0 |
|---|--|---|---|---|

|   |  |  |   |   |
|---|--|--|---|---|
| 8 | <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p> | <p>d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level,</p> <p>score: 2 Else, score: 0</p> | <p>At the time of assessment the LG didn't present a training plan to address identified staff capacity gaps.</p> | 0 |
|---|--|--|---|---|

**Management, Monitoring and Supervision of Services.**

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually.

If 100% compliance, score:2 or else, score: 0

The LG confirmed in writing the list of schools, enrolment and budget allocation in programme Budgeting system (PBS).

In the MoES school list, 40UPE primary schools with 27,764 total enrolments which was not the same in Kapelebyong DLG data enrolment template (30,070)

In the MoES School list, 2,327 USE with total enrolment of 2,387 secondary schools same as Kapelebyong DLG data enrolment template.

Total number of schools confirmed in writing with enrolments and budgets are  $40+6=46$ .

$40+6=46/46*100=100\%$

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.

If 100% compliance, score:2 else, score: 0

There was evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.

Sector guideline was disseminated by MoES hard copy was seen in the DEO's office.

Monitoring and inspection functions are included in the work plan and in the 4th Quarter report 2019/2020, a total budget for inspection was UGX 19,792,000 and 19,139,000 was spent. Pg.65

$19,139,000/19,792,000*100=97\%$

9

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters

If 100% compliance, score: 2 else score: 0

The LG submitted warrants for School's capitation later than 5 days except in 1st and 2nd quarters when they were within 5 days as evidenced below:

Q1 Cash limit were loaded on 24th/7/2019 and School's capitation were warranted on 31st/7/2019 at 16.55pm.

Q2 Cash limit were loaded on 10th/10/2019 and School's capitation was warranted on 15th/10/2019 at 14.06pm

Q3 Cash limit were loaded on 14th/1/2020 and School's capitation warranted on 23rd/1/2020 at 13.31pm.

0

9

Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.

If 100% compliance, score: 2 else, score: 0

There was evidence that LG invoiced and DEO communicated, publicized capitation releases to schools within three working days' release from MoFPED

Q1. Schools Capitation was warranted 31st/7/2019 at 16:55 and invoiced on 19th/9/2019,(50 days after)

Q2. Schools Capitation was warranted 15th/10/2019 and date for invoicing not captured on the system.

Q.3 Schools Capitation was warranted on 23rd/1/2020 and was invoiced on 6th/2/2020. (14 days after)

Q.4 Schools Capitation was warranted 23rd/4/2020 and invoiced on 26th/5/2020. (33 days after)

UPE Releases for quarter 3 and 4 2019/2020 and Q1 2020/2021 were not publicized on the DEO's notice board LG had Invoiced UPE releases to schools.

3 sampled schools.

Kapelebyong P/S

2019/2020 Q3, invoice No.530974-5-20, 6th/2/2020 UGX3,322,000.

2019/2020 Q4, invoice No.530974-18-5-20, 26th/5/2020 UGX 3,322,000

2020/2021 Q1, invoice No.530974-30-7-20, 17th/8/2020 UGX 419,756.

Akore-Acowa P/S

Q3 invoice No.526573-5-20, 6th/2/2020,

2



UGX 6,110,000.

Q4 invoice No.526573-18-5-20,  
26th/5/2020, UGX 6,110,000.

Q1 2020/2021, invoice No. 526573-30-7-  
20, 17th/8/2020, 673,674

Oditel P/S

Q3 invoice No.526612-5-20, 6th/2/2020,  
3,930,000

Q4 invoice No.526612-18-5-20,  
26th/5/2020, 3,930,000.

Q1 2020/2021, invoice No.526612-30-7-  
20, 17th/8/2020, 446,401.

All schools had displayed their releases  
on the walls.

10

Routine oversight and  
monitoring

*Maximum 10 points on  
this performance  
measure*

a) Evidence that the LG Education  
department has prepared an  
inspection plan and meetings  
conducted to plan for school  
inspections.

• If 100% compliance, score: 2, else  
score: 0

There was inadequate evidence that the  
LG Education Department prepared an  
inspection plan and meetings conducted  
to plan for school inspections.

Term 2, 2019 inspection planning  
meeting held on 15th/7/2019 at the office  
of the District Inspector DEO's office,  
attended by 11 people. Min 5: Program  
for term 2 inspection. 40 schools  
distributed to five Associate Assessors,  
each taking 8 schools to inspect. Signed  
by Ikidengit Dominic - Chairperson, and  
Olinga Stephen Secretary.

Term 3, 2019 inspection planning  
meeting held on 3rd/9/2019, attended by  
6 people, Minute 4: Program for  
inspection. Schools were distributed to  
the Associate Assessors for inspection.  
Signed by Olinga Stephen –DIS.

$2/3 * 100 = 67\%$

0

Routine oversight and monitoring

*Maximum 10 points on this performance measure*

b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:

- If 100% score: 2
- Between 80 – 99% score 1
- Below 80%: score 0

Kapelebyong DLG had 40 government aided schools and 2 private licensed schools in the list.

Mostly government aided schools were inspected for the three terms.

Term 1, 2019 inspection report dated 3rd/4/2019. Inspections were conducted in 40 UPE schools by both District Inspector and the Associate Assessors. Report prepared by Okare Olaki Samson- DIS.

$$40/40*100=100\%$$

Term 2, 2019 inspection report dated 10th/8/2019 was conducted in 40 UPE schools. Prepared by District Inspector of Schools – Okare Olaki Samson.

$$40/40*100=100\%$$

Term 3, 2019 inspection report dated 12th/12/2019 was conducted in 40 UPE schools and 2 private licensed schools. Report prepared by DIS – Mr. Olinga Stephen.

$$42/42*100=100\%$$

$$100+100+100=300/3=100\%$$

Routine oversight and monitoring

*Maximum 10 points on this performance measure*

c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,

Score: 2 or else, score: 0

There was no substantive evidence that inspection reports were discussed and used to recommend corrective action and subsequent follow up at LG level.

At DEO's office, the following minutes were reviewed.

Inspection and planning meeting held on 15th/7/2019, attended by 11 people and in minute 4: Evaluation of term 1 inspection report. Members discussed the findings especially on the discipline of teachers and absenteeism. Signed by Ikidengit Dominic as secretary and Olinga Stephen – DIS.

Planning meeting held on 3rd/9/2019, minute 3: Evaluation of term 2 inspection report. Signed by Olinga Stephen DIS.

Discussed mainly on supervision of the teachers, submission of the SIP plans and daily attendance of the teachers.

3 schools were visited and found the following:

Akore-Acowa P/S had summary inspection report in figures for term 1, 2019 dated 18th/7/2019. Conducted by Associate Assessor.

Term 2, 2019 inspection report conducted on 13th/8/2019 by Associate Assessor.

There was no report for term 3, 2019.

There were no recommendations in the report since it was a summary of figures.

No minutes were presented discussing inspection reports.

Kapelebyong P/S had inspection report for term 2, 2019, dated 30th/7/2019 and term 1, 2019 report dated 26th/3/2019. All conducted by Sage Filbert Ben Opalal - Associate Assessor.

No minutes discussing inspection reports were seen.

Oditel P/S did not have any inspection reports in their file

Review of SMC minutes in all the schools didn't show inspection reports discussed.

|    |   |   |  |   |
|----|---|---|--|---|
| 10 | <p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0</p> | <p>There was evidence that the DIS and DEO had presented findings to respective schools and submitted reports to DES.</p> <p>Acknowledgement letter dated 17th/9/2019, showed submission for term 1, 2 and 3 reports for 2019. Delivered by Olinga Stephen – Inspector of schools and received by Kirenda Winnie – Secretary DES.</p> <p>In the DES records Kapelebyong had submitted all the reports for three terms but no work plans and accountabilities submitted.</p>  | 2 |
| 10 | <p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>              | <p>Kapelebyong DLG General purpose committee meeting Held on 29th/8/2019 in the Council Board room.</p> <p>Minute 05/GPC/2019: Presentation of 4th Quarter reports for discussion by departments.</p> <p>Education department.</p> <p>-construction of 5 stance pit latrine at Okoboi P/S, Apopong and Alito P/S. procured Yamaha DT 125 and laptop HP completed projects.</p> <p>- 2 classrooms with Oloboi P/S SDG 68,735,000 commissioned and store.</p> <p>Challenges discussed.</p> <p>- Inadequate staff in most schools due to retirement, death and abscondment.</p> <p>- Indiscipline by some teachers (drunkenness, absenteeism, late coming).</p> <p>- Inadequate transport for the department.</p> <p>Signed by Hon. Aojan Dominic – chairperson General Purpose Committee and Aenu John Michael – Clerk to Council.</p> | 2 |

Mobilization of parents to attract learners

*Maximum 2 points on this performance measure*

Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,

*score: 2 or else score: 0*

There was evidence that Kapelebyong LG Education department conducted activities to mobilize, attract and retain children at school.

Report on radio talk show (Etop Radio – free airtime given to RDC) to increase awareness on good parenting held on 27th/2/2020.

Key emphasis during presentations included:

- good parenting
- providing children their needs
- making schools safe environments.
- Keeping children at school.
- parent's role in keeping children at school.

Issues from callers/parents.

- Some children are defiant to advice and instructions given by parents
- Children are a big problem during holidays.

Issues from callers/parents.

- Some children are defiant to advice and instructions given by parents
- Children are a big problem during holidays.

## Investment Management

Planning and budgeting for investments

*Maximum 4 points on this performance measure*

a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, *score: 2, else score: 0*

There was evidence that an up to-date LG assets register which sets out school facilities and equipment relative to basic standards was submitted.

Kapelebyong DLG had asset register titled, "Kapelebyong DLG Education Department Asset Register 2019/2020" this is in the format prescribed by MoES. For instance, it includes: name of school, EMIS No., No. of permanent teacher houses, No. of class rooms, desks, No. of latrines (includes all infrastructure and Facilities). As stipulated in the Sector guidelines for MoES Pg. 49.

Kapelebyong P/S had School Asset Register 2020, updated with 9 classrooms, 10 stance pit latrines, 6 staff houses and 147 desks. It also includes names of text books, purchases made of counter books, pens, 14 chairs and 5 tables and 6 cup boards in the school.

Akore-Acowa P/S had asset register 2019/2020. Infrastructure and equipment are recorded. For instance, 3 staff houses, 10 stance pit latrines, 16 classrooms and 110 desks, 12 chairs, 3 cup boards, 4 tables and 4 solar power panels.

Oditel P/S didn't present their Asset register because it was misplaced.

Planning and budgeting for investments

*Maximum 4 points on this performance measure*

b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, *score: 1 or else, score: 0*

The LG did not have a Development Plan in the previous FY thus derived their projects from the approved AWP for FY 2019/2020.

The DDEG funded projects were also eligible in tandem with section 6.1.1 pages 16-18 of the Enhanced DDEG Implementation Guidelines 2020/2021.

However, the LG failed to avail documentary evidence for desk appraisal at the time of assessment.

|    |  |   |  |   |
|----|--|---|--|---|
| 12 | <p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>     | <p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, score 1 else score: 0</p> | <p>Field appraisal was only evidenced on environmental and social acceptability below:</p> <ol style="list-style-type: none"> <li>1. Environment and Social Screening Report on Completion of a Science Laboratory in John Eluru Memorial Secondary School dated 30th/1/2020 signed by both Environment Officer and CDO.</li> <li>2. Environment and Social Screening Report on Construction of three classroom block with Office in Canigweno P/s dated 30th/1/2020 signed by both Environment Officer and CDO.</li> </ol>  | 0 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i></p>   | <p>The DLG had the following Education infrastructure projects approved and incorporated into the DLG Procurement plan and AWP for FY 2020/2021.</p> <ol style="list-style-type: none"> <li>1. Construction of a 4 Classroom Block with 5 stance Pit Latrine at Obalanga comprehensive SS in the consolidated Procurement Plan Page 1 dated 09/03/2020.</li> <li>2. Construction of a 5stance Pit Latrine at Ajeleik Primary School. in the consolidated Procurement Plan Page 1 dated 09 /03/2020.</li> <li>3. Construction of a 5stance Pit Latrine at Akum Primary School. in the consolidated Procurement Plan Page 2 dated 09/03/2020.</li> </ol> <p>All under minute:<br/>CC/MAR/2020/2021/APRVs/30</p> <p>Approval of District Procurement Plan 2020/2021 .</p> | 1 |

|    |  |  |  |   |
|----|--|--|--|---|
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p> | <p>The LG had the following Education Sector infrastructure projects approved by Contracts committee before commencement of construction:</p> <ol style="list-style-type: none"> <li>1. Construction of a 4 Classroom Block with 5 stance Pit Latrine at Obalanga comprehensive SS page 1 of 2 in the consolidated AWP dated 09/03/2020.</li> <li>2. Construction of a 5 stance Pit Latrine at Ajeleik Primary School. Page 1 of 2 in the consolidated AWP dated 09/03/2020.</li> <li>3. Construction of a 5 stance Pit Latrine at Akum Primary School. page 1 of 2 in the consolidated AWP dated 09/03/2020 all under minute:<br/>CC/MAR/2020/2021/APPRVs/30</li> </ol> <p>Approval of District Procurement Plan.</p> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. <i>score: 1, else score: 0</i></p>                               | <p>The Project Implementation Team was not fully constituted as it consisted of only the project manager.</p> <p>The CAO in a letter dated 02/12/2019 ref: NO.CR, used regulation 119 of LG Procurement Act to appoint DEO Mr. Okare Olaki Samson Project Manager for construction works under Education sector and all school infrastructure projects.</p>  | 0 |



|    |  |   |  |   |
|----|--|---|--|---|
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES</p> <p><i>Score: 1, else, score: 0</i></p>         | <p>DLG Engineer's Progress and supervision reports of Education infrastructure project sites included designs in the following school projects:</p> <ol style="list-style-type: none"> <li>1. The DLG Engineer in a supervision report dated 20/01/2020 had attached BoQs and Designs for Construction of Akoromit Seed Secondary School.</li> </ol> <p>Pre colored iron sheets and ramps were adhered to.</p> <ol style="list-style-type: none"> <li>2. Construction of a 3 classroom Block at Chanigweno Primary School. Engineer's supervision report dated 20/01/2020 attached BoQs and designs roofing with gauge 28 pre colored iron sheets issued by MoES.</li> <li>3. Completion of a Two in one Science Laboratory at John Eluru Memorial Secondary School all had MoES technical designs with ramps attached to Engineer's BoQs and certificates issued on 09/06/2020 .</li> </ol> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i></p> | <p>.There was evidence of quarterly site meetings held in three quarters as follows:</p> <ol style="list-style-type: none"> <li>1. Second quarter meeting with Engineer's monitoring report attached for Akoromit Seed School construction works was held on 20/01/2020, MIN: 20/01/19-20/003.</li> <li>2. Third quarter meeting with Engineer's supervision and monitoring report attached for construction of a 3 classroom Block at Chanigweno Primary School was held on 20/01/2020, MIN: 20/01/19-20/003.</li> <li>3. Fourth quarter meeting was not possible to convene due to outbreak of COVID-19 and its subsequent lockdown.</li> </ol>  | 1 |

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted  
*score: 1, else score: 0*

The Engineer, Environment officer and CDO jointly conducted technical supervision during critical stages of construction of sector projects as follows;

1. Second quarter meeting with Engineer's monitoring report attached for Akoromit Seed School construction works was held on 20/01/2020, MIN: 20/01/19-20/003.

2. Third quarter meeting with Engineer's supervision and monitoring report attached for construction of a 3 classroom Block at Chanigweno Primary School was held on 20/01/2020, MIN: 20/01/19-20/003.

3. Fourth quarter meeting was not possible to convene due to outbreak of COVID-19 and its subsequent lockdown.

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, *score: 1, else score: 0*

The Education Sector infrastructure projects were properly executed and payments to contractors made within the contractual timeframes as evidenced in the 3 sampled payments below:

1.M/s Bawakooli Multi Investments Ltd requested for payment of Shs.19,700,795 on 18th/12/2019 for construction of a 3 classroom block with an office and store at Chanigweno P/s, recommended for payment by DEO and DE on 18th/12/2019 and was paid on 19th/12/2019 within one day.

2. M/s Ailwar General Work (U) Ltd requested for payment of Shs.61, 223,535 on 25th/3/2020 for completion of a two in one Science Laboratory at John Eluru Memorial Secondary School, recommended for payment by the DEO and DE on 28th/4/2020 and was paid on 5th/5/2020 within 7 days only.

3. M/s CLABOS UGANDA LIMITED requested for payment of Shs.92, 921,220 on 20th/3/2020 for Construction of Akoromit Seed Secondary School in Kapelebyong, recommended for payment by the DEO and DE on 23rd/3/2020 and was paid on 24th/3/2020 within 1 day.

|    |  |  |   |   |
|----|--|--|---|---|
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i></p> | <p>DLG departmental procurement Plans dated 15/05/2020 were approved by contracts committee under minute: CC/MAR/09/2020/2021/APPRVS/30 and submitted to PDU for incorporation in the District Procurement Plan signed by CAO on 02/06/2020.</p>  | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law <i>score 1 or else score 0</i></p>         | <p>There was evidence that DLG had complete procurement files in place for each contract as required by the PPDA Law. The following among other contracts sampled in the register were complete:</p> <ol style="list-style-type: none"> <li>1. Evaluation committee report for Construction of a 4 classroom Block and 5 Stance Pit Latrine at Obalanga Comprehensive Secondary School dated 20/11/2019 File Ref: Kapel/627/Wrks/20-21/00001. was submitted to contracts committee for approval of contract award to M/s Bawakoli Multi Investments Ltd requested at Shs. 19,700,795 dated 16/11/2019 under min: CC/NOV/09/2019/2020/APPRVS/16</li> <li>2. Evaluation committee report for Construction of a 5 stance Pit Latrine at Ajeleik Primary School File Ref: Kapel/627/Wrks/20-21/00002. was submitted to contracts committee for approval of contract award to M/s Clabos (U) Ltd at Shs. 19,795,080 dated 16/11/2019 under min: CC/NOV/09/2019/2020/APPRVS/16</li> <li>3. Evaluation Committee report for Construction of a 5 Stance Pit Latrine at Akum Primary School File Ref: Kapel/627/Wrks/20-21/00003 was submitted to contracts committee on 20/11/2019 for approval of contract award to M/s Ailwar General Work (U) Ltd at Shs.19, 223,535 on 16th/11/2019 under minute: CC/NOV/09/2019-2020/APPVs/16 dated 16/11/2019.</li> </ol> | 1 |

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| 14 | <p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p> | <p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>  | <p>There was evidence that the LG had one grievance recorded, investigated, responded to as mentioned below</p> <p>Grievance.</p> <p>1. In Olekat P/S and Akoromit S/C.</p> <p>Grievance</p> <p>Nonpayment of primary teachers and Secondary teacher's salary for the month of April and May.</p> <p>Action taken.</p> <p>A meeting was organized where by the teachers and other stakeholders were made to understand that there was wage short fall but the committee assured the teachers they will be paid by June.</p> <p>Status</p> <p>All teachers were paid.</p> | 3 |
| 15 | <p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>   | <p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p> | <p>There was evidence that the LG had disseminated the Education</p> <p>Guidelines to provide for access to land proper siting of schools, 'green schools and energy and water conservation.</p> <p>Through a Meeting held on 20th November 2019, Minute No4 the LG disseminated Education guidelines and issues discussed were as follow;</p> <p>Planting of shed trees, fruit trees, hedges (live fence). Flowers and vegetable gardens.</p> <p>Members to adopt modern methods of farming and avoid issues of bush burning.</p>                                       | 3 |
| 16 | <p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>  | <p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i></p>   | <p>There was no evidence that LG had a costed ESMP and incorporated into the BoQs and contractual documents .</p>  | 0 |

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| 16 | <p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p> | <p>b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i></p>  | <p>There was no evidence that the LG had proof of land ownership, access of school construction projects.</p>  | 0 |
| 16 | <p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p> | <p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i></p> | <p>There was no evidence that the LG Environment Officer and CDO conducted support supervision and monitoring to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports.</p> | 0 |
| 16 | <p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p> | <p>d) If the E&amp;S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments</p> <p><i>Score: 1, else score:0</i></p>   | <p>There was no evidence of certification since the contractor did not comply with the mitigation measures</p>   | 0 |

| No.  | Summary of requirements  | Definition of compliance   | Compliance justification  | Score |
|--|--|--|---|-------|
| <b>Local Government Service Delivery Results</b> |  |  |   |       |
| 1  | <p>Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>                                | <p>a. If the LG registered Increased utilization of Health Care Services (focus on total OPD attendance, and deliveries.</p> <ul style="list-style-type: none"> <li>• By 20% or more, score 2</li> <li>• Less than 20%, score 0</li> </ul> | <p>OPD attendance increased by 18.08%, Deliveries increased by only 8.79% for the three sampled facilities namely Kapelebyong HCIV, Obalanga HCIII and Ocowa HCIII.</p> <p>The total OPD attendances for the 3 sampled facilities in the FY 2019/2020 was 54659(Kapelebyong HCIII 22135, Obalanga HCIII 17140, Ocowa HCIII 15384), while in 2018/2019 it was 46289 (Kapelebyong HCIV 21563, Obalanga HCIII 15088, Ocowa HCIII 9638)</p> <p>(Working % increase in OPD attendance <math>54659 - 46289 / 46289 \times 100 = 18.08\%</math>)</p> <p>Total deliveries for the FY 2019/2020 was 2401 (Kapelebyong HCIV 924, Obalanga HCIII 677, Ocowa HCIII 800). The total deliveries in the FY 2018/2019 was 2207 (Kapelebyong HCIV 860, Obalanga HCIII 540, Acowa HCIII 860)</p> <p>(Working <math>2401 - 2207 / 2207 \times 100 = 8.79\%</math>)</p> | 0     |
| 2  | <p>Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p> <p>Note: To have zero wait for year one</p> | <p>a. If the average score in Health for LLG performance assessment is:</p> <ul style="list-style-type: none"> <li>• Above 70%; score 2</li> <li>• 50 – 69% score 1</li> <li>• Below 50%; score 0</li> </ul>                               | Not applicable  | 0     |

|   |  |  |  |   |
|---|--|--|--|---|
| 2 | <p>Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p> <p>Note: To have zero wait for year one</p> | <p>b. If the average score in the RBF quarterly quality facility assessment for HC IIIs and IVs is:</p> <ul style="list-style-type: none"> <li>• Above 75%; score 2</li> <li>• 65 – 74%; score 1</li> <li>• Below 65% ; score 0</li> </ul> | <p>The average assessment score for the 4 facilities (Kapelebyong HCIV, Obalanga HCIV, Acowa HCIII and St Francis Acumet HCIII) participating in RBF in the last quarter of 2019/2020 FY was 86.8%. Individual Facility scores were Kapelebyong HCIV 89.9%, Obalanga HCIII 88%, AcowaHCIII89.3%, St Francis Acumet HCIII 80%. (Working, <math>89.9+88+89.3+80/4=86.8\%</math>)</p>   | 2 |
| 3 | <p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>   | <p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>   | <p>The LG Health department development grant for the previous FY was Shs. 21,676,307 (planned and implemented only one project example, Renovation of OPD at Angerepo HCII)</p>   | 2 |
| 3 | <p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>   | <p>b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0</p>   | <p>The LG Health department implemented only one project during FY 2019/2020 i.e. Renovation of OPD at Angerepo Health Centre II.</p> <p>M/s BRI LIGHT ENTERPRISES LTD requested for payment of Shs.20, 379,072 on 14th/6/2020 for renovation of OPD at Angerepo HC II, recommended for payment by DE and DHO on 17th/6/2020 and was paid on 29th/6/2020.</p> <p>Certification by both Environment Officer and CDO was evidenced on their Environment and Social Screening Report dated 20th/3/2020.</p> | 2 |
| 3 | <p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>   | <p>c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0</p>   | <p>There was no infrastructure project implemented under health sector in the previous FY.</p>   | 2 |

|   |  |   |   |   |
|---|--|---|---|---|
| 3 | Investment performance: The LG has managed health projects as per guidelines.                  | d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY        | The LG did not have any health related project implemented in the previous FY.  | 2 |
|   | Maximum 8 points on this performance measure   | <ul style="list-style-type: none"> <li>• If 100 % Score 2</li> <li>• Between 80 and 99% score 1</li> <li>• less than 80 %: Score 0</li> </ul> |   |   |
| 4 | Achievement of Standards: The LG has met health staffing and infrastructure facility standards | a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure  | Staffing level for HCIVs and HCIIIs was 68.6%. Out of the 86 approved vacancies for the 2 HCIIIs and 1 HCIV, 59 were filled (working $59/86 \times 100 = 68.6\%$ ). | 0 |
|   | Maximum 4 points on this performance measure   | <ul style="list-style-type: none"> <li>• If above 90% score 2</li> <li>• If 75% - 90%: score 1</li> <li>• Below 75 %: score 0</li> </ul>      | Kapelebyong HCIV had 59.3% (28/48), Abalanga HCIII 73.7% (14/19) while AcowaHCIII had 89.5% (17/19).  |   |
| 4 | Achievement of Standards: The LG has met health staffing and infrastructure facility standards | b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.                    | The LG did not have any health related project implemented in the previous FY.  | 2 |
|   | Maximum 4 points on this performance measure   | <ul style="list-style-type: none"> <li>• If 100 % score 2 or else score 0</li> </ul>  |   |   |

**Performance Reporting and Performance Improvement**

|   |   |   |   |   |
|---|---|---|---|---|
| 5 | Accuracy of Reported Information: The LG maintains and reports accurate information | a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0 | The staff on the lists obtained from the DHO for the 3 sampled facilities (Kapelebyong HCIV, Amaseniko HCII, and Nyada HCII) were found to be in place. For Example, Nyada HCII had all the 4 staff on the list working at the facility (1 E/nurse, 1 N/Assistant, 1 Porter and 1 Askari) | 2 |
|   | Maximum 4 points on this performance measure  |   |   |   |



|   |  |   |  |   |
|---|--|---|--|---|
| 5 | <p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>   | <p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>  | <p>The list had renovation of OPD at Angerepo HCII. 21,676,307/= ugx(Vote.627)was budgeted for the renovation of the OPD block. The PBS report showed renovation of the of the said OPD at same costas output number 088372 (page 60)</p>                          | 2 |
| 6 | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p> | <p>a) Health facilities prepared and submitted Annual Workplans &amp; budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>           | <p>All the 3 sampled facilities (Amaseniko HCII, Nyada HCII and Alito HCII) submitted annual work plans after the 31st March of preceding FY. Amaseniko HCII submitted on 15/10/2019. Nyada HCII submitted on 29/04/2019 and Alito HCII submitted on 8/11/2019</p> | 0 |
| 6 | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p> | <p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul> | <p>None of the three sampled facilities namely Amaseniko HCII, Nyada HCII and Alito HCII had submitted the 2019/2020 annual budget performance reports.</p>  | 0 |

|  |   |   |   |   |
|--|---|---|---|---|
| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul> | <p>None of the three sampled facilities namely Amaseniko HCII, Nyada HCII and Alito HCII had submitted the 2019/2020 annual budget performance reports.</p>   | 0 |
| <p>Maximum 14 points on this performance measure</p> |   |   |   |   |
| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,</p> <ul style="list-style-type: none"> <li>• score 2 or else score 0</li> </ul>                | <p>All the 3 Health facilities sampled (KapelebongHCIV, Obalanga HCIII and Acowa HCIII) attained 100% timeliness submission of monthly and quarterly reports. E.g. Kapelebyong HCIV submitted HMIS 105 on 7th August, 6th Sept, 7th Oct, 4th Nov, 7th Dec, 7th Jan, 7th Feb, 7th March, 7th April, 4th May, 5th June and 3rd July for the reports of July, August, Sept, Oct, Nov, Dec, Jan, Feb, March, April, May and June respectively). The same facility submitted the Q1 report on 7th Oct, Q2 report on 7th Jan, Q3 report on 7th April and Q4 report on 7th July. The other two facilities Obalanga HCIII and Acowa HCIII also submitted around the same dates.</p> | 0 |
| <p>Maximum 14 points on this performance measure</p> |   |   |   |   |
| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0</p> <p>Note: Municipalities submit to districts</p>   | <p>Only one of the 3 facilities sampled namely Obalanga HCIII submitted RBF invoice within the required time (by 15th of the month following the end of the previous quarter), Amuria Hospital and Asam, it submitted on 14/10/2020. The other 2 facilities i.e. Alowa HCIII and St Francis Acumet submitted late on 24/10/2020 and 4/11/2020 respectively.</p>   | 2 |
| <p>Maximum 14 points on this performance measure</p> |   |   |   |   |

|  |   |   |  |   |
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| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0</p> | <p>The LG submitted the consolidated facilities RBF invoice to MOH late (beyond the 3rd week of the month following the end of the previous quarter), it submitted on 5/11/2020</p>  | 0 |
| <p>Maximum 14 points on this performance measure</p> |   |   |  |   |
| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>                                   | <p>The LG Health department timely submitted all Quarterly Budget Performance Reports for FY 2019/2020 to Planning Unit for consolidation as evidenced below:</p> <p>Q1 submitted on 29th/10/2019 at 11:02 am.</p> <p>Q2 submitted on 27th/1/2020 at 1:23 pm</p> <p>Q3 submitted on 23rd/4/2020 at 2:05 pm.</p> <p>Q4 submitted on 22nd/7/2020 at 4:05 pm</p>  | 1 |
| <p>Maximum 14 points on this performance measure</p> |   |   |  |   |
| 6  | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>h) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>  | <p>The LG developed performance improvement plans for weak facilities which were compiled by facilities in charges, endorsed by the chairperson HUMCs, forwarded by the DHO and approved by the CAO.</p> <p>The facilities for which PIPs were developed include, Kabelebyong HCIV compiled on 5/6/2019 and Acowa HCIII which was also compiled on 5/6/2019. The plans were approved on 5/6/2020 by the CAO.</p> | 1 |
| <p>Maximum 14 points on this performance measure</p> |   |   |  |   |

6

Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.

ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0

Implementation of performance improvement plans were evidenced by reports from the DHT on progress of implementation of action points developed. The reports are done quarterly incorporated in the quarterly support supervision reports. Quarter 1 report was made on 1/10/2019, quarter 2 report on 20/12/2019, quarter 3 report on 30/3/2020 while quarter 4 report was made on 6/7/2020.

1

Maximum 14 points on this performance measure

**Human Resource Management and Development**

7

Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines

a) Evidence that the LG has:  
i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0

According to the Kapelebyong annual work plan and budget (page 16) for the FY 2019/2020, the LG budgeted for the health workers as per guidelines. Ugx 759,978,000/= was budgeted for staff salaries (budget Vote 627)

2

Maximum 9 points on this performance measure

|   |   |   |   |   |
|---|---|---|---|---|
| 7 | <p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p> | <p>a) Evidence that the LG has:</p> <p>ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p> | <p>The overall staffing level was 57.5%. The total filled vacancies for the Health facilities in the LG was 96 out of the 167 approved vacancies, this gives the percentage staffing level of 57.5% (96/167 x100).</p> <p>According to staff lists the facilities staffing deployment were as follows,</p> <p>Kapelebyong HCIV, had 28 staff out of the approved 48 hence a percentage of 58.3%.</p> <p>Acowa HCIII had 17 filled vacancies out of 19 (89.5%) filled.</p> <p>Obalanga HCIII had 14 out of 19 (73.7%) vacancies filed.</p> <p>Aeket HCII had 5 out of 9 (55.6%) filled.</p> <p>The other HCII's (Alito, Agonga, Nyada, Airabet, Amanesiko, Okoboi, Ajeleik, and Angerepo) each had 4 out 9 (44.4%) filled.</p> | 0 |
| 7 | <p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p> | <p>b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0</p>  | <p>From the sampled health facilities (Kapelebyong HCIV, Amaseniko HCII and Nyada HCII), there was evidence that health workers were working for the Health facilities where they were deployed.</p> <p>A comparison was made between the staff list and the daily attendance registers at the health facilities to prove that the Health workers were working where they are deployed.</p> <p>For Example</p> <p>Amaseniko HCII had all the 4 staff on the list working at the facility and had signed in the attendance register (The four staff were AcenStell –E/midwife, Olweny Samuel-N/Assistant, Otim Lawrence- Porter and Alaja Joseph- Askari).</p>   | 3 |
| 7 | <p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines</p> <p>Maximum 9 points on this performance measure</p> | <p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>                            | <p>All the three facilities sampled namely Kapelebyong HCIV, Amaseniko HCIII and Nyada HCII) had updated staff lists hanged on their notice boards. The lists were endorsed and stamped by the facility in charges.</p> <p>The Kabelebyong HCIV list was dated 17/07/2020, Amaseniko HCII list was dated 18/10/2020 and Nyada HCII was dated 18/7/2020.</p>   | 2 |

Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

a) Evidence that the DHO/MMOHs has:  
i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0

From the 10 sampled Health facilities faculties all Health facility in-charges were appraised as below;

1. Omujui Richard incharge of Obalanga HC III was appraised on the 29th day of October 2020
2. Cherop Peter in charge of Okoboi HC III was appraised on the 30th day of July 2020
3. Eudu James in-charge of Kapelebyong HC IV appraised on 30th June 2020
4. Apiso Jesca incharge of Angerope HC II was appraised on the 30th day of June 2020,
5. Olemo Peter incharge of Agonga H/C II was appraised on the 30th day of June 2020
6. Ademere Mary Caroline in charge of Ajeleik r HC II appraised on 30th day of June 2020
7. Acan stella in-charge of Nyada H/C II was appraised on the 30th day of June2020.
8. Amongin Faith in-charge of Aeat H/C II was appraised on the 30th day of June2020
9. Omagor Lazaro in-charge of Omaseriko H/C II was appraised on the 30th day of June2020
10. Ebau Pius in-charge of Acow H/C III was appraised on the 30th day of July 2020

Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0

All the 10 sampled health facility workers had been appraised.

Evidenced from the sampled personnel files. Below is list of health workers personnel files sampled and their dates of appraisal.

1. Odwar Edward an Assisstant Entomological officer at Kapalebyong HC IV was appraised on 30th day of July 2020
2. Opolot George William an Nursing Assistant at Kapalebyong HC IV was appraised on the 22nd day of September 2020
3. Elwana Anna Grace a Nursing Officer at Acowa HC II was appraised on the 30th day of June 2020.
4. Ariokot Immaculate a Nursing Assistant at Nyanda Health centre III was appraised on 30th day of June 2020
5. Opio Francis a Health assistant at Kapelebyong HC IV was appraised on 30th October 2020
6. Ilaborot Demiter a Enrolled Midwife at Acowa HC III was appraised on the 30th day of July 2020.
7. OSele James a Health information Assistant at Acowa HC III was appraised on the 27th day of July 2020
8. Acibu Simon a Nursing Assistant at Aeket H/C II was appraised on the 30th day of June 2020.
9. Omooja Jonah an Lab technician at Aowa HC III was appraised on the 30th day of July 2020.
10. Apoot Joyce Mary a Nursing Assistant at Agonga HC II was appraised on the 30th day of June2020.

Performance management: The LG has appraised, taken corrective action and trained Health Workers.

Maximum 6 points on this performance measure

iii. Taken corrective actions based on the appraisal reports, score 2 or else 0

There was no evidence presented that corrective actions based on the appraisal reports, was done.

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| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p> | <p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p> | <p>The LG conducted training for Health workers in different technical areas. Some of the trainings that were conducted include</p> <p>1-Training on revised TB and HIV HMIS tools on 27/8/2019, attended by 6 DHT members.</p> <p>2-Integrated and Comprehensive management of TB and Leprosy from 26th to 28th August 2019, attended by 23 participants from all the facilities in the District.</p> <p>3-Revised HMIS tools roll out training from 17th to 27th March 2020. This was an onsite training covering all the facilities in the LG.</p> <p>4-Orientation of Health workers on management of Covid-19 from 23rd to 24th June 2020 among others..</p> | 1 |
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| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p> | <p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p> | <p>The LG had no training/CPD database. They only use training reports to track staff that have been trained.</p> | 0 |
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**Management, Monitoring and Supervision of Services.**

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| 9 | <p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p> | <p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p> | <p>The LG had no copy of a letter from CAO to MOH confirming the list of Health facilities accessing PHC NWR grants</p> | 0 |
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| 9 | <p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p> | <p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p> | <p>PHC NWR grant budget for FY 2019/2020 was Shs.97, 444,000 as on page 23 of the budget estimates.</p> <p>The allocations towards monitoring service delivery and management of District health services was Shs.70,181,000 as on page 24 of the budget estimates representing 72%</p> <p>Workings:<br/>70,181,000/97,444,000*100=72%</p> | 0 |
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| 9 | <p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p> | <p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p> | <p>Q1 Cash limits loaded on 24th/7/2019 but untimely warranted on 31st/7/2019 at 16:55 (after 7 days)</p> <p>Q2 Cash limits loaded on 10th/10/2019 and timely warranted on 15th/10/2019 at 14:06. (within 5 days)</p> <p>Q3 Cash limits loaded on 14th/1/2020 but untimely warranted on 23rd/1/2020. (after 9 days)</p> <p>Q4 Cash limits loaded on 11th/4/2020 but untimely warranted on 23rd/4/2020. (after 12 days)</p> | 0 |
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| 9 | <p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p> | <p>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of funds release in each quarter, score 2 or else score 0</p> | <p>Q1 PHC NWR Grant of Shs 17,956,357 warranted on 31st/7/2019 was invoiced on 12th/8/2019. (12 days after)</p> <p>Q2 PHC NWR Grant of Shs. 17,956,358 warranted on 15th/10/2019 was invoiced on 11th/11/2019. (27 days after)</p> <p>Q3 PHC NWR Grant of Sh. 19,264,548 warranted on 23rd/1/2020 was invoiced on 31st/1/2020. (8 days after).</p> <p>Q4 PHC NWR Grant of Shs. 21,880,925 warranted on 23rd/4/2020 was invoiced on 4th/5/2020. (12 days after)</p> | 0 |
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| 9  | <p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p> | <p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p> | <p>The LG had no letters from CAO publicizing release of PHC funds to health facilities.</p>  | 0 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>  | <p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>  | <p>Evidence of implementation of actions of recommendations from the DHMT Quarterly performance review meetings of the previous FY were in minutes of the Quarterly performance review meetings of each next quarter. The minutes also show comparisons between the performance of the quarter under review and the previous quarter. The meetings were held on 08/10/2019, 4/02/2020, 22/06/2020 and 5/7/2020 for Q1, Q2, Q3 and Q4 respectively.</p>  | 2 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>  | <p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>  | <p>The LG conducted performance review meetings for all the quarters. The meetings were attended by all Health Facility in Charges, DHMT, and partner's representatives from TASO &amp; RHITES-E) plus some District leaders including CAO and Sec for Health and Education.</p> <p>Example,. the performance review meeting which was held on 8/11/2019 was attended by 20 participants, Q2 meeting held on 4/02/2020 was attended by 30 participants.</p>   | 1 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>  | <p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>                      | <p>The DHT conducted all the 4 quarterly support supervision in all the facilities</p> <p>Q1 support supervision was carried out from 19th to 21st September 2019 and covered all the 12 Health facilities.</p> <p>Q2 supervision was conducted from 18th to 20th December 2019 and all 12 HFs were covered</p> <p>Q3 supervision was done from 25th to 27th March 2020 and also all 12 HFs were covered</p> <p>Q4 Supervision was carried out from 24th to 26th June 2020 and all the 12 facilities were covered</p> | 1 |

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| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p> | <p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <ul style="list-style-type: none"> <li>• If not applicable, provide the score</li> </ul> | <p>All the three facilities sampled (Kapelebyong HCIV, Amaseniko HCIII and Nyada HCIII) had evidence of support supervision visits with findings and recommendations recorded in the support supervision books by DHT members who conducted the support supervision.</p> <p>Kapelebyong HCIV had support supervision visits on 4/07/2019, 24/07/2019, 26/08/2019, 19/11/2019, 13/02/2020 12/03/2020, and on 9/6/2020 all documented in the Hospital support supervision book.</p> <p>Amaseniko HCII had support supervision visits on 2/10/2019, 12/11/2019, 24/09/2019, 22/01/2020, 5/12/2019, 17/02/2020, 12/05/2020 and on 25/06/2020, all documented in the facility support supervision book.</p> <p>Nyada HCII had integrated support supervision visits on 3/10/2019, 12/11/2020, 20/01/2020 and on 13/03/2020, all documented in the facility support supervision book.</p> | 1 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p> | <p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>                       | <p>The three facilities sampled had recommendations by the supervision team recorded in the support supervision books. There was mention of achievements made from the previous actions points developed among the findings recorded in the supervision books. For example at Kapelebyong HCIV a mention was made in the supervision book Registers were being filled complete, and the EPI was advised to ensure daily monitoring and recording of the vaccine fridge temperature</p>  | 1 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p> | <p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>   | <p>The LG conducted quarterly SPARS support supervision to all the facilities. There was evidence in the reports that recommendations were made to facility in charges on secure, safe storage and disposal of medicines and health supplies. In Q1 supervision was conducted between 12/9/2019 and 29/9/2019.</p> <p>Q2 supervision was done from 13th to 15th December 2019.</p> <p>Q3 supervision was from 27th Feb to 12th March 2020. While the Q4 supervision was carried out from 28th to 30th June 2020.</p> <p>The supervision visits also looked at prescribing quality, dispensing quality, stock management plus reporting and ordering quality</p>   | 1 |

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| 11 | Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities | a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0                 | DHO's budget for FY 2019/2020 was Shs. 1,109,777,000 as on page 27 of approved budget estimates.<br><br>Allocation to Health Promotion and Preventive Activities was Shs. 567,894,000 as on page 23-27 of the approved estimates representing 51.1%<br><br>Workings:<br><br>$567,894,000/1,109,777,000*100=$   | 2 |
|    | Maximum 4 points on this performance measure   |   |  |   |
| 11 | Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities | b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0 | DHT led health promotion, disease prevention and mobilization activities were evidenced by progress reports. Example of the progress reports included,<br><br>1-A report on sensitization of VHTs, Local council leaders on mass measles, Rubella and Polio vaccination conducted from 16th to 20th October 2019.<br><br>2- A report on inspection of public places (markets, trading centres, water sources, slaughter houses) conducted from 10th to 12th September 2019<br><br>3-A report on distribution of mosquito nets conducted from 20th to 30th June 2020. | 1 |
|    | Maximum 4 points on this performance measure   |   |  |   |
| 11 | Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities | c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0           | The LG had DHT quarterly review meetings which discussed actions taken on previous recommendations on health promotion and disease prevention. Review meetings were conducted per quarter on the dates indicated below, on 08/10/2019, 4/02/2020, 22/06/2020 and 5/7/2020 for Q1, Q2, Q3 and Q4 respectively   | 1 |
|    | Maximum 4 points on this performance measure   |   |  |   |

**Investment Management**

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| 12 | <p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> | <p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>  | <p>The LG did not have an updated asset register for the facilities</p>   | 0 |
|    | <p>Maximum 4 points on this performance measure</p>  |   |   |   |
| 12 | <p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> | <p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the LG Development Plan; (ii) desk appraisal by the LG; and (iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG)): score 1 or else score 0</p> | <p>The LG did not have a Development Plan for previous FY thus derived their projects from the approved AWP for FY 2019/2020.</p> <p>The DDEG funded projects were also eligible in tandem with section 6.1.1 pages 16-18 of the Enhanced DDEG Implementation Guidelines 2020/2021.</p> <p>However, the LG failed to avail documentary evidence for desk appraisal at the time of assessment.</p> | 0 |
|    | <p>Maximum 4 points on this performance measure</p>  |   |   |   |
| 12 | <p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> | <p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>   | <p>Field appraisal was only evidenced on environmental and social acceptability conducted on the single project implemented in the previous FY below:</p> <p>1. Environment and Social Screening Report on Renovation of OPD at Angerepo HCII dated 20TH/3/2020 signed by both Environment Officer and CDO.</p>   | 0 |
|    | <p>Maximum 4 points on this performance measure</p>  |   |   |   |

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| 12 | <p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p> | <p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>   | <p>There was evidence that the LG had screened for environmental and social risks and mitigation measures as mentioned below;</p> <p>From the screening form dated 10th March 2020, the LG screened the renovation of Angnrepo Health Center II out Patient Department in Angnrepo Village, Angnrepo Parish in Kapelebyong S/C.</p> <p>Provision of safety gears to workers, sensitization of workers on HIV/AIDs, proper labeling of sign post for both women and men, clearing of the site by removing debris.</p> | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>                     | <p>a. Evidence that the LG health department timely (by April 30 for the current FY ) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p> | <p>The DLG had the following Health infrastructure project was approved and incorporated into the DLG Procurement plan and AWP for FY 2020/2021 .</p> <p>Renovation of OPD in Obalanga HC11 at Obalanga Sub county page 1 in the consolidated AWP dated 02/06/2020.</p> <p>CC/MAR/2019/2020/APPRVs/30</p> <p>Approval of District Procurement Plan.</p>  | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>                     | <p>b. If the LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>   | <p>Submission of approved District Procurement for FY 2019/2020 Plan to PPDA was prepared and signed by CAO. This was renovation of Angerepo HC11 in Procurement request form pp5 submitted to PPDA on 26/08/2019.</p>   | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>                     | <p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>                        | <p>The LG had Renovation of OPD in Angerepo HC11 at Acowa Sub county dated 26/08/2019 under minute</p> <p>CC/AUG/2019/2020/APPRVs/32</p> <p>Procurement for Health Sector infrastructure project approved by Contracts committee before commencement of construction in previous FY.</p>   | 1 |

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| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>   | <p>The LG did not provide evidence of a designated PIT for health infrastructure projects in FY 2019/2020.</p>   | 0 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>   | <p>DLG Engineer's Progress and supervision reports dated 08/05/2020 of Angerepo HC 11 Health project site involving;</p> <p>1.Renovation of Angerepo Health Centre 11 Ref: KAPEL627/Wrks/19-20/00025 awarded to Bri-Light Enterprises Ltd at 20,379,072. all had MoH technical designs attached to Engineer's certificates.</p> <p>The certification certificates for these Health infrastructure project were issued by DLG Engineer on 16/05/2020 approving technical designs that were implemented.</p> | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p> | <p>There was a consolidated site report from DLG Engineer Mr. Odima Julius issued on 16/05/2020 for Angerepo health Centre II Project implemented during the FY 2019/2020.</p> <p>This report was in regard to Renovation of Angerepo Health Centre 11. Ref: KAPEL627/Wrks/19-20/ 00025.</p>   | 1 |

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| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility , the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p> | <p>There was no evidence of any site meeting held at the time of assessment.</p> <p>DLG explained that the outbreak of COVID-19 scared stakeholders from organizing site meetings</p>  | 0 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>  | <p>Renovation of Angerepo Health Centre 11 by Bri-Light Enterprises Ltd Ref: KAPEL627/Wrks/19-20/00025. Supervision visit was conducted by Engineer on 08/05/2020 and upon recommendation from DHO, DLG Engineer issued certificate of work completion dated 16/05/2020.</p>   | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>   | <p>1.Renovation of Angerepo Health Centre 11 Ref: KAPEL 627/Wrks/19-20/00025</p> <p>Supervision visit to the site was conducted by on 16/05/2020 Engineer issued Certificate of completion Number 2 on 16/05/2020 and Subsequent payment of 20,038,825 was initiated and timely paid on 24/05/2020 upon recommendation by DHO.</p> | 1 |



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| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p> | <p>The DLG had Angerepo Health Centre 11 infrastructure project approved and incorporated into the Procurement plan for FY 2019/2020.</p> <p>1. Evaluation committee report for Rehabilitation of Opuyo Health Centre 11 Ref: KAPEL627/Wrks/19-20/00025. by Bri-Light Enterprises Ltd was approved by contracts committee dated 26/08/2019 under min: CC/AUG/2019/2020/APPRVs/32</p> | 1 |
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### Environment and Social Safeguards

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| 14 | <p>Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework</p> <p>Maximum 2 points on this performance measure</p> | <p>a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0</p>   | <p>There was evidence that the LG had recorded one grievance dated 20th August 2019 from Acowa S/C HCIII.</p> <p>Grievance;</p> <p>Theft of the drugs from Acowa Health Centre Three.</p> <p>Action taken;</p> <p>The case of theft was reported to police and the Officer In Charge followed up the case where by three officers were arrested.</p> <p>Status;</p> <p>Security was improved and no more theft of drugs.</p> | 2 |
| 15 | <p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>  | <p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>  | <p>There was no evidence that the LG health disseminated guidelines on health care / medical waste management to health facilities.</p>  | 0 |
| 15 | <p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>  | <p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p> | <p>There was evidence that the LG had in place a functional system for Medical waste management, at Acowa HCII there was a pit for dumping selective medical waste while other wastes are burnt and some are buried to decompose and used as fertilizers.</p>  | 2 |

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| 15 | <p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>   | <p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>   | <p>There was no evidence that the LG conducted training (s) and created awareness in healthcare waste management.</p>  | 0 |
| 16 | <p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p> | <p>a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0</p>  | <p>There was no evidence that the LG had costed ESMP was incorporated into designs, BoOs, bidding and contractual documents for health infrastructure projects of the previous FY.</p> | 0 |
| 16 | <p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p> | <p>b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0</p> | <p>There was no evidence that the LG had proof of ownership of land on which health sector projects are implemented.</p>   | 0 |

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| 16 | Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments | c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0. | There was no evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs. | <b>0</b> |
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Maximum 8 points on this performance measure

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| 16 | Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments | d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0 | There was no evidence that the LG had Certification form signed by the CDO and Environment Officer, the contractor never fulfilled the mitigations. | <b>0</b> |
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Maximum 8 points on this performance measure

| No.  | Summary of requirements  | Definition of compliance   | Compliance justification   | Score |
|--|--|--|--|-------|
| <b>Local Government Service Delivery Results</b> |  |  |  |       |
| 1  | Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees<br><br><i>Maximum 4 points on this performance measure</i> | a. % of rural water sources that are functional.<br><br>If the district rural water source functionality as per the sector MIS is:<br><br>o 90 - 100%: score 2<br><br>o 80-89%: score 1<br><br>o Below 80%: 0  | Percentage of rural water sources that are functional for the current FY 2020/21= 97%<br><br>Acowa = 95%<br><br>Akoromit = 98%<br><br>Kapelebyong = 97%<br><br>Obalanga = 95%<br><br>Okungur = 100%<br><br>Average = 97% | 2     |
| 1  | Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees<br><br><i>Maximum 4 points on this performance measure</i> | b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:<br><br>o 90 - 100%: score 2<br><br>o 80-89%: score 1<br><br>o Below 80%: 0 | Percentage of facilities with functional water & sanitation committees = 84%<br><br>Acowa = 92%<br><br>Akoromit = 78%<br><br>Kapelebyong = 80%<br><br>Obalanga = 83%<br><br>Okungur = 91%<br><br>Average = 84%           | 1     |
| 2  | Service Delivery Performance: Average score in the water and environment LLGs performance assessment<br><br><i>Maximum 8 points on this performance measure</i>              | a. The LG average score in the water and environment LLGs performance assessment for the current. FY.<br><br>If LG average scores is<br><br>a. Above 80% score 2<br><br>b. 60 -80%: 1<br><br>c. Below 60: 0<br><br>(Only applicable when LLG assessment starts)  | Not applicable   | 0     |

Service Delivery  
Performance: Average  
score in the water and  
environment LLGs  
performance  
assessment

*Maximum 8 points on  
this performance  
measure*

b. % of budgeted water projects  
implemented in the sub-counties with  
safe water coverage below the district  
average in the previous FY.

o If 100 % of water projects are  
implemented in the targeted S/Cs:  
Score 2

o If 80-99%: Score 1

o If below 80 %: Score 0

% of budgeted water projects  
implemented in the sub-counties with  
safe water coverage below the district  
average in the previous FY was 33%

Two sub counties of Kapelebyong and  
Okungurhad safe water coverage  
below the district average (89%) in the  
previous FY(2019/2020)

- Acowa = 95% access
- Akoromit = 92% access
- Kapelebyong = 87%
- Obalanga = 95%
- Okungur = 72%

Average = 89% access

Total of projects implemented in the  
financial FY 2019/20 = 6 (All  
boreholes) equivalent to  
138,654,918/=

Number of projects implemented in the  
two sub counties below the district  
average = 2 (No borehole in Okungur  
and 2 boreholes in Kapelebyong s/c).  
% of budgeted water projects  
implemented in the sub-counties with  
safe water coverage below the district  
average =  $2/6 * 100 = 33\%$

Service Delivery  
Performance: Average  
score in the water and  
environment LLGs  
performance  
assessment

*Maximum 8 points on  
this performance  
measure*

c. If variations in the contract price of  
sampled WSS infrastructure  
investments for the previous FY are  
within +/- 20% of engineer's estimates

o If within +/-20% score 2

o If not score 0

There were two water project contracts  
in the Previous FY; Drilling of six new  
boreholes in the 3 sub counties of  
Kepelebyong, Acowa and Okungur

Estimated cost = 140,000,000/=

Contract cost = 137,342,400/=

Contract variation = 2,657,600/=

Percentage variation = -3%

Extension of solar pumped water from  
Kapelebyong Health Centre IV to the  
District Headquarters

Contract sum = 36,811,867/=

Estimated cost = 22,000,000/=

Contract variation = 14,811,867

|   |  |  |  |   |
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| 2 | <p>Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p> | <p>d. % of WSS infrastructure projects completed as per annual work plan by end of FY.</p> <p>o If 100% projects completed: score 2</p> <p>o If 80-99% projects completed: score 1</p> <p>o If projects completed are below 80%: 0</p>   | <p>All the 6 borehole drilling was completed on 1st/June/2020</p> <p>The solar pumped water extension project was completed on 16th/06/2020</p>  | 2 |
| 3 | <p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>                       | <p>a. If there is an increase in the % of water supply facilities that are functioning</p> <p>o If there is an increase: score 2</p> <p>o If no increase: score 0.</p>   | <p>Percentage of functional water supply facilities for the FY 2019/20 = 96%</p> <p>The Percentage of functional water supply facilities for the FY 2018/19 was not obtained since the district was still a county under Amuria district</p>               | 2 |
| 3 | <p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>                       | <p>b. If there is an Increase in % of facilities with functional water &amp; sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 5%: score 2</p> <p>o If increase is between 0-5%: score 1</p> <p>o If there is no increase: score 0.</p> | <p>Percentage of functional water and sanitation committee for the FY 2019/20 = 84%</p> <p>The Percentage of functional water and sanitation committee for the FY 2018/19 was not obtained since the district was still a county under Amuria district</p> | 2 |

**Performance Reporting and Performance Improvement**

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| 4 | <p>Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance</p> <p><i>Maximum 3 points on this performance measure</i></p> | <p>The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3</p> | <p>The DWO accurately reported on WSS facilities constructed in the previous FY in the quarter 1 report submitted on 25th/10/2019</p> <p>Quarter 2 report submitted on 7th/02/2020</p> <p>Quarter 3 submitted on 21st/04/2020</p> <p>Quarter 4 submitted on 21st/08/2020</p> <p>The two projects (borehole drilling and solar water pump projects) was seen on page 3 of all reports</p> | 3 |
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| 5 | <p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p> | <p>a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2</p>   | <p>There was evidence that the DWO collects and compiles quarterly information on sub county WSS facilities as form 1 for all new water sources were seen attached on the quarter four progress report from page 21 to 27 followed by form 4 for management and gender functionality</p> <p>there was no new projects implemented in quarter 1,2 and 3, all activities were done in quarter 4</p>   | 2 |
| 5 | <p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p> | <p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p>   | <p>There was an evidence that the DWO updates the MIS (WSS Date) quarterly as seen in the change in the total of water point sources between the periods of quarter 1 and quarter4 , total of point water sources in quarter 1 of the current FY = 387 and total of point watersources in quarter 4 of the previous FY = 385. The increase in the number of water points from 385 to 387 was as a result of the additional two new boreholes constructed in Kapelebyong S/C</p> | 3 |
| 5 | <p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p> | <p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p> | <p>Not applicable</p>   | 0 |

### Human Resource Management and Development

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| 6 | <p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p> | <p>a. Evidence that the DWO has budgeted for the following Water &amp; Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation &amp; hygiene); 1 Engineering Assistant (Water) &amp; 1 Borehole Maintenance Technician: Score 2</p> | <p>The LG budgeted for only a Civil Engineer (Water) Odima Isaac and Assistant Engineering (Water) Epaku Richard.</p> | 0 |
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| 6 | <p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p> | <p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment &amp; Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>   | <p>The Environment and Natural Resources Officer budgeted for only the forestry officer Okoa James Brown appointed vide appointment letter dated 22nd July 2019 reference CR/159/1 DSC No. 52/ADSC/2019/24.</p> <p>The other positions of the Natural Resources Officer and Environment Officer were not budgeted for</p> | 0 |
| 7 | <p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>          | <p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>  | <p>Appraisal forms for District Water Office staff were not availed.</p>  | 0 |
| 7 | <p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>          | <p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p> | <p>There was no evidence of has identified capacity needs of staff from the performance appraisal process.</p>  | 0 |

**Management, Monitoring and Supervision of Services.**



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| 8 | <p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p> | <ul style="list-style-type: none"> <li>• a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district:</li> <li>•</li> <li>• If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3</li> <li>• If 80-99%: Score 2</li> <li>• If 60-79: Score 1</li> <li>• If below 60 %: Score 0</li> </ul>  | <p>The LG allocated 100% of the water budget to the Four Sub counties that were below the district average (65%)</p> <p>Acowa at 50% water coverage</p> <p>Acinga at 21% water coverage</p> <p>Okungur at 50%</p> <p>Kapelebyong at 62%</p> <p>The allocation for the current fy was as follows</p> <p>Acowa = 1 Borehole</p> <p>Kapelebyong with 1 Borehole</p> <p>Acinga with 3 Boreholes</p> <p>Okunger with 3 Boreholes. The LG had planned to construct 9 boreholes in the district and all them were allocated to the four sub counties below the district average equivalent to 100%</p> | 3 |
| 8 | <p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p> | <p>b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3</p>  | <p>The DWO communicated to the LLGS about their respective allocations per source on 12th/05/2020</p>   | 3 |
| 9 | <p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>   | <p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p> <ul style="list-style-type: none"> <li>• If more than 95% of the WSS facilities monitored quarterly: score 4</li> <li>• If 80-99% of the WSS facilities monitored quarterly: score 2</li> <li>• If less than 80% of the WSS facilities monitored quarterly: Score 0</li> </ul> | <p>The district water officer monitored 381 boreholes in the first quarter of 2020/21 FY out of a total of 410 water points</p> <p>Percentage of water points monitored = <math>381/410 * 100 = 93\%</math></p>   | 2 |

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| 9  | <p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> | <p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p> | <p>There was no evidence that the DWO conducted the DWSCC meeting and therefore no minutes was presented at the time of taking the assessment</p>  | 0 |
|    | <p><i>Maximum 8 points on this performance measure</i></p>   |  |  |   |
| 9  | <p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> | <p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>   | <p>The DWO did not publicize budget allocations to the LLGs with safe water coverage below the district average</p>  | 0 |
|    | <p><i>Maximum 8 points on this performance measure</i></p>   |  |  |   |
| 10 | <p>Mobilization for WSS is conducted</p>   | <p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p>   | <p>The DWO allocated only 26% of the NWR budget towards community mobilization activities.</p>   | 0 |
|    | <p><i>Maximum 6 points on this performance measure</i></p>   | <ul style="list-style-type: none"> <li>• If funds were allocated score 3</li> <li>• If not score 0</li> </ul>  | <p>Total of rural NWR budget =<br/>30,921,731/=</p> <p>Amount allocated for community mobilization = 8,000,000/=</p> <p>Percentage allocation =<br/><math>8000,000/30921731*100 =26\%</math></p>   |   |
| 10 | <p>Mobilization for WSS is conducted</p>   | <p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&amp;M of WSS facilities: Score 3.</p>   | <p>The WSCS for all the 6 deep boreholes constructed were established on 22nd/05/2020 from their water source locations and each was made up of 9 members.</p>   | 3 |
|    | <p><i>Maximum 6 points on this performance measure</i></p>   |  | <p>The DWO and CDO trained the WSCS on their roles on O&amp;M of WSS facilities on the 24th/07/2020 at their respect water source points</p> <p>It was also seen in the annual work plan for the previous financial year that the training of WSCS was budgeted and planned for and it was among the software activities under the NWR budget. Item 6.4 indicated the committee was established and items 6.5,6.6 and 6.7 indicated that the WSCS was trained on their roles on O&amp;M of WSS</p> |   |

## Investment Management

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|----|---|---|---|---|
| 11 | Planning and Budgeting for Investments is conducted effectively<br><br><i>Maximum 14 points on this performance measure</i> | a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:<br><br>Score 4 or else 0   | The LG did not present an asset register at the time of taking the assessment   | 0 |
| 11 | Planning and Budgeting for Investments is conducted effectively<br><br><i>Maximum 14 points on this performance measure</i> | b. Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:<br><br>Score 4 or else score 0. | The LG did not have a Development Plan in the previous FY thus derived their projects from the approved AWP for FY 2019/2020.<br><br>The DDEG funded projects were also eligible in tandem with section 6.1.1 pages 16-18 of the Enhanced DDEG Implementation Guidelines 2020/2021.<br><br>However, the LG failed to avail documentary evidence for desk appraisal at the time of assessment. | 0 |
| 11 | Planning and Budgeting for Investments is conducted effectively<br><br><i>Maximum 14 points on this performance measure</i> | c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2  | The DWO presented a complete file of community application forms for the current FY.<br><br>e.g<br><br>Application for a borehole from Akum community dated 4th/10/2020<br><br>Application for a borehole from Onyonokwon community dated 12th/07/2020<br><br>Application from Oringoi village dated 17th/07/2020   | 2 |

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| 11 | <p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>                                    | <p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>  | <p>There was no evidence that the LG conducted field appraisal to check for the; technical feasibility, environmental social acceptability and customized designs for WSS projects for current FY hence there was no feasibility study reports ,water resources report and field appraisal reports</p> <p>Field appraisal was only evidenced on environmental and social acceptability conducted on Borehole Drilling Projects implemented in the previous FY below: Environment and Social Screening Report on Borehole Drilling Projects Sites dated 30th/1/2020 signed by both Environment Officer and CDO.</p> | 0 |
| 11 | <p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>                                    | <p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p> | <p>The LG did not present filled environment and social screening forms and ESIA/costed ESMPs at the time of taking the assessment because the ('procurement process delayed and the contractor is yet to start works, after the contractor is done with sitting the boreholes then the screening will be done immediately')</p>   | 0 |
| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> | <p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>  | <p>The water infrastructure investments were seen incorporated in the LG approved procurement plan on page 2 and the plan was approved on 9th/09/2019 the two water infrastructures seen in the approve procurement plan for the previous FY include</p> <p>the extension solar water pump project and</p> <p>the 6 Borehole drilling project</p>  | 2 |

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| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p> | <p>b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:</p> | <p>There was evidence that the water supply and sanitation infrastructure for the previous FY were approved by the contracts committee before commencement of construction.</p> <p>The sitting, drilling, Installation, pump testing and casting of 6 Boreholes was approved on 10th/12/2019 under MINUTE;/CC/NOV/2019-2020/AWARD/16 with a contract cost of 137,342,400/=</p> <p>The extension of the solar piped water system to the district headquarters was approved on 2nd/6/2020 under MINUTE;/CC/APR/2019-2020/CI/35 With contract cost = 36,811,867/=</p> | 2 |
| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p> | <p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>                           | <p>The DWO did not properly establish the project implementation team, it only constituted of the project Manager.</p> <p>Using regulation 119 of LG PPDA regulations 2006, CAO appointed Mr. Odima Isaac in a letter dated 02/12/2019,ref:N0.CR as Project Manager for borehole drilling projects.</p>  | 0 |

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| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> | <p>d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2</p> | <p>There was evidence that water and public sanitation infrastructure sampled (two boreholes and an extension solar water pump) were constructed as per the standard technical designs provided by the DWO</p>  | 2 |
|    | <p><i>Maximum 14 points on this performance measure</i></p>   |  | <p>For the two sampled borehole projects, it was seen from the contract (BOQS) specifications that the contractor adopted the design A method of the hand pumps found on page 11 of the standard technical design manual for LG and the field visit of the 2 boreholes confirmed the existence and functionality of the boreholes. The two boreholes visited include; the borehole project atAsingevillage in Kapelebyong s/c under the DWSCG funding and another borehole in Aguyaguya village in Acowa S/C under DWSCG funding.</p> |   |
|    |   |  | <p>The third project and contract sampled and visited was the extension of solar water pump in KapelebyongTC HC IV which was also found well-functioning with 12 solar panels</p>   |   |
| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> | <p>e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2</p>                        | <p>The three officers (District Engineer, Environment officer and Community Development Officer) were not seen anywhere in the supervision reports and in the contract management plan provided by the DWO, it was only the DWO who participated in the supervision of the WSS projects. Some of the reports provided include;</p>  | 0 |
|    | <p><i>Maximum 14 points on this performance measure</i></p>   |  | <p>Pump testing, apron casting and hand pump installation supervision report dated 3rd/Jun/2020</p>   |   |
|    |   |  | <p>Sitting and drilling supervision report dated 29th/may/2020</p>  |   |

Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements

*Maximum 14 points on this performance measure*

f. For the sampled contracts, there is evidence that the DWO has verified works and initiated payments of contractors within specified timeframes in the contracts

o If 100 % contracts paid on time: Score 2

o If not score 0

Payment request for the drilling of 6 new boreholes was made on 11th/5/2020

Payment certificate was made on 28th/05/2020

Payment was made on 18th/06/2020

Payment for the extension of solar water piped system project was made on 18th/July/2020

The DWO initiated the payments on 19th/June/2020

Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements

*Maximum 14 points on this performance measure*

g. Evidence that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the PPDA Law:

Score 2, If not score 0

There was evidence that that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the

PPDA Law:

The procurement files for the two projects executed in the previous financial year were seen and were complete;

Procurement file for sitting, design, drilling and installation of 6 boreholes (Procurement Ref: KAPE/627/WRKS/2019-2020/00001) with the following documents;

- Bid acceptance letter dated 28th/11/2019
- Project manager appointment letter
- Contract committee minutes dated
- Tender adverts
- Bill of quantities
- Payment vouchers
- Form of contract agreement

Contract sum was 137,342,400/=

Procurement file for the extension of the piped water system to district head quarters

(Prof Ref: KAPE/627/WRKS/2019-2020/00024) with the following documents;

- Bid acceptance letter dated 14th/04/2020
- Project manager appointment letter dated 15th/04/2020
- Contract committee minutes dated 3rd/04/2020
- Tender adverts
- Bill of quantities
- Payment vouchers
- Form of contract agreement



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| 13 | <p>Grievance Redress:<br/>The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p> | <p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p> <p>Score 3, If not score 0</p> | <p>There was evidence of one grievance that was recorded, investigated, responded to and reported;</p> <p>Grievance;</p> <p>Dated 11th December 2019, borehole in Akoromit Secondary School the pump for the borehole was too hard for ladies in Iyalakwe village to pump</p> <p>Action taken</p> <p>The called for a meet with the community and promised them that they will call upon the contractor to work on it</p> <p>Status;</p> <p>Pump machinery fixed the pump</p> | 3 |
| 14 | <p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>   | <p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source &amp; catchment protection and natural resource management to CDOs:</p> <p>Score 3, If not score 0</p>   | <p>There was no evidence that the DWO and the Environment Officer have disseminated guidelines on water source &amp; catchment protection and natural resource management to CDOs.</p>  | 0 |
| 15 | <p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>  | <p>a. Evidence that water source protection plans &amp; natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0</p>   | <p>There was evidence seen on the field visit of the sampled water projects implemented, Fencing and shade trees were planted as documented in the AWP.</p>   | 3 |

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| 15 | <p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:</p> <p>Score 3, If not score 0</p>                     | <p>There was evidence that the LG WSS projects were implemented on land where the LG had proof of land ownership as listed below;</p> <ol style="list-style-type: none"> <li>1. Mr. Amugit offer part of his land to the community for borehole drilling in Okoboi village, Okoboi Parish in Kapelebyoung S/C Secondary School in Amugit Village dated 15th November 2019</li> </ol> <p>Witnessed by;</p> <p>Mr. Onaba Daniel, Mrs. Apolot Magadalline, Mr Adungo Stephen, Ms. Asio Debulla</p> <ol style="list-style-type: none"> <li>2. Mr. Echodu Charles offered part of his land to the community for the drilling of a borehole in Akoromit Secondary School in Iyalakwe village dated 23rd March 2020. Witnessed by; Ajuke Anges, Enoa Emmanuel, Akiteng Suzan, Ayogo Sekudina and Ejou Joesph.</li> <li>3. Mr. Ojukia Simon Peter offered part of his land to the community for borehole drilling in Aputon village dated 6th August 2019 witnessed by; Mr. Omus Micheal, Mr. Ocen Davide, Mr. Opio Micheal.</li> </ol> | 3 |
| 15 | <p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>c. Evidence that E&amp;S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:</p> <p>Score 2, If not score 0</p> | <p>There was no evidence that the LG had E&amp;S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices</p>   | 0 |
| 15 | <p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports:</p> <p>Score 2, If not score 0</p>  | <p>There was no evidence that the LG undertook monitoring to ascertain compliance with ESMPs</p>  | 0 |

| No.  | Summary of requirements   | Definition of compliance   | Compliance justification | Score |
|--|---|--|--------------------------|-------|
| <b>Local Government Service Delivery Results</b> |   |  |                          |       |
| 1  | <p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>              | <p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>   | Not applicable           | 0     |
| 1  | <p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>              | <p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> <li>• By more than 5% score 2</li> <li>• Between 1% and 4% score 1</li> <li>• If no increase score 0</li> </ul> | Not applicable           | 0     |
| 2  | <p>Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>                        | <p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> <li>• Above 70%; score 4</li> <li>• 60 – 69%; score 2</li> <li>• Below 60%; score 0</li> </ul> <p>Maximum score 4</p>                    | Not applicable           | 0     |
| 3  | <p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p> | <p>a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0</p>                           | Not applicable           | 0     |

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| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines<br><br>Maximum score 6 | b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0  | Not applicable | 0 |
| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines<br><br>Maximum score 6 | Evidence that the variations in the contract price are within +/- 20% of the Agriculture Engineers estimates: Score 1 or else score 0  | Not applicable | 0 |
| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines<br><br>Maximum score 6 | d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY<br><br>• If 100% score 2<br>• Between 80 – 99% score 1<br>• Below 80% score 0 | Not applicable | 0 |
| 4 | Achievement of standards: The LG has met staffing and micro-scale irrigation standards<br><br>Maximum score 6  | a) Evidence that the LG has recruited LLG extension workers as per staffing structure<br><br>• If 100% score 2<br>• If 75 – 99% score 1<br>• If below 75% score 0  | Not applicable | 0 |
| 4 | Achievement of standards: The LG has met staffing and micro-scale irrigation standards<br><br>Maximum score 6  | b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF<br><br>• If 100% score 2 or else score 0   | Not applicable | 0 |

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| 4 | Achievement of standards: The LG has met staffing and micro-scale irrigation standards<br><br>Maximum score 6 | b) Evidence that the installed micro-scale irrigation systems during last FY are functional<br><br>• If 100% are functional score 2 or else score 0 | Not applicable | 0 |
|---|---|---|----------------|---|

**Performance Reporting and Performance Improvement**

|   |   |   |                |   |
|---|---|---|----------------|---|
| 5 | Accuracy of reported information: The LG has reported accurate information<br><br>Maximum score 4 | a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0 | Not applicable | 0 |
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| 5 | Accuracy of reported information: The LG has reported accurate information<br><br>Maximum score 4 | b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0 | Not applicable | 0 |
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| 6 | Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans<br><br>Maximum score 6 | a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0 | Not applicable | 0 |
|---|--|--|----------------|---|

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| 6 | Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans<br><br>Maximum score 6 | b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0 | Not applicable | 0 |
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| 6 | Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans<br><br>Maximum score 6 | c.Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0                  | Not applicable | 0 |
| 6 | Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans<br><br>Maximum score 6 | d) Evidence that the LG has:<br><br>i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0 | Not applicable | 0 |
| 6 | Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans<br><br>Maximum score 6 | ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0   | Not applicable | 0 |

### Human Resource Management and Development

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| 7 | Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines<br><br>Maximum score 6 | a) Evidence that the LG has:<br><br>i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0 | Not applicable | 0 |
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| 7 | Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines<br><br>Maximum score 6 | ii Deployed extension workers as per guidelines score 1 or else 0   | Not applicable | 0 |
| 7 | Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines<br><br>Maximum score 6 | b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0   | Not applicable | 0 |
| 7 | Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines<br><br>Maximum score 6 | c) Evidence that extension workers deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0   | Not applicable | 0 |
| 8 | Performance management: The LG has appraised, taken corrective action and trained Extension Workers<br><br>Maximum score 4   | a) Evidence that the District Production Coordinator has:<br><br>i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0 | Not applicable | 0 |
| 8 | Performance management: The LG has appraised, taken corrective action and trained Extension Workers<br><br>Maximum score 4   | a) Evidence that the District Production Coordinator has;<br><br>Taken corrective actions: Score 1 or else 0  | Not applicable | 0 |

|   |  |   |                |   |
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| 8 | Performance management: The LG has appraised, taken corrective action and trained Extension Workers<br><br>Maximum score 4 | b) Evidence that:<br><br>i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0 | Not applicable | 0 |
| 8 | Performance management: The LG has appraised, taken corrective action and trained Extension Workers<br><br>Maximum score 4 | ii Evidence that training activities were documented in the training database: Score 1 or else 0  | Not applicable | 0 |

**Management, Monitoring and Supervision of Services.**

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|---|--|---|----------------|---|
| 9 | Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.<br><br>Maximum score 10 | a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0  | Not applicable | 0 |
| 9 | Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.<br><br>Maximum score 10 | b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0 | Not applicable | 0 |



|    |   |   |                       |   |
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| 9  | <p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p> | <p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>   | <p>Not applicable</p> | 0 |
| 9  | <p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p> | <p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>  | <p>Not applicable</p> | 0 |
| 9  | <p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p> | <p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>  | <p>Not applicable</p> | 0 |
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>  | <p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> <li>• If more than 90% of the micro-irrigation equipment monitored: Score 2</li> <li>• 70-89% monitored score 1</li> <li>Less than 70% score 0</li> </ul> | <p>Not applicable</p> | 0 |

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| 10 | Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines<br><br>Maximum score 8         | b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0                       | Not applicable | 0 |
| 10 | Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines<br><br>Maximum score 8         | c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0 | Not applicable | 0 |
| 10 | Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines<br><br>Maximum score 8         | d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0   | Not applicable | 0 |
| 11 | Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.<br><br>Maximum score 4 | a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0   | Not applicable | 0 |
| 11 | Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.<br><br>Maximum score 4 | b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0   | Not applicable | 0 |

## Investment Management

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|----|---|--|-----------------------|----------|
| 12 | <p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p> | <p>a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0</p>   | <p>Not applicable</p> | <p>0</p> |
| 12 | <p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p> | <p>b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0</p>   | <p>Not applicable</p> | <p>0</p> |
| 12 | <p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p> | <p>c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0</p>   | <p>Not applicable</p> | <p>0</p> |
| 12 | <p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p> | <p>d) For DDEG financed projects:<br/>Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0</p> | <p>Not applicable</p> | <p>0</p> |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>   | <p>a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.</p>  | <p>Not applicable</p> | <p>0</p> |

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| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0                              | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0   | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | d) Evidence that the micro-scale irrigation systems was approved by the Contracts Committee: Score 1 or else 0  | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0 | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | f) Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0   | Not applicable | 0 |

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| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Agricultural Engineer or Contracted staff): Score 2 or else 0 | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | h) Evidence that the LG has overseen the irrigation equipment supplier during:<br><br>i. Testing the functionality of the installed equipment: Score 1 or else 0   | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0   | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0                      | Not applicable | 0 |
| 13 | Procurement, contract management/execution:<br>The LG procured and managed micro-scale irrigation contracts as per guidelines<br><br>Maximum score 18 | j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0   | Not applicable | 0 |

**Environment and Social Safeguards**

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| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework<br><br>Maximum score 6 | a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0   | Not applicable | 0 |
| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework<br><br>Maximum score 6 | b) Micro-scale irrigation grievances have been:<br>i). Recorded score 1 or else 0<br>ii). Investigated score 1 or else 0<br>iii). Responded to score 1 or else 0<br>iv). Reported on in line with LG grievance redress framework score 1 or else 0 | Not applicable | 0 |
| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework<br><br>Maximum score 6 | b) Micro-scale irrigation grievances have been:<br>ii. Investigated score 1 or else 0<br>iii. Responded to score 1 or else 0<br>iv. Reported on in line with LG grievance redress framework score 1 or else 0                                      | Not applicable | 0 |
| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework<br><br>Maximum score 6 | b) Micro-scale irrigation grievances have been:<br>iii. Responded to score 1 or else 0<br>iv. Reported on in line with LG grievance redress framework score 1 or else 0  | Not applicable | 0 |

|    |  |  |                |   |
|----|--|--|----------------|---|
| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework<br><br>Maximum score 6 | b) Micro-scale irrigation grievances have been:<br><br>iv. Reported on in line with LG grievance redress framework score 1 or else 0 | Not applicable | 0 |
|----|--|--|----------------|---|

### Environment and Social Requirements

|    |  |   |                |   |
|----|--|---|----------------|---|
| 15 | Safeguards in the delivery of investments<br><br>Maximum score 6 | a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc.<br><br>score 2 or else 0 | Not applicable | 0 |
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| 15 | Safeguards in the delivery of investments<br><br>Maximum score 6 | b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment.<br><br>i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0 | Not applicable | 0 |
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| 15 | Safeguards in the delivery of investments<br><br>Maximum score 6 | ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0 | Not applicable | 0 |
|----|--|---|----------------|---|

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|----|--|--|----------------|---|
| 15 | Safeguards in the delivery of investments<br><br>Maximum score 6 | iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0 | Not applicable | 0 |
|----|--|--|----------------|---|

|    |  |   |                |   |
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| 15 | Safeguards in the delivery of investments<br><br>Maximum score 6 | iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0 | Not applicable | 0 |
|----|--|---|----------------|---|

| No.  | Summary of requirements  | Definition of compliance  | Compliance justification | Score |
|--|--|---|--------------------------|-------|
| <b>Human Resource Management and Development</b> |  |   |                          |       |
| 1  | <p>Evidence that the LG has recruited or requested for secondment of staff for all critical positions in the District Production Office responsible for micro-scale irrigation</p> <p>Maximum score is 70</p>        | <p>If the LG has recruited the Senior Agriculture Engineer score 70 or else 0.</p>                              | <p>Not applicable</p>    | 0     |
| <b>Environment and Social Requirements</b>       |  |   |                          |       |
| 2  | <p>Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.</p> <p>Maximum score is 30</p> | <p>If the LG:</p> <p>a. Carried out Environmental, Social and Climate Change screening, score 15 or else 0.</p> | <p>Not applicable</p>    | 0     |
| 2  | <p>Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.</p> <p>Maximum score is 30</p> | <p>b. Carried out Social Impact Assessments (ESIAs) where required, score 15 or else 0.</p>                     | <p>Not applicable</p>    | 0     |



| No.  | Summary of requirements  | Definition of compliance  | Compliance justification  | Score |
|--|--|---|---|-------|
| <b>Human Resource Management and Development</b> |  |   |   |       |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | If the LG has recruited:<br>a. 1 Civil Engineer (Water), score 15 or else 0.            | The DLG had recruited a Civil Engineer (Water) by the names of Odima Isaac vide appointment letter dated 22nd July 2020 referenced CR/159/1 DSC Minute No.52/ADSC/2019/19         | 15    |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | b. 1 Assistant Water Officer for mobilization, score 10 or else 0.                      | The LG had not recruited Assistant Water Officer for mobilization.  | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0. | The DLG had recruited a Assistant Engineering Officer by the names of Epaku Richard vide appointment letter dated 22nd July 2019 referenced CR/159/1 DSC Minute No.52/ADSC/2019/7 | 10    |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | d. 1 Natural Resources Officer , score 15 or else 0.                                    | The LG had not recruited a Natural Resources Officer  | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | e. 1 Environment Officer, score 10 or else 0.   | The LG had a substantive Senior Environment Officer known as Egule Paul appointed vide appointment Letter dated 24th April 2019 reference CR/159/1 DSC /13/ADSC/2019              | 10    |

|   |  |  |  |    |
|---|--|--|--|----|
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions. | f. Forestry Officer, score 10 or else 0. | The position of Forestry Officer had been substantively filled by Okoa James Brown appointed vide appointment letter dated 22nd July 2019 reference CR/159/1 DSC No. 52/ADSC/2019/24 | 10 |
|---|--|--|--|----|

**Environment and Social Requirements**

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| 2 | Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects | If the LG:<br>a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0. | From the screening form the LG carried out screening signed by the Environmental Officer and CDO as mentioned below;<br><br>1. From the screening form dated 11th December 2019 the LG drilled one borehole in Akoromit Secondary School in Iyalakwe village.<br><br>2. From the screening form dated 11th December 2019 the LG drilled one borehole in Apuuton village.<br><br>3. From the screening form dated 11th December 2019 the LG drilled one borehole in Amugit village. | 10 |
|---|---|--|--|----|

|   |   |  |   |    |
|---|---|--|---|----|
| 2 | Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects | b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0. | The above mentioned projects where not subjected to Environmental Social Impact Assessments | 10 |
|---|---|--|---|----|

Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects

c. Ensured that contractors got abstraction permits issued by DWRM, score 10 or else 0.

There was evidence that the contractor had drilling permit as detailed below;

DP06983/DW2019

ICON PROJECTS LTD

Dated 23rd July 2019,

Signed by

Kavutes Dominic,

Director Water Development.

| No.  | Summary of requirements  | Definition of compliance  | Compliance justification   | Score |
|--|--|---|--|-------|
| <b>Human Resource Management and Development</b> |  |   |  |       |
| 1  | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.<br><br>Applicable to Districts only.<br><br>Maximum score is 70 | If the LG has substantively recruited or formally requested for secondment of:<br><br>a. District Health Officer, score 10 or else 0. | The LG had not substantively recruited a District Health Officer.  | 0     |
| 1  | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.<br><br>Applicable to Districts only.<br><br>Maximum score is 70 | b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0   | The position of an Assistant District Health Officer Maternal, Child Health and Nursing had been substantively filled by Ms Walakira N.Margret. N. Emoudu vide appointment letter dated 5th June 2012 referenced CR/156/2 DSC Min No. 40/174/2012 9(a) | 10    |
| 1  | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.<br><br>Applicable to Districts only.<br><br>Maximum score is 70 | c. Assistant District Health Officer Environmental Health, score 10 or else 0.  | The LG had not substantively recruited an Assistant District Health Officer Environmental Health   | 0     |
| 1  | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.<br><br>Applicable to Districts only.<br><br>Maximum score is 70 | d. Principal Health Inspector (Senior Environment Officer) , score 10 or else 0.  | The DLG had a the position of Senior Environment Officer substantively filled by Egelu Paul vide appointment letter dated 24th April 2019 referenced CR/159/1 DSC Min No. 13/ADSC/2019   | 10    |

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| 1 | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions. | e. Senior Health Educator, score 10 or else 0.   | The DLG had not substantively recruited a Senior Health Educator  | 0  |
|   | Applicable to Districts only.  |  |   |    |
|   | Maximum score is 70  |  |   |    |
| 1 | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions. | f. Biostatistician, score 10 or 0.   | The position of a Biostatistician had been substantively filled by Etori festo who was appointed vide appointment letter dated 22nd July 2019 referenced CR/156/2 DSC Min No.52/ADSC/2019 | 10 |
|   | Applicable to Districts only.  |  |   |    |
|   | Maximum score is 70  |  |   |    |
| 1 | Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions. | g. District Cold Chain Technician, score 10 or else 0.   | The LG had not substantively recruited a District Cold Chain Technician   | 0  |
|   | Applicable to Districts only.  |  |   |    |
|   | Maximum score is 70  |  |   |    |
| 1 | Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.            | h. If the MC has in place or formally requested for secondment of Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0. |   |    |
|   | <i>Applicable to MCs only.</i>   |  |   |    |
|   | <i>Maximum score is 70</i>   |  |   |    |
| 1 | Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.            | i. If the MC has in place or formally requested for secondment of Principal Health Inspector, score 20 or else 0.                                    |   |    |
|   | <i>Applicable to MCs only.</i>   |  |   |    |
|   | <i>Maximum score is 70</i>   |  |   |    |

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| 1 | Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.<br><br><i>Applicable to MCs only.</i><br><br><i>Maximum score is 70</i> | j. If the MC has in place or formally requested for secondment of Health Educator, score 20 or else 0. |
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**Environment and Social Requirements**

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| 2 | Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)<br><br>Maximum score is 30 | If the LG carried out:<br><br>a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0. | There was evidence that the LG had Environmental, Social and Climate Change screening/Environment signed by the Environmental Officer and CDO<br><br>From the screening form dated 10th March 2020 the LG screened the renovation of Angnrepo Health Center II out Patient Department in Angnrepo Village, Angnrepo Parish in Kapelebyong S/C. For the FY 2019/2020 only one health project was implemented. | <b>15</b> |
| 2 | Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)<br><br>Maximum score is 30 | b. Social Impact Assessments (ESIAs) , score 15 or else 0.   | The above mentioned project was not subjected to Environmental social Impact Assessment.   | <b>15</b> |

| No.  | Summary of requirements   | Definition of compliance   | Compliance justification   | Score |
|--|---|--|--|-------|
| <b>Human Resource Management and Development</b> |   |  |  |       |
| 1  | <p>Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:</p> <p><i>The maximum score is 70</i></p> | <p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>a) District Education Officer/ Principal Education Officer, score 30 or else 0.</p> | <p>The position of District Education Officer was vacant.</p>  | 0     |
| 1  | <p>Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:</p> <p><i>The maximum score is 70</i></p> | <p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>b) All District/Municipal Inspector of Schools, score 40 or else 0.</p>             | <p>According to the approved structure DLG should have two District Inspectors of Schools ( an senior inspector and an inspector )</p> <p>The district had a Senior inspector of schools by the names of Okare Olaki Samson appointed through appointment letter dated 24th April 2019 referenced CR/159/1 DSC 14/ADSC/2019</p> <p>And</p> <p>The district had an inspector of schools by the names of Oinga Stephen appointed vide appointment letter dated 22nd July 2019 referenced CR/159/1. DSC 52/ADSC/2019/14</p> | 40    |

**Environment and Social Requirements**

2

Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)

The Maximum score is 30

If the LG carried out:

a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.

There was evidence that the LG screened projects on Environmental, Social and Climate Change as evidenced by the screening forms signed by both the Environmental Officer and CDO as mentioned below;

1. From the screening form dated 7th January 2020, the LG screened Construction of a 3 classroom block with an office in Canigweno P/S in Canigweno Village, Nyada Parish, Kapelebyoung S/C.

2. From the screening form dated 6th January 2020, the LG screened construction of two classroom block and an Office at Akoromit Seed Secondary School in Olekat Village, Olekat Parish in Amoromit S/C.

3. From the screening form dated 6th January 2020, the LG screened completion of the science laboratory in John Eluru Memorial Secondary School in Odukal village, Odukul Parish.

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2

Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)

The Maximum score is 30

If the LG carried out:

b. Social Impact Assessments (ESIAs) , score 15 or else 0.

All the above mentioned projects where not subject to Social Impact Assessments as evidenced from the recommendations recorded on the environmental, social and climatic change screening checklists or forms.

15



| No.  | Summary of requirements  | Definition of compliance  | Compliance justification   | Score |
|--|--|---|--|-------|
| <b>Human Resource Management and Development</b> |  |   |  |       |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0               | The DLG had not recruited a Chief Finance Officer nor requested for a secondment | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | b. District Planner/Senior Planner, score 3 or else 0                               | The position of District Planner was vacant.                                     | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | c. District Engineer/Principal Engineer, score 3 or else 0                          | The position of . District Engineer was vacant.                                  | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0 | The position of District Natural Resources Officer was vacant.                   | 0     |
| 1  | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | e. District Production Officer/Senior Veterinary Officer, score 3 or else 0         | The position of District Production Officer was vacant.                          | 0     |

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| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | f. District Community Development Officer/ Principal CDO,<br><br>score 3 or else 0   | The position of District Community Development Officer was vacant.   | 0 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | g. District Commercial Officer/Principal Commercial Officer,<br><br>score 3 or else 0                                      | The position of District Commercial Officer was vacant.  | 0 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | other critical staff<br><br>h (i). A Senior Procurement Officer (Municipal: Procurement Officer)<br><br>score 2 or else 0. | The DLG had not recruited a senior procurement officer at the time of assessment   | 0 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | h(ii). Procurement Officer (Municipal Assistant Procurement Officer),<br><br>score 2 or else 0                             | The position of procurement officer was substantively filled by Mrs. Anyango Betty who was appointed through appointment letter dated 31st Jan 2008 under reference CR/156/2 DSC Min no. 70/1/2008 | 2 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | i. Principal Human Resource Officer,<br><br>score 2 or else 0  | The position of Principal Human Resource Officer was vacant.   | 0 |

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| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | j. A Senior Environment Officer,<br><br>score 2 or else 0   | The position of a Senior Environment Officer was substantively filled by Egelu Paul who was appointed through appointment letter dated 20th April 2019 under reference CR/159/1 DSC Min No. 13/ADSC/2019 | 2 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | k. Senior Land Management Officer,<br><br>score 2 or else 0   | The position of a Senior Land Management Officer was vacant  | 0 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | l. A Senior Accountant,<br><br>score 2 or else 0  | The position of a Senior Accountant Officer was vacant   | 0 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | m. Principal Internal Auditor for Districts and Senior Internal Auditor for MCs,<br><br>score 2 or else 0 | The position of Principal Internal Auditor was substantively filled by Okanyukure Justine Oscar through appointment letter dated 24th April 2019 reference CR/159/1 DSC Minute No. 17/ADSC/2019 (ii)     | 2 |
| 1 | Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.<br><br>Maximum score is 37. | n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0                                    | The position of Principal Human Resource Officer (Secretary DSC), was vacant   | 0 |

Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG

Maximum score is 15

If LG has recruited or requested for secondment of:

a. Senior Assistant Secretaries in all LLGS,

score 5 or else 0

The DLG had 7 operational sub-counties and one Town council namely ; Acowa S/c, Okungur, Akoromit, Obalanga, Kapeleblong, Acinga, Alito and Kapelebyong T/C

At the time of assessment the DLG had 5 out of 7 positions of Senior Assistant Secretaries substantively filled.

The substantively appointed SAS were as follows;

1. Alobai Peter appointed Vide appointment letter dated 24th July 2018 referenced CR/159/1 DSC /AMUR/04/06/2018 a (2) (Vii) stationed at Kapelebyong S/C

2. Aem John Micheal appointed vide appointment letter dated 21st July 2018 referenced CR/159/1 DSC /AMUR/04/06/2018 a (2)(Viii) stationed at the district Head quarters

3. Agoro Betty appointed vide appointment letter dated 22nd July 2019 referenced CR/156/1 DSC No. 52/ADSC/2019/17 stationed at Akoromit Sub county

4. Otwao Solomom appointed vide appointment letter dated 22nd July 2019 referenced CR/156/1 DSC Min No. 52/ADSC/2019/16 stationed at Alito S/c

5. Acor Jesca Atim appointed vide appointment letter dated 22nd July 2019 referenced CR/156/1 DSC Min No. 52/ADSC/2019/16 stationed at Acowa S/c

Other positions were occupied by caretakers

Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG

Maximum score is 15

If LG has recruited or requested for secondment of:

b. A Community Development Officer or Senior CDO in case of

The DLG had 7 operational sub-counties and one Town council namely ; Acowa S/c, Okungur, Akoromit,

Obalanga, Kapeleblong, Acinga, Alito and

Town Councils, in all LLGS

score 5 or else 0.

Kapelebyong T/C

The DLG had Six positions of CDO substantively filled

The substantively appointed CDOs were as follows;

Ibrahim Mohammed appointed  
Vide appointment letter dated 1st November 2016 referenced CR/156/1 DSC /AMUR/07/2016(4) attached to District Head Quarters.

Apio Jesca appointed vide appointment letter dated 1st Nov 2016 ref CR/156/1 DSC /AMUR/07/2016(3)

Obwaliga Martin appointed vide appointment letter dated 11th May 2020 referenced CR/156/2 DSC Min No. 6/KDSC/2020 attached to Acowa S/c

Ediau Oyata Jonah appointed vide appointment letter dated 11th May 2020 referenced CR/156/2 Min No. 6/KDSC/2020 attached to Okungur S/c

Emuge Esther appointed vide appointment letter dated 11th May 2020 referenced CR/156/2 DSC Min 6/KDSC/2020 attached to Akoromit S/c

Aujo Philomina appointed vide appointment letter dated 11th May 2020 referenced CR/156/2 DSC Min 6/KDSC/2020 attached to Obalaga S/c

Olupot Benjamin appointed vide appointment letter dated 11th May 2020 referenced CR/156/2 DSC Min 6/KDSC/2020 attached to Kapelebyong S/c

Alito S/c, Acinga S/c lacked substantive CDOs

Kapelebyong Town Council lacked a senior CDO

2

Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG

Maximum score is 15

If LG has recruited or requested for secondment of:

c. A Senior Accounts Assistant or an Accounts

5

The DLG had 7 operational sub-counties and one Town council namely ; Acowa S/c, Okungur, Akoromit, Obalanga, Kapelebyong, Acinga, Alito and Kapelebyong T/C

Assistant in all LLGS,  
score 5 or else 0.

The DLG had positions of Senior  
Accounts Assistant or an  
Accounts Assistant substantive  
filled as below,

1. Ondigar Francis appointed  
vide appointment letter dated  
11th May 2020 ref CR/156/1  
DSC 4/KDSC/2020 attached to  
KAPELEBYONG T/C

2. Apio Sarah appointed vide  
appointment letter dated 1st  
September 2005 referenced  
CR/156/1 attached to ACOWA  
S/C

3. Emeru Simon appointed vide  
appointed letter dated 22nd  
October 2019 referenced  
CR/156/2 DSC  
52/ADSC/2019/20 attached to  
DLG Head quarters in charge  
revenue

4. Emoki Moses appointed vide  
appointed letter dated 22nd July  
2019 referenced CR/156/2 DSC  
52/ADSC/2019/6 attached to  
Okungur S/c

5. Olaki Stephen appointed vide  
appointed letter dated 22nd July  
2019 referenced CR/156/2

DSC 52/ADSC/2019/6 attached  
to DLG Head quarters in  
Production Department

6. Aguti Hellen Betty appointed  
vide appointed letter dated 22nd  
July 2019 referenced CR/156/2  
DSC 52/ADSC/2019/6 attached  
to Akoromit .

7. Okello Simon Robin  
appointed vide appointed letter  
dated 22nd July 2019 reference  
CR/156/2 DSC 52/ADSC/2019/6  
attached to DLG Head quarters  
in finance department.

8. Alelu Patrick appointed vide  
appointed letter dated 1st June  
2018 reference CR.159/1 DSC  
Min No. AMUR/05/05/2018(1)(d)  
attached to DLG Head quarters  
in health department .

9. Alelu Faustino appointed  
vide appointed letter dated 1st  
June 2018 reference CR.159/1  
DSC Min No. AMUR/05/05/2018  
attached to Kapelebyong S/c

## Environment and Social Requirements

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| 3 | Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.<br><br>Maximum score is 4 | If the LG has released 100% of funds allocated in the previous FY to:<br><br>a. Natural Resources department,<br><br>score 2 or else 0         | Budget for Natural Resources department in the previous FY was Shs. 119,219,843 as on page 8 of the draft AFS for FY 2019/2020.<br><br>Actual released to the department was Shs. 116,008,348 as on page 8 of draft AFS for FY 2019/2020 representing 97.3%<br><br>Workings:<br><br>$116,008,348/119,219,843*100=97.3\%$ | 0 |
| 3 | Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.<br><br>Maximum score is 4 | If the LG has released 100% of funds allocated in the previous FY to:<br><br>b. Community Based Services department.<br><br>score 2 or else 0. | Budget for Community Based department in the previous FY was Shs. 273,502,266 as on page 8 of the draft AFS for FY 2019/2020.<br><br>Actual released to the department was Shs. 82,022,344 as on page 8 of draft AFS for FY 2019/2020 representing 30%<br><br>Workings:<br><br>$82,022,344/273,502,266*100=30\%$         | 0 |

Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.

Maximum score is 12

a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0

Evidence from the screening forms signed by the Environmental Officer and CDO the LG carried out Screening of the projects , however all the projects screened were not DDEG funded projects as below;

From the screening form dated 12th December 2019, the LG screened Construction of a 3 classroom block with an office in Canigweno P/S in Canigweno Village, Nyada Parish, Kapelebyong S/C.

From the screening form dated 6th January 2020, the LG screened construction of two classroom block and an Office at Akoromit Seed Secondary School in Olekat Village, Olekat Parish in Amoromit S/C.

From the screening form dated 6th January 2020, the LG screened completion of the science laboratory in John Eluru Memorial Secondary School in Odukal village, Odukul Parish

From the screening form dated 10th March 2020, the LG screened the renovation of Angnrepo Health Center II out Patient Department in Angnrepo Village, Angnrepo Parish in Kapelebyong S/C.

From the screening form dated 10th March 2020, the LG screened drilling of 1 borehole in Amugit village, Okoboi Parish in Kabelebyoung S/C .From the screening form dated 11th December 2019 the LG drilled one borehole in Akoromit Secondary School in Iyalakwe village.

From the screening form dated 11th December 2019 the LG drilled one borehole in Apuuton village.



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| 4 | <p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p> | <p>b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG),</p> <p>score 4 or 0</p> | <p>The above sampled projects were not subject to Environment and Social Impact Assessments (ESIAs) any projects. .</p> | 4 |
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| 4 | <p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p> | <p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;</p> <p>score 4 or 0</p> | <p>There was no evidence that the LG had Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant.</p> | 0 |
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**Financial management and reporting**

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| 5 | <p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p> | <p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p> | <p>Awaits Auditor General's opinion in January 2021.</p> | 0 |
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| 6 | <p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p> <p>maximum score is 10</p> | <p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p> <p>score 10 or else 0.</p> | <p>No evidence of responses to PS/ST on queries raised by Internal Auditor General in FY 2018/2019 at both MoFPED Inventory of LG submissions and LG levels.</p> <p>The LG made responses addressed to PS/ST dated 20th/10/2020 Ref. CR/103/2 on 16 (sixteen) queries raised by the Auditor General in FY 2018/2019 but had not submitted them at the point of time of the assessment.</p> | 0 |
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| 7 | <p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>  | <p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>   | <p>The LG submitted an Annual Performance Contract on 20th /6/2020 at 1.56 pm through PBS@ifmis.go,ug to www.budget.go.ug and received by MoFPED.</p>  | 4 |
| 8 | <p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>                        | <p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>                               | <p>The LG submitted an Annual Performance Report on 2nd /9/2020 through PBS@ifmis.go,ug to www.budget.go.ug and received by MoFPED. This submission was received later than the recommended date of 31st/8/2020.</p>   | 4 |
| 9 | <p>Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year</p> <p>Maximum score is 4</p> | <p>If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p> | <p>The LG submitted all the quarterly budget performance reports during FY 2019/2020 to MoFPED as evidenced below;</p> <p>1st QBPR was acknowledged by MoFPED on 10th/12/2019</p> <p>2nd QBPR was acknowledged by MoFPED on 17th/2/2020.</p> <p>3rd QBPR was acknowledged by MoFPED on 26th/5/2020.</p> <p>4th QBPR was acknowledged on 2nd/9/2020 later than the recommended date of 31st/8/2020.</p> | 0 |