



Local Government Performance Assessment

Rakai District

(Vote Code: 549)

Assessment	Scores
Accountability Requirements	83%
Crosscutting Performance Measures	71%
Educational Performance Measures	67%
Health Performance Measures	74%
Water Performance Measures	77%

Summary of requirements	Definition of compliance	Compliance justification	Compliant?
Annual performance contract			
<p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p>	<ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. 	<p>Rakai DLG submitted the Annual Performance Contract of the forthcoming year on Sunday, 15 July, 2018 and Approved on Monday, 16 July, 2018. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Supporting Documents for the Budget required as per the PFMA are submitted and available			
<p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p>	<ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. 	<p>Rakai DLG budget submission dated 15th July 2018, was accompanied by a Procurement Plan. This is in line with clarification given by OPM that the submission deadline was extended to 01st August and not June 30th as provided by the PFMAA and LG Budget guidelines.</p>	Yes
Reporting: submission of annual and quarterly budget performance reports			

<p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p>	<p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant 	<p>The Annual Performance Report for the previous FY was submitted by Rakai DLG on Sunday, 15 July, 2018 and Approved on Monday, 16 July, 2018. This is within the required dates of submission i.e. 31st July as per the LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015.</p>	<p>Yes</p>
<p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p>	<p>From MoFPED's official record/ inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. 	<p>Rakai DLG submitted quarterly Budget Performance Report for all the four quarters of the previous FY as follows:</p> <p>4th Quarter report was submitted on Tuesday, 14 August, 2018 and Approved on Wednesday, 15 August, 2018 while the 1st Quarter report was submitted on Friday, 22nd December, 2017 and approved on Tuesday 26th December, 2017. This is beyond the required dates of submission i.e. 31st July.</p>	<p>No</p>
<p>Audit</p>			

<p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in line with applicable laws.</p>	<p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. 	<p>Responses to implementation of recommendations by the Auditor General for the FY 2016/17 and IAG 4 quarterly reports were submitted to the Internal Auditor General on 23rd March 2018 ref: CR/103/1</p> <p>This was within the deadline of 30th April 2018.</p> <p>Issues for follow up included: -</p> <ol style="list-style-type: none"> 1. Utilization of health medicines and Health Supplies 2. Failure to implement Budget as approved by Parliament 3. Understaffing 4. Lack of Stock Cards 	<p>Yes</p>
<p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p>		<p>Rakai DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>Yes</p>

549 Rakai District Crosscutting Performance Measures 2018

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. 	<p>There was evidence in form of PPC minutes that Rakai DLG has a functioning Physical Planning Committee that sits regularly to approve development applications and Appointment Letters for all PPC Members dated 13th October 2017.</p> <p>the following PPC Meetings were held as follows:</p> <p>a) PPC Meeting held on 14th December 2017 at the Department of Natural Resources Office (DNRO);</p> <p>b) PPC Meeting held on 18th February 2018 at the Department of Natural Resources Office (DNRO); and</p> <p>c) PPC Meeting held on 24th June 2018 at the Department of Natural Resources Office (DNRO).</p> <p>Rakai DLG had a Plans Register which commenced on 06th June 2018 to date. The register details Name of Applicant, date of submission, location, land use and Remarks by the Physical Planner.</p>	1
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that district/ MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. 	<p>There was evidence that only 3 Sets of PPC Meeting Minutes were submitted to MoLHUD as follows:</p> <p>a) Letter dated 10th January 2018 and received by MoLHUD on 21st Sept 2018;</p> <p>b) Letter dated 12th March 2018 and received by MoLHUD on 21st Sept 2018; and</p> <p>c) Letter dated 10th July 2018 and received by MoLHUD on 21st Sept 2018.</p>	0

<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 	<p>Rakai DLG has no approved District Physical Development Plan.</p>	<p>0</p>
<p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p>	<ul style="list-style-type: none"> • Action area plan prepared for the previous FY: score 1 or else 0 	<p>Rakai DLG has no approved Action Area Plans. The existing Action Area Plan was prepared for Mutukula Town Board. However, Mutukula is now a fully-fledged Town Council, thus the plan is under Mutukula Town Council and not Rakai DLG.</p>	<p>0</p>
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year</p>	<ul style="list-style-type: none"> • Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. 	<p>There was evidence that the following prioritized investment projects reflected in the approved AWP for the current FY 2018/19 were also contained in the Budget Conference Report dated 28th November 2017:</p> <p>Education Sector</p> <p>a) Construction of 5 Stance Lined Pit Latrine in</p>	<p>2</p>

development plan, are based on discussions in annual reviews and

budget conferences and

have project profiles

Maximum 5 points on this performance measure.

Nalubaale, Kakiri, Rwebicoori, Kabaale – Makondo, Luteebe, Kiwaguuzi, Kakundi and Bulongo areas; and

b) Construction of Classroom blocks in selected Rakai DLG Primary Schools.

Health Sector

a) Construction of 5 Stance Lined Pit Latrine at Lukerere HC II;

b) Construction of staff house with a toilet at Kimuli HC II; and

c) Installation of Solar at Kiganda HC III.

Water and Sanitation

a) Construction of water reservoirs at Ddwaniro, Kiziba, Kagamba, Kacheera, Kifamba;

b) Construction of a toilet at Kabakyala in Ddwaniro sun county;

c) Borehole drilling and rehabilitation in Ddwaniro, Lwanda, Kibanda, Lwamaggwa, Kacheera and Byakabanda;

d) Contribution to Lwamaggwa Rural Growth Centre water supply system;

e) Construction of valley tank at Buyamba;

f) Contribution to Lwamaggwa Rural Growth Centre water supply and sanitation system; and

g) Procurement of vehicle for Water Department.

Roads

a) Periodic maintenance of district roads namely Kabira – Kigona – Nazigo road, Lwamaggwa – Byezitire – Kacheera road, Kibaale – Kiziba – Ntantamukye road, and Buyamba – Ddwaniro road; and

b) Routine mechanised maintenance of district roads namely Kagamba – Lwentulege road, Kimuli – Lwabakooba road, Buyamba – Ddwaniro – Taaba road, Kirundamaliga – Butiti – Bethlehem road, Kisimbanyiriri – Kiganda – Kalumuno road, Kyalulangira – Ddyango – Magabirano road, Kyalulangira – Kizinga – Lwabaganda road, Kasereere – Kabwasa – Kigeye road, Lwamaggwa – Kakundi – Kisimba road, Lwamaggwa – Byezitiire – Kacheera

		<p>road, Byakabanda – Nabbunga – Kifamba road, Kibaati – Namunengo road, Kageye – Akamukalo – Kibinda road and Kyemwa – Lwensinga – Ndagga road.</p>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. <p>Score 1.</p>	<p>There was evidence that the following capital investments reflected in the approved Annual Work Plan for the current FY 2018/19 were similar to projects contained in the approved Five-Year Development Plan (2015/16 – 2019/20):</p> <p>Education Sector</p> <p>a) Construction of 5 Stance Lined Pit Latrine in Nalubaale, Kakiri, Rwebicoori, Kabaale – Makondo, Luteebe, Kiwaguuzi, Kakundi and Bulongo areas; and</p> <p>b) Construction of Classroom blocks in Rakai DLG.</p> <p>Health Sector</p> <p>a) Construction of 5 Stance Lined Pit Latrine at Lukerere HC II;</p> <p>b) Construction of staff house with a toilet at Kimuli HC II; and</p> <p>c) Construction of a 5 stance lined pit latrine at Kiziba HC III.</p> <p>Water and Sanitation</p> <p>a) Construction of water reservoirs at Ddwaniro, Kiziba, Kagamba, Kacheera, Kifamba,</p> <p>b) Construction of a toilet at Kabakyala in Ddwaniro sub county;</p> <p>c) Borehole drilling and rehabilitation in Ddwaniro, Lwanda, Kibanda, Lwamaggwa, Kacheera and Byakabanda;</p> <p>d) Construction of valley tank at Buyamba; and</p> <p>e) Procurement of vehicle for Water Department.</p> <p>Roads</p> <p>a) Periodic maintenance of district roads namely Kabira – Kigona – Nazigo road, Lwamaggwa – Byezitire – Kacheera road, Kibaale – Kiziba – Ntantamukye road, and Buyamba – Ddwaniro road;</p>	<p>1</p>

		<p>and</p> <p>b) Routine mechanised maintenance of district roads namely Kagamba – Lwentulege road, Kimuli – Lwabakooba road, Buyamba – Ddwaniro – Taaba road, Kirundamaliga – Butiti – Bethlehem road, Kisimbanyiriri – Kiganda – Kalumuno road, Kyalulangira – Ddyango – Magabirano road, Kyalulangira – Kizinga – Lwabaganda road, Kasereere – Kabwasa – Kigeeye road, Lwamaggwa – Kakundi – Kisimba road, Lwamaggwa – Byezitiire – Kacheera road, Byakabanda – Nabbunga – Kifamba road, Kibaati – Namunengo road, Kageye – Akamukalo – Kibinda road and Kyemwa – Lwensinga – Ndagga road.</p>	
<p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p>	<ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. 	<p>Project Profiles were developed for all investment projects in the AWP as per LG Planning guideline and discussed by TPC that sat on 14th May 2018 under Minute No. TPC 4/16/04/2018: Presentation of Sector Investment Profiles.</p>	<p>2</p>

<p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p>	<ul style="list-style-type: none"> Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. 	<p>The Annual Statistical Abstract for Rakai DLG, with gender- disaggregated data was compiled and presented to the TPC to support budget allocation and decision-making on 11th September 2017 under Minute No. TPC 04/11/09/2018: Presentation of Draft Annual Statistical Abstract.</p>	<p>1</p>
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2 	<p>There was evidence that all infrastructure projects implemented by the LG in the previous FY were similar to projects indicated in the Annual Work Plan and approved budget. such projects include the following:</p> <p>Education Projects</p> <p>a) Construction of 2 No. 5 Stance Lined Pit Latrines at St. Cecilia Buyamba Primary School in Ddwaniro Sub County and Kiruli Primary school in Kifamba Sub County;</p> <p>b) Construction of 2 No. 5 Stance Lined Pit Latrines at Kisomole Primary School in Byakabanda Sub County and Kizira Primary School in Kaganba Sub County; and</p> <p>c) Construction of 2 No. 5 Stance Lined Pit Latrines at Kirowwoza Primary School and Mulebi Primary School in Lwamaggwa Sub County.</p> <p>Water and Sanitation Projects</p> <p>a) Construction of 5 No. 20 cubic meters Ferro Cement Tanks in Kagamba, Kiziba, Kifamba and Lwanda sub counties;</p> <p>b) Construction of Waterborne Toilet at Buyamba market in Ddwaniro Sub County; and</p> <p>c) Construction of 6 No. 20 cubic meters Ferro Cement Tanks in Byakabanda, Lwanda and Kagamba sub counties.</p> <p>Health Projects</p> <p>a) Construction of 1 No. 5 Stance Lined Pit Latrine at Kibaale HC II in Kyalulangira Sub County.</p>	<p>2</p>

		<p>Roads</p> <p>a) Periodic maintenance of district roads namely Kageye – Kibinda (10 km); Ndebba – Kacheera road (15 km); Bbaale – Lwabakooba – Kimuli road (15 km); Lwooyo – Kamununku road (15 km); Kanoni – Kiwaguzi – Lumbugu road (15 km); Kisimbanyiriri – Kiganda road (6 km); and</p> <p>b) Routine mechanised maintenance of district roads namely Kakuuto – Minziro road (6 km); Byakabanda – Kateerero road (10 km); Buyamba – Ddwaniro – Ttaba road (10 km); Kagamba – Bbaale – Lwentulege road (10 km); Ddyango – Magabirano road (10 km); Kirundamaliga – Butiti – Kasekere road (8 km).</p>	
<p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 	<p>There was evidence in form of completion certificates that all the investment projects implemented in the previous FY were completed as per work plan and by the end for FY as follows:</p> <p>Education sector</p> <p>a) Construction of 2 No. 5 Stance Lined Pit Latrines at St. Cecilia Buyamba Primary School in Ddwaniro Sub County and Kiruli Primary school in Kifamba Sub County was awarded to M/s Kabigo Stationers at UGX 46,175,263. Construction started 13th March 2018 and was completed on 11th April 2018;</p> <p>b) Construction of 2 No. 5 Stance Lined Pit Latrines at Kisomole Primary School in Byakabanda Sub County and Kizira Primary School in Kaganba Sub County was awarded to M/s Solumu Contractors Limited at UGX 42,968,240. Construction started 06th October 2017 and was completed on 09th April 2018; and</p> <p>c) Construction of 2 No. 5 Stance Lined Pit Latrines at Kirowwoza Primary School and Mulebi Primary School in Lwamaggwa Sub County was awarded to M/s Gordon Chris General Enterprises at UGX 43,939,998. Construction started 06th October 2017 and was completed on 15th March 2018.</p> <p>Health sector</p> <p>a) Construction of 1 No. 5 Stance Lined Pit Latrine at Kibaale HC II in Kyalulangira Sub County was awarded to M/s Goase Enterprises Limited at UGX 22,000,500. Construction started 06th October 2017 and was completed on 22nd June 2018.</p>	<p>4</p>

Water and Sanitation sector

a) Construction of 5 No. 20 cubic metres Ferro Cement Tanks in Kagamba, Kiziba, Kifamba and Lwanda sub counties was awarded to M/s Goase Enterprises Limited at UGX 37,269,450. Construction started 01st December 2017 and was completed on 15th March 2018;

b) Construction of Waterborne Toilet at Buyamba market in Ddwaniro Sub County was awarded to M/s Kasase Enterprises Limited at UGX 34,197,696. Construction started 04th October 2017 and was completed on 07th December 2017; and

c) Construction of 6 No. 20 cubic metres Ferro Cement Tanks in Byakabanda, Lwanda and Kagamba sub counties was awarded to M/s Goase Enterprises Limited at UGX 44,794,570. Construction started 12th March 2018 and was completed on 13th June 2018.

The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY

Maximum 4 points on this Performance Measure.

• Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2

There was evidence from the availed completion certificates that all the investment projects implemented in the previous FY were completed within the approved budget as follows:

Education sector

a) Construction of 2 No. 5 Stance Lined Pit Latrines at St. Cecilia Buyamba Primary School in Ddwaniro Sub County and Kiruli Primary school in Kifamba Sub County. Budget amount was UGX 44,000,000 and the actual payment to M/s Kabigo Stationers at UGX 46,175,263, thus 104.94%;

b) Construction of 2 No. 5 Stance Lined Pit Latrines at Kisomole Primary School in Byakabanda Sub County and Kizira Primary School in Kaganba Sub County. Budget amount was UGX 43,000,000 and the actual payment to M/s Solumu Contractors Limited at UGX 42,968,240, thus 99.92%; and

c) Construction of 2 No. 5 Stance Lined Pit Latrines at Kirowwoza Primary School and Mulebi Primary School in Lwamaggwa Sub County. Budget amount was UGX 44,000,000 and the actual payment to M/s Gordon Chris General Enterprises at UGX 43,939,998, thus 99.86%.

Health sector

a) Construction of 1 No. 5 Stance Lined Pit Latrine at Kibaale HC II in Kyalulangira Sub County. Budget amount was UGX 22,000,000 and the actual payment to M/s Goase Enterprises Limited was UGX 22,000,500, thus 100%.

<p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 	<p>There was evidence of a list of infrastructure in need of maintenance and budget allocated to them in the amount of UGX 45,600,000. Rakai DLG had spent UGX 40,400,000 which is 88.59%.</p>	<p>2</p>
<p>Human Resource Management</p>			
<p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 	<p>The LG had not filled all HoDs positions substantively. District Engineer, District Production and Marketing Officer and District Natural resources Officer were in acting capacity at the time of this assessment.</p> <p>Source of information: Personnel files and the approved staff structure from MoPS for Rakai District dated 23/01/2018</p> <p>Ref: ARC/135/306/01.</p>	<p>0</p>

LG has substantively recruited and appraised all Heads of Departments

Maximum 5 points on this Performance Measure.

- Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2

All the HoDs that were substantively appointed and those in acting capacity were all appraised by CAO during the previous FY 2017/2018 as per the standard guidelines.

Dates of signing performance Agreement 2018/2019 and Annual Performance Reports 2017/2018 were as follows:

Acting District Community Development Officer signed Performance Agreement on 05/07/2018 and Performance Report on 2/07/2018;

Principal Human Resource Officer signed Performance Agreement on 26/06/2018 and Performance Report on 10/07/2018; Acting District Engineer signed Performance Agreement on 5/06/2018 and Performance Report on 30/06/2018;

Principal Internal Auditor signed Performance Agreement on 4/07/2018 (Newly appointed so didn't sign Performance Report);

DHO signed Performance Agreement on 21/06/2018 and Performance Report on 26/06/2018;

CFO signed Performance Agreement on 2/07/2018 and Performance Report on 30/07/2018;

DEO signed Performance Agreement on 5/05/2018 and Performance Report on 6/06/2018;

Principal Assistant Secretary (DCAO) signed Performance Agreement on 28/06/2018 and Performance Report on 24/07/2018;

Principal Agricultural Officer (Acting DPMO) signed Performance Agreement on 26/06/2018 and Performance Report on 25/07/2018;

Acting DNRO signed Performance Agreement on 18/07/2018 and Performance Report on 26/07/2018;

Principal Planner (Ag. District Planner) signed Performance Agreement on 9/08/2018 and Performance Report on 9/08/2018.

Copies of dully signed performance Agreements and Annual Performance Assessment reports by CAO were available in individual files.

<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of staff submitted for recruitment have been considered: score 2 	<p>Not all CAO's submissions to DSC for recruitment were considered.</p> <p>All CAO's submissions of 2/08/2017, 12/03/2018, 13/03/2018, 15/05/2018, 18/06/2018, 27/06/2018 and 28/06/2018 were not considered by the DSC.</p> <p>The explanation given was that no action was taken due to insufficient wage bill and some were awaiting funds so as to advertise.</p> <p>Also the delay to constitute DSC led to a lot of backlog so DSC could not handle all the submissions within FY 2017/2018.</p>	<p>0</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for confirmation have been considered: score 1 	<p>CAO's submission Dated 5/09/2017 was considered by DSC in minute extracts of 25/07/2018</p>	<p>1</p>
<p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 	<p>DSC didn't consider all CAO's submissions for Disciplinary actions due to having a lot of backlog since 2016/17.</p> <p>For example CAO's submissions of 5/10/2017, 9/01/2018 and 11/04/2018 to DSC for disciplinary actions were not considered.</p>	<p>0</p>

<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 	<p>All education Assistants appointed on 2/07/2018 accessed payroll on 28/08/2018.</p> <p>All porters, Clinical officers, appointed on 2/07/2018 accessed payroll on 28/09/2018.</p> <p>Parish chiefs, senior Labour officer, Senior land management officer and Assistant Veterinary Officer appointed on 5/07/2018 accessed payroll on 28/08/2018.</p> <p>Other staff appointed on 2/07/2018 and 5/07/2018 accessed payroll on 28/09/2018.</p>	3
<p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 	<p>According to the list of retired staff for Rakai DLG for FY 2017/2018, all the 13 staff who retired didn't access payroll within the recommended two months.</p> <p>From a list with information about the status of their files/ level where the file had reached, only two pensioners had accessed payroll but after two months.</p>	0
Revenue Mobilization			
<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p>	<ul style="list-style-type: none"> • If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. 	<p>Actual Local Revenue collections for FY 2016/17 (as per audited final accounts) – Shs. 964,716,456</p> <p>Actual Local Revenue collections for FY 2017/18 (as per unaudited final accounts) – Shs. 225,022,915</p> <p>There was a decrease in collection of local revenue of Shs. 739,693,541 or 76%.</p>	0

<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. 	<p>Total Local Revenue Planned/Budgeted for FY 2017/2018 was Shs. 721,690,000</p> <p>Actual Local Revenue collections during FY 2017/2018 Shs. 225,022,915</p> <p>Performance represents 31% revenue collection ratio or 69% deviation from budget which is above the 10% limit.</p> <p>Reasons for the shortfall include:-</p> <ol style="list-style-type: none"> 1. Creation of Kyotera DLG resulted in loss of proceeds from Sale of Mutukula land and market fees 2. Cattle Quarantine for foot and mouth disease 	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 	<p>Actual Local Revenue collections for FY 2016/17 - Shs. 964,716,456 and total transfers to the 10 Sub-counties and Rakai T/C for FY 2017/18 was Shs. 72,410,268 evidenced from sharing statement ref: FIN/106/1 d.d 19-Dec-2107 signed by the CAO. This represented 7.5% of previous year local revenue hence below the mandatory 65%.</p>	<p>0</p>
<p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 	<p>As evidenced from payment vouchers, total expenditure on Council Allowances for the FY2017/18 were computed as below: -</p> <p>Shs. 10,788,000 p/m x 6 months = Shs. 64,728,000 compared to Shs. 964,716,456 (Total local revenue for 2016/17) represented 6.7% hence allowances were lower than the prescribed limit of 20%.</p>	<p>2</p>
<p>Procurement and contract management</p>			

<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 	<p>The LG did not have substantive Senior procurement and procurement officers at the time of this assessment. The only Ag. Senior Procurement Officer at the district was appointed on 31/7/2017, Ref: CR/214/8/2; Minute No. 08/07/2017 (LDSC) (R) (15).</p>	<p>0</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the TEC produced and submitted reports to the Contracts Committee for the previous FY: score 1 	<p>Evidence was from two TEC minutes FY 2017-2018, which were produced and submitted to contracts committee. For example:</p> <ol style="list-style-type: none"> Ref. No. 001/9/17 on construction of 5 stance lined pit latrine dated 6/9/17, signed by 3 members and Ref. No. 002/9/17 on supply of motorcycles dated 19/9/17, signed by 3 members. 	<p>1</p>
<p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations: score 1 	<p>The Contracts Committee considered recommendations of the TEC and provided justifications for any deviations from those recommendations. Examples of meetings were:</p> <ol style="list-style-type: none"> Records of contracts committee meeting Ref. no. 1/9/17 for FY 2017/2018 dated 21/9/17 and endorsed by the Procurement Officer and CAO on 21/8/17 and Records of Contracts Committee Meeting Ref. no. 1/3/18 for FY 2017/2018 dated 12/3/18 and endorsed by the Procurement Officer and CAO on 12/3/18. 	<p>1</p>
<p>The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.</p> <p>Maximum 2</p>	<ul style="list-style-type: none"> a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in 	<p>a) All infrastructure projects in PDP FY 2018/19 (approved by the MoFPED on 21/9/2018) were captured from district AWP and budget. For example, below is a sample of four projects identified:</p> <ol style="list-style-type: none"> Project: Construction of hospital facilities at Kiziba H/C III was covered In the AWP, Page 57; Section 5: Health; Output 088180: Health Centre construction and rehabilitation. In the budget, the project was covered under the same output, function 312101: Non-residential buildings; and in the Procurement plan on 	<p>2</p>

<p>points on this performance measure.</p>	<p>previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2</p>	<p>page 1 of 4;</p> <p>2. Project: Construction of latrine at Bateganda P/S was covered In the AWP, Page 64; Section 6: Education; Output 0781818: Latrine construction and rehabilitation. In the budget the project was covered on page 40 under the same output, function 312101: Non-residential buildings; and in the Procurement plan on page 1 of 4;</p> <p>3. Project: Construction of public latrine at Kabakyara was covered In the AWP, Page 81; Section 7b: Water; Output 098180: Construction of public latrine at Kabakyara. In the budget the project was covered under the same output, function 312101: Non-residential buildings; and in the Procurement plan on page 2 of 4 and</p> <p>4. Project: Periodic maintenance of Buyamba-Ddwaniro-Ttaba road was covered In the AWP, Page 75; Section 7a: Roads and Engineering; Output 048158. In the budget the project was covered on page 49 under the same output, function 263367: Centre conditional grants; and in the Procurement plan on page 2 of 4.</p> <p>b) A sample of actual procurements made in 2017/2018 showed that the LG made procurements as per plan. For example:</p> <p>1. Project file no. RAKA 549/wrks/17-18/00006-lot 8: Construction of water borne toilet at Buyamba market estimated at UGX 35,231,000/= was covered on page 3 of 6 in the procurement plan. The contractor was Kasase Enterprises Ltd. and letter of bid acceptance was dated 4/10/17;</p> <p>2. Project file no. RAKA 549/wrks/17-18/00006-lot 4: Construction of pit latrines at Butiti and Kayayumbe Primary Schools estimated at UGX 40,001,600/= was covered on page 3 of 6 in the procurement plan. The contractor was Monmax Services and bid acceptance was dated 4/10/17 and</p> <p>3. Project file no. RAKA 549/wrks/17-18/00006-lot 7: Construction of latrine at Kibaale H/C, Kyalulangira S/C estimated at UGX 22,000,000/= was covered on page 3 of 6 in the procurement plan. The contractor was Apple Estates and Development Ltd. and letter of bid acceptance was dated 10/4/17.</p>
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<p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/infrastructure by August 30: score 2 	<p>From the approved procurement plan of FY 18/19, only 11 (64%) out of 19 investment/infrastructure projects had their bid documents prepared by August 30. A contract register had not been compiled at the time of this assessment as no contracts had been awarded.</p>	<p>0</p>
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The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2

Evidence obtained from the procurement office showed that the LG had an updated contract register and that all procurements had complete procurement files for FY 2017/2018. For example, a sample of procurement requisitions (LG PP Forms) of different user departments and approved by the CAO as listed below:

1. RAKA 549/splys/17-18/00004: Supply of Motorcycle AG100 Yamaha to Rakai District. Award on 29/9/17 and approved on 4/10/17;

2. RAKA 549/splys/17-18/00004: Supply of a 4-wheel double cabin pickup motor vehicle. Award on 21/9/17 and approved on 25/10/17;

3. RAKA 549/wrks/17-18/00006-lot 4: Construction of latrine at Butiti and Kayayumbe Primary Schools. Award on 21/9/17 and approved on 4/10/17;

4. RAKA 549/wrks/17-18/00006-lot 8; Construction of water borne toilet at Buyamba Market. Awarded on 21/9/17 and Approved on 4/10/17 and

5. RAKA 549/wrks/17-18/00006-lot 7: Construction of 5-tance lined pit latrine at Kibaale H/C II latrines at different. Awarded on 21/9/17 and Approved on 4/10/17.

All procurement activity files comprised of key elements including PP Forms, newspaper advert for opening bidding, bid securities, tender award and acceptance of tender award, copy of agreement and a copy of bidding document.

The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.

Maximum 6 points on this performance measure.

• For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects):

score 2.

Evidence that the LG adhered with procurement thresholds was obtained from sample of 5 projects listed in the Procurement Plan FY 2017/2018. The estimated project cost, procurement method, dates of contract signing and completion and the source of funding were all included. For example:

1. RAKA 549/splys/17-18/00004: Supply of Motorcycle AG100 Yamaha to Rakai District; open bidding was used because there were no prequalified firms to supply motorcycles); estimated at UGX 15,000,000/= and awarded on 29/9/17;

2. RAKA 549/splys/17-18/00004: Supply of a 4-wheel double cabin pickup motor vehicle; Open domestic bidding; estimated at UGX 172,800,000/= and awarded on 21/9/17;

3. RAKA 549/wrks/17-18/00006-lot 4: Construction of latrine at Butiti and Kayayumbe Primary Schools; Selective bidding; estimated at 40,001,600/= and awarded on 21/9/17;

4. RAKA 549/wrks/17-18/00006-lot 8; Construction of water borne toilet at Buyamba Market; Selective bidding; estimated at UGX 34,197,969/= and awarded on 21/9/17 and

5. RAKA 549/wrks/17-18/00006-lot 7: Construction of 5-tance lined pit latrine at Kibaale H/C II; Selective bidding; estimated at UGX 22,000,000/= and awarded on 21/9/17.

<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects implemented in the previous FY were appropriately certified – interim and completion certificates <p>for all projects based on technical supervision: score 2</p>	<p>All the works projects implemented in FY 2017/208 were certified with the certificate of practical completion. The certificates were prepared by the county inspector; certified by the user department officer and the district engineer and approved (signed and stamped) by the CAO. For example:</p> <ol style="list-style-type: none"> Interim certificate dated 3/6/18 for Project ref. RAKA 549/wrks/17-18/0004-A: Construction of Ferro cement tanks in Byakabanda, Kagamba and Lwanda Sub counties, endorsed on 20/9/2018; Final certificate dated 3/6/18 for Project ref. RAKA 549/wrks/17-18/0004-A: Construction of Ferro cement tanks in Byakabanda, Kagamba and Lwanda Sub counties; completed on 30/6/18 and endorsed on 20/9/2018; Interim certificate dated 20/9/18 for Project ref. RAKA 549/wrks/17-18/00006-lot 7: Construction of 5-tance lined pit latrine at Kibaale H/C II, endorsed on 20/9/2018; Completion certificate No. 1 dated 9/4/18; Project No.: RAKA 549/wrks/17-18/00006-Lot 5: Construction of 5-tance pit latrine at Kisomole and Kizira Primary Schools, endorsed on 9/4/2018 and Completion certificate No. 2 dated 20/9/18 for Project no. RAKA 549/wrks/17-18/00006-lot 4: Construction of pit latrines at Butiti and Kayayumbe Primary Schools, endorsed on 20/9/18. 	<p>2</p>
<p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 	<p>No site boards were installed at the time of this assessment. Contracts bids awaited evaluation.</p>	<p>0</p>
<p>Financial management</p>			

<p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 	<p>The LG had reconciled all bank accounts as at 30th June 2018 as evidenced from the final accounts for the FY 2017/18 and review of the IFMS General Ledger Reconciliation Reports.</p> <p>For FY 2018/19, the TSA had been reconciled from the IFMS up to the 20th Sept 2018. The General Fund account had been reconciled for July and August 2018. Reconciliations were done monthly and were up-to-date.</p> <p>The LG was advised to follow-up with the Accountant General's Office to ensure that the IFMS General Ledger Reconciliation Reports for active accounts were cleared of Manual adjusting entries.</p>	<p>4</p>
<p>The LG made timely payment of suppliers during the previous FY</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • If the LG makes timely payment of suppliers during the previous FY – no overdue bills (e.g. procurement bills) of over 2 months: score 2. 	<p>LG effected payments to suppliers on time and sampled invoices indicated none exceeded 2 months delay.</p> <p>(1) Supply of fuel to DEC – Supplier request dated 25-Jan-2018, Approved by CAO on 24-Jan-2018; Paid on 01-Feb-2018 vide EFT 16628731 Shs. 8,300,000 i.f.o Ddumba Masauli Oil Services</p> <p>(2) Supply of fuel to DEC – Supplier request dated 25-Jan-2018, Approved by CAO on 25-Jan-2018; Paid on 31-Feb-2018 vide EFT 16783554 Shs. 2,400,000 i.f.o Total (U) Ltd</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>Mr. Pollino Lubega was appointed on promotion as Principal Internal Auditor as per DSC Min. No. 67/2018/(1) evidenced from a letter ref: CR/156/3 dated 6th July 2018 signed by the CAO, Mr. Kwizera Alex.</p>	<p>1</p>

<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • LG has produced all quarterly internal audit reports for the previous FY: score 2. 	<p>The LG had issued all the 4 quarterly Internal Audit reports on the dates indicated below as per copies obtained:</p> <p>1st Quarter (Sep-2017) was issued on 30-Oct-2017 Ref: Aud/213/9;</p> <p>2nd Quarter (Dec-2017) was issued on 29-Jan-2018 Ref: - Aud/213/9;</p> <p>3rd Quarter (Mar-2018) was issued on 25-Apr-2018 Ref: Aud/213/9;</p> <p>4th Quarter (Jun-2018) was issued on 30-Jul-2018 Ref: Aud/213/9.</p> <p>All reports had been produced within the stipulated 30 days after end of the quarter. Departments had responded to queries raised EXCEPT for Works and Water that had long outstanding issues not resolved.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p>	<p>The Internal Audit department provided the Council and LGPAC ALL the 4 quarterly reports on the dates indicted as follows:-</p> <p>1st Quarter - 05-Dec-2017;</p> <p>2nd Quarter - 28-Mar-2018;</p> <p>3rd Quarter - 18-Jul-2018 and</p> <p>4th Quarter - 11-Sep-2018.</p>	<p>2</p>
<p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. 	<p>The LG PAC did NOT meet during the FY 2017/18 to discuss any of the 4 quarterly Internal Audit reports.</p> <p>The existing PAC had been disbanded after creation of Kyotera DLG and reconstituted on 26th July 2018 after approval by Council on the 10th May 2018 under Min.04/RKTCOU/05/2018.</p> <p>1st LG PAC meeting was held on 13th Sep 2018.</p>	<p>0</p>

<p>The LG maintains a detailed and updated assets register Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 	<p>The LG maintained an Electronic version of the Fixed Assets register in the prescribed format as evidenced from copies obtained. The register included the following types of assets:- Transport Equipment, Plant & Machinery, ICT -Equipment, Furniture and Fittings, Land and Office Buildings .</p> <p>However, LG was advised that ALL capital investments should be recorded in the Assets register to include among others, Non-Office Buildings E.g. Toilets, Roads & Bridges. MoFPED needs to provide guidance in this area.</p>	<p>4</p>
<p>The LG has obtained an unqualified or qualified Audit opinion Maximum 4 points on this performance measure</p>	<p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 	<p>Rakai DLG got a clean (Unqualified) audit opinion from the Auditor General for the financial year 2017/18.</p>	<p>4</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 	<p>There was evidence that Rakai DLG Council met and discussed service delivery related issues during the following council meetings:</p> <p>a) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2018: Presentation of Performance Assessment Results of Rakai DLG FY 2017/2018;</p> <p>b) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 06/RKICOU/08/2018: Presentation of Sector Committee Reports;</p> <p>c) Meeting held on 28th June 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/06/2018: Presentation of Sector Committee Reports;</p> <p>d) Meeting held on 10th May 2018 in the Planning Unit Boardroom, under Minute No. 03/RKICOU/05/2018: Address by Chairperson and Presentation of Budget FY 2018/19 and Procurement Plans FY 2018/19;</p> <p>e) Meeting held on 22nd February 2018 in the Planning Unit Boardroom, under Minute No. 04/RKICOU/02/2018: Laying of the District Budget FY 2018/19;</p> <p>f) Meeting held on 14th December 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/12/2017: Presentation of Sectoral Committee Reports;</p> <p>g) Meeting held on 17th November 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/11/2017: Presentation of Committee Reports; and</p> <p>h) Meeting held on 08th August 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2017: Election of Standing Committees.</p>	
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<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. 	<p>There was evidence in form of a letter obtained dated 03rd Sept 2017, Ref. No. CR/156/4 designating Mr Musisi Ssesanga – the District Information Officer Rakai DLG to coordinate responses to feed-back (grievance /complaints) and respond to feedback and complaints.</p>	<p>1</p>
<p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p>	<ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 	<p>The available system for recording, investigating and responding to grievances at Rakai DLG is as follows:</p> <p>a) There is a Complaints Register which commenced on 13th October 2017 up to 10th Sept 2018, where all complaints are registered. The record book includes details such as Name of Complainant, Address and Telephone Number, Details of Complaint, and Remarks from the responsible officer;</p> <p>b) In liaison with the Office of the CAO, Rakai DLG, they advise accordingly,</p> <p>c) Refer to Uganda Police Rakai Police Station, cases that require investigations and are beyond their mandate; and</p> <p>d) During open fora, the responsible officer provides details about the office responsibilities and calls upon people to report any complaints for assistance.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 	<p>There was evidence that Rakai DLG Payroll and Pensioner Schedule dated July 2018 were available at the District Notice Board.</p>	<p>2</p>

<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the procurement plan and awarded contracts and amounts are published: score 1. 	<p>There was evidence that the Procurement Plan, awarded contracts and amounts of the various tenders awarded and new tenders that were published/advertised in the Newspapers were pinned on the Notice Board dated FY 2018/2019. Detailed information was also accessed from the Head PDU's office and file.</p>	<p>1</p>
<p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p>	<ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. 	<p>The evidence available was that Rakai DLG Performance Assessment Results and implications were pinned on the Notice Board for all to see dated 27th June 2018.</p> <p>Also during Rakai DLG Council Meeting dated 30th August 2018, under Minute No. 05/RKICOU/08/2018: Presentation of Performance Assessment Results of Rakai DLG FY 2017/2018, results and implications were discussed with Heads of Departments.</p>	<p>1</p>
<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 	<p>There was evidence in form of a letter from CAO dated 28th March 2018, Ref. No. CR/103/1; to: All Senior Assistant Secretaries (Sub County Chiefs) of Lwamaggwa, Kifamba, Ddwaniro, Byakabanda, Kiziba, Kyalulangira and Kibanda; Heads of Departments and the Town Clerk Rakai Town Council, distributing Budget Guidelines and Indicative Planning Figures (IPFs).</p>	<p>1</p>

<p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: score 1. 	<p>Evidence available was that Rakai DLG Community Services Department in collaboration with World Vision organised a monthly programme on Radio Buddu 98.5 FM (Masaka) to educate the masses on the progress on government programmes.</p>	<p>1</p>
<p>Social and environmental safeguards</p>			
<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. 	<p>Evidence that the district GFP and CDO provided guidance and support to water sector was from minutes of TPC meeting held on 6/11/2017 in the planning boardroom. Agenda 5; Min. no. TPC 05/06/11/2018 was on gender mainstreaming in departments. The minutes were endorsed by the Secretary/population officer and the CAO.</p> <p>Another source of evidence was from a letter dated 24/5/17 and addressed to the Assistant CDOs and District CDOs. The letter, which was signed by the Senior community development officer or the GFP emphasized mainstreaming gender and sensitisation of gender violence at lower local governments</p>	<p>2</p>

<p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p>	<ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implemented: score 2. 	<p>From the Local Government approved budget estimates for F/Y 18/19, page 64 Output 1081: Community mobilisation and empowerment, Item 108107 was on gender mainstreaming on gender mainstreaming. On page 65 function 1081, output 108109 was on support to youth councils on planned visits to other youth groups.</p> <p>Basing on the approved budget estimates of FY 2017/2018, work plan 9, apart from the 2 activities under output 108103: social rehabilitation services, and output 108113: labour dispute settlement all the other 9 activities were implemented. Out of the total approved budget estimates which totalled UGX 1,104,633,000/=, 99.6% of the approved budget was implemented.</p>	<p>2</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 	<p>Evidence was from a sample of two environmental screening reports FY 2017/18 dated 23/8/17 and endorsed by the Environment Officer on 26/8/17. From the reports environment components affected were identified, mitigation measures identified and required actions suggested. A total of 6 planned projects under education and works departments were considered. For example:</p> <ol style="list-style-type: none"> Three projects under education department: Construction of latrines in Kayayumbe and Buyamba; construction of 1 pit latrine at Kayayumbe P/S and construction of 1 pit latrine at Butiti P/S and Three projects under works department: Mechanised routine maintenance of Kanoni-Kiwaguzi road (15km); mechanised routine maintenance of Lwanda, Bukalasa-Kiwenda (18km) and mechanised routine maintenance of Kyalulangira-Ddyango-Magabirano (12km). 	<p>1</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 	<p>Basing on a sample of procurement files for FY 2017/18 the LG integrates environmental and social management and monitoring plans in contract bid documents. In the sample files, section 5 of the Contract agreement issued on 6/10/17 was on planting trees, while page 6 of 23 of the Environmental and Social Management and Monitoring Plan addressed health and safety measures. Examples of bid documents were:</p> <ol style="list-style-type: none"> 1. RAKA 549/Wrks/17-18/00006 - lot 9: Construction of latrines at Kiluli and St. Cecilia Buyamba Primary Schools; 2. RAKA 549/Wrks/17-18/00006 - lot 7: Construction of latrine at Kibaale H/C, Kyalulangira S/county; 3. RAKA 549/Wrks/17-18/00006 - lot 1: Construction of latrines at Bitabago and Buyamba Moslem Primary Schools; 4. RAKA 549/Wrks/17-18/00006 - lot 2: Construction of latrines at Kirowooza and Muleebi Primary Schools and 5. RAKA 549/Wrks/17-18/00006 - lot 8: Construction of water borne toilet at Buyamba market. 	<p>1</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 	<p>No evidence to prove that all projects were implemented on land where the LG has proof of ownership was seen at the time of this assessment.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 	<p>No evidence to show that all completed projects have ESM certification Form completed was seen at the time of this assessment.</p>	<p>0</p>
<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 	<p>No evidence that contract payment certificated included prior environment and social clearance. From the certificates seen, there was no provision for endorsement of the environment officer and CDO.</p>	<p>0</p>

<p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. <p>Score: 1</p>	<p>Evidence was based on a monitoring reports for 4 schools which were constructed during the period of April to June 2018, under the World Bank Program i.e. Global Partnership for Education. The schools monitored were Kabashambo P/S in Kyalulangira S/County, Kyabiwa P/S and Kyalugaba P/S in Kibanda S/County and Kabusota P/S in Lwamaggwa in S/County. The 4th quarter report was dated 12/8/2018 and the 3rd Quarter report 28/5/2018. The reports included observed deviations with pictures and recommendations for improvements. The reports were signed by the District Environment Officer.</p>	<p>1</p>
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Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY a total of 1,375 teachers including 122 head teachers.</p>	4
<p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p>	<p>• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4</p>	<p>There was evidence that the LG had deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: 1,375 teachers including 122 Head teachers per school within the current FY.</p> <p>This was confirmed in some sampled schools visited:</p> <ul style="list-style-type: none"> - Kimuli P. S. 13: teachers including the head teacher - St Cecilia Boarding School: 36 teachers including the head teacher - Sserinnya Mixed P. S.: 12 teachers including the head teacher 	4

<p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision <ul style="list-style-type: none"> o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 	<p>The LG approved teaching staff structure for primary teachers is 1,424 teachers but currently the wage bill of Ug Shs 10,898,630,000/- caters for 1,375 teachers. This gives a teaching staff representation of 97% of the teaching staff catered for within the wage bill.</p>	<p>3</p>
<p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 	<p>There are staff structure for Inspectors of Schools in the district is 2. one of the positions is substantively filled (the Senior Inspector of Schools (SIS)). The Inspector of Schools (IS) was not substantively filled at time of assessment. The IS was on assignment of duty and the name had been included in he recruitment plan for FY 2018/19.</p> <p>Evidence obtained from :</p> <ul style="list-style-type: none"> - Approved and adopted Staff Structure for Rakai District LG ARC/135/306/01 of 23/01/2018. - DEO's communication to the CAO of 08/08/2018 (unreferenced letter) 	<p>0</p>
<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 	<p>There was evidence that the DEO had declared 64 vacancies for Education Assistants for replacement in a communication to the CAO on 07/06/2018 and it was noted by the CAO on 12/06/2018 Ref 302/2.</p> <p>The DEO on 01/06/2018 Ref 302/2 submitted a recruitment plan for the department that included:</p> <ul style="list-style-type: none"> - 20 head teachers (U4), - 10 Deputy head teachers (Primary U5) and - 60 Education Assistants (U7). <p>All vacancies were declared existing and within the wage bill.</p>	<p>2</p>

<p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 	<p>At the close of the Financial Year, there was no evidence of submission of a recruitment plan for a School Inspector to fill the existing position by the LG Education Department to HRM for the current FY.</p>	<p>0</p>
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Monitoring and Inspection

<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 	<p>There was evidence that the Education Department appraised the 2 inspectors of schools as follows;</p> <p>Senior Inspector of Schools was appraised on 1/07/2018;</p> <p>And Acting Inspector of Schools was appraised on 2/07/2018 i.e. 100%.</p>	<p>3</p>
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<p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p>	<p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 	<p>From the 10 sampled files for Head teachers, 9 had their performance Agreements and Performance reports signed by Sub County Chief and DEO.</p> <p>Head teachers of Kyabiwa P/S, Ntalama P/S, Ddyango P/S, Magabirano P/S, St. Jude Naddunga P/S, Ntebezungu P/S, St. Cecilia Buyamba P/S, Buyamba C/U and Kiwenda P/S were appraised on 5/04/2018, 20/12/2017, `9/02/2018, 20/03/2018, 7/02/2018, 15/12/2017, 2/06/2018, 8/02/2018 and 2/02/2018 respectively.</p> <p>The Head teacher of Kasozi P/S had not been appraised at the time of this assessment.</p> <p>This was 90% of Head teachers appraised</p>	<p>3</p>
<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 	<p>Although some effort was made by the LG to disseminate information about Guidelines, Circulars and Policies the suggested meetings that were held have no indication of attendance records, neither did they have minutes or reports made.</p> <p>School Calendar Ref Educ 302/1 second term 2018 information disseminated at a head teachers' meeting on 09/05/2018</p> <p>Immunisation against Cancer of the Cervix (HPV) Ref Educ 106/11 of 07/02/2018</p> <p>Circular on School Feeding at Rakai Head teacher's meeting on 01/08/2017 at Kasozi P. S. and Min 5 included Dressing Code and Professional code of conduct</p>	<p>0</p>

<p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 	<p>There was minimum evidence that the LG Education department held meetings with primary school head teachers and among others explained and sensitized them on the guidelines, policies, circulars issued by the national level. The information received of head teacher’s meetings held, lacked minutes or reports to justify the meetings neither were attendance records seen for evidence.</p> <ul style="list-style-type: none"> - School Calendar Ref Educ 302/1 second term 2018 information disseminated at a head teachers’ meeting on 09/05/2018 - Immunisation against Cancer of the Cervix (HPV) Ref Educ 106/11 of 07/02/2018 - Circular on School Feeding at Rakai Head teacher’s meeting on 01/08/2017 at Kasozi P. S. and - Min 5 included Dressing Code and Professional code of conduct. 	<p>0</p>
<p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. 	<p>Inspections conducted were for 121 schools for the period of October to December Term III 2017; Term I 2018 February to April 68 schools were inspected; Term II May to June 2018 43 schools were inspected. And up to term I 2018 there were 167 private schools that were inspected. Considering that the District has 122 schools that have to be inspected at least 3 times a year and assuming each of the 168 private schools was inspected once a year; then the number of inspections that had to be done were 490 and the actual number of inspections that were done were 401 making a representation of 82% inspections for the year.</p>	<p>8</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 	<p>No evidence was observed to justify that the LG Education Department discussed inspection reports and used them to make recommendations for corrective actions in the previous FY.</p>	<p>0</p>
<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 	<p>There was evidence of the LG Education Department submission of school inspection reports to the Directorate of Educational Standards (DES) as evidenced from the acknowledgement of receipt documents at the DEOs office.</p> <p>Term III 2017 report was delivered to DES on 01/05/2017; it was received and signed for by Abur Margaret.</p> <p>The report for Term I 2018 was delivered on 12/06/2018; it was received and signed for by Kirenda Winnie.</p>	<p>2</p>

<p>LG Education department has discussed the results/ reports of school inspections, used them to make recommendations for corrective actions and followed recommendations</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. 	<p>There was evidence in the inspection report for St Joseph Kinoni on 11/04/208 when the Inspector suggested in his recommendations that the school had to ensure the display of a general time table in the Htr's office and display of pupil's assessment results in classes.</p> <p>At the time of LGPA these recommendations had been acted upon and there was a general timetable in the Htrs office and pupil's assessment results were displayed in some of the classes. P3 and P5</p>	4
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 	<p>The list of 122 government primary schools presented by the LG is consistent with both PBS and EMIS.</p>	5
<p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p>	<p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 	<p>The evidence available indicated that the enrollment data for all the 122 schools supported by government was inconsistent for PBS (61,537) report and EMIS (66,498).</p> <p>Evidence from visited schools was also inconsistent:</p> <ul style="list-style-type: none"> - Kimuli P. S.: PBS 705; EMIS 733 pupils. - St Cecilia Boarding School Buyamba: PBS 809; EMIS 779 pupils. - Sserinnya Mixed P. S. : PBS 671; EMIS 635 pupils. 	0

<p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence that the Works, Technical Services and Education Sector Standing Committee responsible for education met and discussed service delivery issues during the following Sector Meetings:</p> <p>a) Meeting held on 23rd August 2018, under Minute No. 04/Wrks/Educ/08/2018: Presentation of Adjusted AWP for FY 2018/19 for Consideration. (a). Water Department and (b). Education Department;</p> <p>b) Meeting held on 22nd June 2018, under Minute No. 04/ ED/WRKS/ 06/2018: Presentation of Departmental Reports. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated;</p> <p>c) Meeting held on 24th April 2018, under Minute No. 03/ ED/WRKS/ 04/2018: Presentation of Departmental Reports and Budgets. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated; and</p> <p>d) Meeting held on 13th February 2018, under Minute No. 03/ ED/WRKS/ 02/2018: Presentation of Departmental Reports and Budgets. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated.</p>	<p>2</p>
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The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the education sector committee has presented issues that require approval to Council: score 2

There was evidence that Rakai DLG Education Sector Committee presented issues that required Rakai DLG Council's approval during the following Council meetings:

- a) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2018: Presentation of Performance Assessment Results of Rakai DLG FY 2017/2018;
- b) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 06/RKICOU/08/2018: Presentation of Sector Committee Reports;
- c) Meeting held on 28th June 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/06/2018: Presentation of Sector Committee Reports;
- d) Meeting held on 10th May 2018 in the Planning Unit Boardroom, under Minute No. 03/RKICOU/05/2018: Address by Chairperson and Presentation of Budget FY 2018/19 and Procurement Plans FY 2018/19;
- e) Meeting held on 22nd February 2018 in the Planning Unit Boardroom, under Minute No. 04/RKICOU/02/2018: Laying of the District Budget FY 2018/19;
- f) Meeting held on 14th December 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/12/2017: Presentation of Sectoral Committee Reports;
- g) Meeting held on 17th November 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/11/2017: Presentation of Committee Reports; and
- h) Meeting held on 08th August 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2017: Election of Standing Committees.

<p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p>	<p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 	<p>There was evidence in form of minutes and reports that all Primary Schools in Rakai DLG had functional SMCs and they held meetings every term. At time of assessment 115 SMC Minutes of meetings and reports had been submitted out of 366 for a term.</p> <p>Sampled files revealed the following information:</p> <p>a) Kayayimbe P.S, SMC meeting held on 25/05/2018; Budget presented under Min iv/25/05/2018. Report and budget were approved under Min V/25/05/2018. Meeting for Term I, 2018 was held on 20/03/2018. The Report was discussed under Min 06/01/SMC/2018 while the budget was presented under Min 08/01/SMC/2018;</p> <p>b) Nsozibiri P.S. SMC meeting was held on 06/03/2018 while the Report was discussed under Min 3/2018. The SMC meeting for Term II was held on 06/06/2018 while under Min 3 the Report was discussed;</p> <p>c) Kiwenda P.S. SMC meeting for Term III 2017 was held on 08/10/2017 while the Report was discussed under Min 04/03/10/2017. The meeting for Term I 2018 was held on 19/03/2018 and the Report discussed under Min 3/15/03/2018;</p> <p>d) Ntebezaddungu P. S. The 2nd SMC meeting was held on 06/06/2018 and the report was discussed under Min 03/01/SMC –T2/2018. The 1st SMC Meeting was held on 20/03/2018, the Report was discussed under Min 06/01/SMC/2018 while the budget was presented under Min 08/01/SMC/2018;</p> <p>e) Kabusota P.S. SMC meeting was held on 20/06/2018 and the Report was discussed under Min 03/02/2018. The 1st SMC meeting was held on 15/02/2018 and discussed the Report under Min 07/01/2018 and the school budget;</p> <p>f) Kimuli P.S. SMC meetings were held on the following dates: 20/09/2017; 03/10/2017; 26/03/2018; 24/06/2018; 18/06/2018; and</p> <p>g) St Cecilia Boarding P.S. Buyamba: SMC meetings were held on 16/08/2017; 05/12/2017; the Report was discussed under Min 3/SMC/2017; 01/02/2018; Report was discussed under Min 05/01/2018 and the budget under Min 08/01/2018; 20/09/2018; 23/05/2018 and the Report was discussed under Min 04/02/2018.</p>
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<p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all schools receiving non-wage recurrent grants e.g. through posting on public notice boards: score 3 	<p>There was evidence that the LG publicized all schools receiving non wage recurrent grants. There was a list of schools that receive non-wage recurrent grants was clearly displayed at the office of the DEO with a total of Ug Shs 653, 852,000/-.</p> <p>This evidenced was confirmed in the visited schools:</p> <ul style="list-style-type: none"> - St Cecilia Boarding Primary School Buyamba had displayed the following amounts: <p>Term I 13/02/2018 Ug Shs 2,433, 548/-</p> <p>Term II 11/05/2018 Ug Shs 2,433,548/-</p> <p>Term III 14/08/2018 Ug Shs 2,352,637/-</p> <ul style="list-style-type: none"> - Sserinnya Mixed P.S. <p>Term I 13/02/2018 Ug Shs 1,881,769-</p> <p>Term II 11/05/2018 Ug Shs 1, 881, 769-</p> <p>Term III 28/08/2017 Ug Shs 1, 881,769-</p> <p>Similar lists were displayed in head teacher’s offices. The head teachers claimed cases of vandalism as the deterrent factor for them to keep information on the walls outside their offices.</p>	<p>3</p>
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Procurement and contract management

<p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 	<p>There was evidence that the LG submitted a Procurement input covering all the investment items that had been approved in the Sector Annual Work Plan and budgeted on time. Submission to the CAO was made on 03/04/2018 Ref EDUC/106/1 and the projects had been done.</p>	<p>4</p>
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Financial management and reporting

<p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DEO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of Two 5-Stance Pit latrines at Kisomole and Kizira primary schools –Completion certificate No.1 dated 09-Apr-2018; certified by the DEO on 09-Apr-2018; paid on 05-May-2018 vide EFT 17664078 Shs. 38,292,778 i.f.o Solomu Contractors Ltd</p> <p>(2) Construction of Two 5-Stance Pit latrines at Mulebi and Kilowoza primary schools – Undated Completion certificate No.1; certified by the DEO on 15-Mar-2018; paid on 21-Mar-2018 vide EFT 17142802 Shs. 39,328,418 i.f.o Gordon Chris General Enterprises</p>	<p>3</p>
<p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 	<p>The available evidence indicated that the Education Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner for consolidation as follows:</p> <p>4th Quarter Report was submitted on 02nd July 2018, 3rd Quarter Report was submitted on 13th April 2018, 2nd Quarter Report on 15th March 2018 while the 1st Quarter Report was submitted on 18th December 2017. This is within the required dates of submission.</p>	<p>4</p>

<p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 	<p>Queries had been raised in the 4 quarterly reports and the DEO had provided responses to the internal auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: Score 2 	<p>The LG, did not receive the Guidelines, Circulars and Policies and did not disseminate any. There were no meetings to this effect and no information was availed. There was however some activities in schools by NGOs DREAMS and World Vision that helped give some information to the Senior men and Senior women teachers and the girls and boys that were concerned.</p>	<p>0</p>

<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: score 2 	<p>There was no evidence that LG Education Department in collaboration with Gender Department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p>	<p>0</p>
<p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 	<p>There was evidence that the SMCs in the sampled files were compliant with the gender consideration in selection of members. In the sampled schools it was confirmed that they met the gender composition for example were:</p> <ul style="list-style-type: none"> - Kamulalo P. S. of Byakabanada Sub County members were: Mrs Walakira Janet, Mrs Ssenyondwa Janet and Ms Nakintu Teopista. - Kimuli P. S. of Kagamba Sub county the members were: Mrs Kaboogere Faith, Ms Nansereko Noelina, Ms Nansansi Olivia and Ms Nakkazi Aida. - Kakabajo P. S. Lwamaggwa Sub county, the members were: Ms Mirembe Mary the Chairperson, Ms Sylvia Ssebuliba, Ms Susan Ssekamatte and Ms Nalule Esther. - Kasozi P. S. in Rakai Town Council, the members were Nambooze Agnes, Nakafeero Noelina, and Mbabazi Florence. 	<p>1</p>

<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: 	<p>There was evidence that the LG Education Department in collaboration with Environment Department issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.) from the reports of the Environment Officer of 26/08/2018 regarding activities conducted in schools.</p>	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 	<p>There was evidence to confirm that all school infrastructure projects were screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks were identified and the forms included mitigation actions. From the Environment officers report of 23/08/2018 that indicated the identification of affected environmental concerns, documentation of mitigation measures and suggestions for required actions. This was related to 3 education projects:</p> <ul style="list-style-type: none"> -Construction of pit latrines at: - Kayayumbe P. S.; - Buyamba P. S. and - Butiti P.S.. 	<p>1</p>
<p>LG Education department has ensured that guide- lines on environmental management are dissemi- nated and complied with</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 1 	<p>There was evidence of visits to sites and reports of visits were produced with evidence of compliance with the mitigation plans. The reports were for the period of :</p> <p>4th Quarter Report was dated 12/08/2018 and 4th Quarter Report was dated 28/05/2018 and both reports were signed by the District Environment Officer..</p>	<p>1</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Human resource planning and management			
<p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 	<p>The LG had an approved health workers structure of 509 workers. The current wage bill supported 433 workers making a staffing level of 85%.</p> <p>Also a copy of Rakai District Health staffs recruitment plan generated by the DHO Dr. Sakor Moses to CAO dated 27th June 2018 and received by the CAO on 28th June 2018 was availed at DHOs office.</p>	8
<p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that Health department has submitted a comprehensive recruitment plan/re- quest to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p>	<p>A copy of a comprehensive Health Recruitment plan for Rakai District Health Department for FY 2018/2019 dated 28th February 2018 generated by DHO to the CAO was availed at DHOs office. Vacancies included Key positions like Medical Officers, ADHO EH, Senior Environment Health Officer, Senior Health Educator, Dispenser, Nursing Officers, Mid wives and other support staffs.</p>	6

<p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p>	<p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 	<p>All the 10 sampled Health Facility In-charges (100%) were Appraised.</p> <p>In-charges of Byakabanda H/CIII, Kaziba H/C, Kaleere H/C, Lwabakooba H/C, Kayonza Dwaniro H/C, Kakundi H/C, Lwembajjo H/C, Kifamba H/C, Lwanda H/C and Kyalulangira H/C were appraised on 26/06/2018, 6/07/2018, 20/08/2018, 2/07/2018, 27/06/2018, 3/07/2018, 10/09/2018, 30/06/2018, 2/07/2018 and 18/09/2018 respectively.</p> <p>All the 34 Health Facility In-charges were appraised and their appraisal forms were available.</p> <p>The dully signed appraisal forms were in the personnel files for the In-charges.</p>	<p>8</p>
<p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 	<p>Health workers updated staff list on deployment availed at DHOs office was accurate and consistent with the list in PBS FY 2018/2019.</p> <p>Also staff lists seen at sampled health facilities (Byakabanda HC III, Kibaale HCII, Buyamaba HC III, Kimuli HC III, Rakai Hospital) were consistent with the PBS list despite a few transfers of some workers as seen at the DHOs office transfer files.</p>	<p>4</p>
<p>Monitoring and Supervision</p>			
<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 	<p>Only one of the three prioritised guidelines/circulars and policies from Ministry of Health (Sector Grant and Budget Guidelines for PHC) was available and the other two were not received at the DHOs office. There was also no evidence that even the one that was received at DHOs office was dissemination to lower level facilities. However, other policies like the Result based financing Programme was distributed to In-charges as seen on the distribution list at the DHOs office.</p>	<p>0</p>

<p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 	<p>There were no minutes for meetings held for the prioritised policies/ circulars and guidelines at the DHOs office and even for other circulars.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p>	<p>Copies of quarterly support supervision reports (Quarter 1 not dated, Quarter 2 dated 23rd October 2017, Quarter 3 3rd March 2018, and Quarter 4 26th June 2018) seen at DHOs office showed that Rakai Hospital was not reached and supervised on quarterly basis as recommended. It was only in Quarter 4 report that Rakai Hospital was supervised. Rakai DLG doesn't have a HC IV. However, lower level facilities were supervised on quarterly basis.</p>	<p>0</p>
<p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p>	<p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> If 100% supervised: score 3 80 - 99% of the health facilities: score 2 60% - 79% of the health facilities: score 1 Less than 60% of the health facilities: score 0 	<p>There was only quarter 1 support supervision report dated 25th July 2017 availed at Kooki HSD (Rakai Hospital). This report showed that only 13 health facilities out of 38 Health facilities were supervised making 34% coverage on support supervision. There was no other reports to prove that HSD supervised lower level health facilities as recommended.</p>	<p>0</p>

<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4 	<p>Copies of quarterly Support supervision reports (Quarter 1 not dated, Quarter 2 dated 29th November, Quarter 3 dated 23rd March 2018, & Quarter 4 dated 26th June 2018) availed at DHOs office had recommendations generated by the supervising team for each of the facilities that was supervised and these were discussed during the DHMT meetings. These recommendations were also witnessed in supervision log books at selected facilities.</p>	4
<p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 	<p>Support supervision report dated July 9th 2018, among others came up with a recommendation for the construction of a new pit latrine at Kimuli HC III as a result of an old one having filled up. Further discussions on this recommendation by sectoral committee meeting that took place on 22nd August 2018 came up with procurement plans and budget for its construction.</p>	6
<p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 	<p>A copy of the list of health facilities seen at the DHOs office that were receiving PHC (38) were the same as those in the PBS (38). These health facilities (38) were also reflected in the HMIS reports submitted to MOH.</p>	10

Governance, oversight, transparency and accountability

<p>The LG committee responsible for health met, discussed service delivery issues and presented is- sues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 	<p>There was evidence in form of minutes that Rakai DLG Finance, Planning, Administration and Health Standing Committee responsible for health met and discussed service delivery issues during the following sector meetings:</p> <p>a) Meeting that took place on 20th June 2018 in the District Planning Unit, under Minute No. 05/FIN, HEA, A/06/2018: Presentation of Departmental Reports;</p> <p>b) Meeting held on 25th April 2018 held in the District Planning Unit, under Minute No. 05/FIN, HEA, A/04/2018: Presentation of Departmental Reports and Briefs. (i). Health Department; and</p> <p>c) Meeting held on 14th February 2018 in the District Planning Unit, under Minute No. 06/02/2017: Presentation and Discussion of Departmental Reports, (i). Health.</p>	<p>2</p>
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<p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 	<p>There was evidence that Rakai DLG Health Sector Committee presented issues that required Rakai DLG Council's approval during the following council meetings:</p> <p>a) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2018: Presentation of Performance Assessment Results of Rakai DLG FY 2017/2018;</p> <p>b) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 06/RKICOU/08/2018: Presentation of Sector Committee Reports;</p> <p>c) Meeting held on 28th June 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/06/2018: Presentation of Sector Committee Reports;</p> <p>d) Meeting held on 10th May 2018 in the Planning Unit Boardroom, under Minute No. 03/RKICOU/05/2018: Address by Chairperson and Presentation of Budget FY 2018/19 and Procurement Plans FY 2018/19;</p> <p>e) Meeting held on 22nd February 2018 in the Planning Unit Boardroom, under Minute No. 04/RKICOU/02/2018: Laying of the District Budget FY 2018/19;</p> <p>f) Meeting held on 14th December 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/12/2017: Presentation of Sectoral Committee Reports;</p> <p>g) Meeting held on 17th November 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/11/2017: Presentation of Committee Reports; and</p> <p>h) Meeting held on 08th August 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2017: Election of Standing Committees.</p>	
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<p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p>	<p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79: %: score 2 • If less than 70%: score 0 	<p>Copies of HUMC meeting minutes were available in some of the selected health facilities and meetings were in only 3 out of 5 making 30% HUMC functionality (Rakai Hospital dated 23rd November 2017, 19th June 2018 (50%), Byakabanda HC III no meeting minutes were seen (0%), Kibaale HC II dated 21st October 2017 (25%), Kimuli HC III dated 17th October 2017, 21st February 2018, 19th May 2018 (75%) and Buyamba HC III minutes were not seen (0%) . These meetings were an indication that NOT all of the sampled health facilities had established HUMC boards. Also regular quarterly meetings were held in only 3 facilities out of 5 making mandatory quarterly meetings at (50% + 0% + 25% + 75% + 0%) divided by 5 = 30%.</p>	<p>0</p>
<p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 	<p>Copy of PHC fund distribution list of health facilities and funds releases for FY 2017/18 were properly displayed on notice board of DHO.</p> <p>Sampled facilities (Rakai Hospital, Buyamba HC III, Kimuli HC III) had their PHC funds releases displayed on their notice boards.</p>	<p>4</p>
<p>Procurement and contract management</p>			

<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 	<p>A copy of consolidated District procurement plan with Health sector plans was availed at the DPU office dated March 13th 2018 with attachments of user departments for projects under development.</p>	<p>2</p>
<p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. 	<p>A copy of a procurement request dated 9th September 2018 generated by Dr Sakor (DHO) and received by the CAO on 19th September was availed at DHOs office.</p>	<p>2</p>
<p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. 	<p>LG had certified and initiated payment for supplies on time. 2 payment requests sampled indicated that the DHO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of Two 5-Stance Pit latrines at Kibale HC II, Kyalungira S/C – Request for interim payment certified by the DHO on 20-Jun-2018; Approved by CAO on 23-Jun-2018, paid on 25-Jun-2018 vide EFT 1838523 Shs. 5,694,849 i.f.o Goase Enterprises Ltd.</p> <p>(2) Supply of Fuel (Jul – Sep 17) – Request submitted on 09-Aug-2017; Approved by DHO on 09-Aug-2017; Paid on 16-Oct-2017 EFT 15316506 Shs.3,000,000 i.f.o Haji Abdu – Shell Kyotera Service Station.</p>	<p>4</p>

Financial management and reporting			
<p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 	<p>The available evidence indicated that the Health Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner for consolidation as follows:</p> <p>4th Quarter Report was submitted on 03rd July 2018, 3rd Quarter Report was submitted on 10th April 2018, 2nd Quarter Report on 12th March 2018 while the 1st Quarter Report was submitted on 20th December 2017. This is within the required dates of submission.</p>	<p>4</p>
<p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> If sector has no audit query: Score 4 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points If all queries are not responded to Score 0 	<p>Queries had been raised in the 4 quarterly reports and the DHO had provided responses to the internal auditor.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			

<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 	<p>Lists of HUMC members seen in the selected health facilities and the attendance lists of members during the HUMC meetings showed composition of both females and males at an average of 40% females and 60% males. These sampled facilities and their gender composition included; Kimuli HC III had 7 females with 3 males, Byakabanda HC III had 4 females and 5 males, Rakai Hospital had 4 females and 11 males, Buyamba HC III had 3 females and 5 males, Kibaale HC II had 4 females and 3 men.</p>	<p>2</p>
<p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. 	<p>All sampled health facilities had no Sanitation management guidelines in place.</p> <p>However, they had well labeled pit latrines separating females and males in place.</p>	<p>0</p>
<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 	<p>There was no report availed to the Assessor about the environment screening before infrastructure developments.</p>	<p>0</p>

<p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 2 	<p>There was no evidence seen that the District Environment officer or District Community Development officer had visited and monitored the construction sites.</p>	<p>0</p>
<p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p>	<ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. 	<p>Segregation charts for medical waste management and colour coded bins for medical waste collection were seen in all the sampled health facilities. Also, well designated areas for medical waste disposal were in all the sampled facilities (Rakai Hospital, Byakabanda HC III, Buyamba HCIII, Kibaale HC II and Kimuli HC III).</p>	<p>4</p>

Summary of requirements	Definition of compliance	Compliance justification	Score
Planning, budgeting and execution			

The DWO has targeted allocations to sub-counties with safe water coverage below the district average.

Maximum score 10 for this performance measure

- Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY:
 - o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10
 - o If 80-99%: Score 7
 - o If 60-79: Score 4
 - o If below 60 %: Score 0

Rakai district has ten (10) rural sub counties including; Byakabanda, Dwaniro, Kibanda, Kachera, Kifamba, Kagamba, Lwamagwa, Kyalulangira, Kiziba and Lwanda.

According to the MWE data base, Rakai has average safe water access of 46% and six sub counties of; Dwaniro 16%, Kachera 20%, Kagamba 7%, Lwamagwa 18%, Kyalulangira 16%, and Kiziba 11% have average safe water access below the district average.

The water department AWP and budget request for FY18/19 dated 20th July 2018 and acknowledged by the MWE on the 9th Aug 2018 indicates that the department has targeted these sub counties as follows;

1. One planned piped water located in Lwamagwa (100%).
2. A total of 12 rain water harvesting tanks planned, with one in Dwaniro, one in Kagamba and two in Kiziba making a total of 4 (33%).
3. 3 No. valley tanks planned with one in Dwaniro and two in Kachera (100%).
4. 13 No. borehole rehabilitation planned with one in Dwaniro, three in Kachera, and three in lwamagwa (54%).

In terms of budget allocation, a total of UGx. 332, 500,000 of the total development budget of UgX. 487,511,674 was allocated to these sub counties which is 68%.

The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)

Maximum 15 points for this performance measure

- Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY.

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

Score 15

- o If 80-99%: Score 10

- o If 60-79: Score 5

- o If below 60 %: Score 0

According to AWP and budget request for FY17/18, the DW department had targeted the Sub Counties with safe water access below the district average as follows;

1. One valley tank in Kyalulangira Sub County;

2. 8 ferro cement tanks including; 1 No. in Kiziba, 2 No. in Kagamba, 1 No. in Kachera, 2 No. in Byakabanda and 2 No. in Dwaniro Sub Counties.

3. Total of 13 borehole rehabilitation planned (2-Dwaniro, 2-Kibanda, 2-Kifamba, 1-Kyalulangira, 2-Kachera, and 2-Lwamagwa).

The district water Annual Report for FY17/18 dated 9th Aug 2018 Ref CR/752/1 indicated that all the above planned projects were implemented.

<p>The district Water department carries out monthly monitoring of project investments in the sector</p> <p>Maximum 15 points for this performance measure</p>	<p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 	<p>There was evidence that the water department monitored all WSS facilities. There were copies of reports on site visits to all projects. There were however no monitoring reports. Seen in the file included among others.;</p> <p>1. Copies of site visit reports regarding the quality of materials and construction activities were kept in file. These were prepared independently following site visit and kept in raw copies (hand written). They were titled;</p> <p>a) Quality check guideline for materials quality checklist; and</p> <p>b) Construction quality check form for the general construction works checklist.</p> <p>2. Monitoring report on valley tank excavation at Ntebezaddungu in Kyalulangira S/C dated 4/12/2017.</p>	<p>15</p>
<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The data submitted by the district water department to the MWE was found consistent as per the MIS reports, AWP and Annual progress report.</p>	<p>5</p>

<p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p>	<ul style="list-style-type: none"> List of water facility which are consistent in both sector MIS reports and PBS: score 5 	<p>The lists of facilities undertaken was consistent in both sector MIS reports and PBS as verified in the AWP FY17/18 and progress reports including Annual Progress Report FY17/18.</p>	<p>5</p>
<p>Procurement and contract management</p>			
<p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p>	<p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p>	<p>The sector submitted the department procurement plan for the FY18/19 on the 26th March 2018 for consideration which was within the targeted 30th April.</p>	<p>4</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 	<p>There was a letter appointing DWO Mr. Muwanga Francis as contract manager dated 05th Aug 2017. There was however no contract management plan(s) prepared for projects.</p> <p>Monthly site visits were done and site visit reports filed in form of filled checklists. These visits verified on the quality of materials on site and the quality of construction works.</p>	<p>0</p>

<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If water and sanitation facilities constructed as per design(s): score 2 	<p>The BOQs and designs for projects were reviewed including; BOQ for the Ferro cement tanks, Valley tanks and public sanitation facility (toilet) at Buyamba Village in Dwaniro Sub County.</p> <p>The sampled projects including rainwater harvesting tanks at Kimuli in Kagamba S/C, Kasaasa in Kifamba S/C, valley tank at Ntebezaddungu in Kyalulangira S/C and Buyamba Market water borne toilet indicated that construction was done as per the design.</p>	<p>2</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If contractor handed over all completed WSS facilities: score 2 	<p>No handover reports from contractors were seen.</p>	<p>0</p>
<p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p>	<ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 	<p>The DWO certified all completed projects. Certificates accessed included;</p> <ol style="list-style-type: none"> Certificate of completion for the construction of Buyamba Market water borne toilet issued to Kasase Enterprises limited dated 25th June 2018. Certificate of completion for the construction of 5, 20 cum communal ferro cement tanks in Kiziba, Kagamba, Kacheera and Lwanda dated 07th Dec 2017. <p>There were however no completion reports prepared and filed.</p>	<p>0</p>

<p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points 	<p>LG had certified and initiated payment for supplies on time. 2 sampled contracts and payment requests sampled indicated that the DWO had certified and recommended suppliers before payment. Details are as below:-</p> <p>(1) Construction of Water Borne Toilet at Buyamba Market – Request approved for payment by DWO on 07-Dec-2017; Approved by CAO on 13-Dec-2017; Paid on 19-Dec-2017 EFT 16273858 Shs. 13,536,000 i.f.o Kasase Enterprises Ltd</p> <p>(2) Supply of Water Materials – Delivered as per GRN on 01-Mar-2018 and approved by the DWO on 01-Mar-2018; Paid on 21-Mar-2018 EFT 17142681 Shs. 41,905,000 i.f.o Victoria Pumps Ltd</p>	<p>3</p>
<p>Financial management and reporting</p>			
<p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 	<p>The available evidence indicated that the Health Department submitted the Annual Performance Report for the previous FY (with availability of all four quarterly reports) to the Planner for consolidation as follows:</p> <p>4th Quarter Report was submitted on 03rd July 2018, 3rd Quarter Report was submitted on 10th April 2018, 2nd Quarter Report on 12th March 2018 while the 1st Quarter Report was submitted on 20th December 2017. This is within the required dates of submission.</p>	<p>5</p>

<p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p>	<ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 5 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 <p>If queries are not responded to score 0</p>	<p>Queries had been raised in the 4 quarterly reports and the DWO had provided responses to the internal auditor.</p> <p>However, there was no follow up made by the internal auditor on recommendations made in the 3rd and 4th qtr reports.</p> <p>LG raised a concern of significant delayed submission of accountabilities by the District Engineer.</p>	<p>3</p>
<p>Governance, oversight, transparency and accountability</p>			

<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p>	<ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 	<p>There was evidence in form of minutes that the Works, Technical Services and Education Sector Standing Committee responsible for water met and discussed service delivery issues during the following Sector Meetings:</p> <p>a) Meeting held on 23rd August 2018, under Minute No. 04/Wrks/Educ/08/2018: Presentation of Adjusted AWP for FY 2018/19 for Consideration. (a). Water Department and (b). Education Department;</p> <p>b) Meeting held on 22nd June 2018, under Minute No. 04/ED/WRKS/ 06/2018: Presentation of Departmental Reports. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated;</p> <p>c) Meeting held on 24th April 2018, under Minute No. 03/ED/WRKS/ 04/2018: Presentation of Departmental Reports and Budgets. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated; and</p> <p>d) Meeting held on 13th February 2018, under Minute No. 03/ED/WRKS/ 02/2018: Presentation of Departmental Reports and Budgets. (i). Education and Sports and (ii). Works and Technical Services – where water and sanitation are accommodated.</p>	<p>3</p>
<p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p>	<ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 	<p>There was evidence in form of minutes that Rakai DLG Water Sector Committee presented issues that required Rakai DLG Council approval during the following council meetings:</p> <p>a) Meeting held on 30th August 2018 in the Planning Unit</p>	<p>3</p>

Maximum 6 for this performance measure

Boardroom, under Minute No. 05/RKICOU/08/2018: Presentation of Performance Assessment Results of Rakai DLG FY 2017/2018;

b) Meeting held on 30th August 2018 in the Planning Unit Boardroom, under Minute No. 06/RKICOU/08/2018: Presentation of Sector Committee Reports;

c) Meeting held on 28th June 2018 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/06/2018: Presentation of Sector Committee Reports;

d) Meeting held on 10th May 2018 in the Planning Unit Boardroom, under Minute No. 03/RKICOU/05/2018: Address by Chairperson and Presentation of Budget FY 2018/19 and Procurement Plans FY 2018/19;

e) Meeting held on 22nd February 2018 in the Planning Unit Boardroom, under Minute No. 04/RKICOU/02/2018: Laying of the District Budget FY 2018/19;

f) Meeting held on 14th December 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/12/2017: Presentation of Sectoral Committee Reports;

g) Meeting held on 17th November 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/11/2017: Presentation of Committee Reports; and

h) Meeting held on 08th August 2017 in the Planning Unit Boardroom, under Minute No. 05/RKICOU/08/2017: Election of Standing Committees.

<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. 	<p>The department had partial display of information on the notice board. The displayed information included; 1st quarter release FY17/18 from CFO and bid documents. Other critical information was not seen anywhere on notice boards.</p> <p>Two advocacy meetings had been planned at district and sub county levels and these were conducted as evidenced from the minutes presented in the progress reports (quarter four report).</p> <p>The district advocacy meeting minutes were dated 27th June 2018.</p>	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 	<p>The sampled projects missed critical labelling information. For example;</p> <ol style="list-style-type: none"> The rainwater harvesting tanks at Kimuli in Kagamba S/C and Kasaasa in Kifamba S/C had partial information written on tanks and also very faint. Buyamba Market water borne toilet had no information at all and no site board was seen. 	<p>0</p>
<p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p>	<ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 	<p>Information on tenders and contract awards was displayed on the administration notice board.</p>	<p>2</p>

<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 	<p>No application letters were found on file.</p> <p>However, the department had sub county work plans with lists of communities that had applied for water. The DWO stated that this is the system they use.</p>	<p>0</p>
<p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii) carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p>	<p>There were reports on establishment and training of water user committees. These showed the existence of committees and their functioning status. These were also verified through the submitted MIS forms and progress reports.</p> <p>The sampled facilities were also found in good working environment.</p>	<p>2</p>
<p>Social and environmental safeguards</p>			
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 	<p>Environmental screening for all projects was done and screening report filed dated 23rd August 2017.</p>	<p>2</p>

<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 	<p>The District Environment Officer prepared an environmental and social management plan for the all projects, however, no follow up on the implementation of the mitigation measures was done and no certification after completion was done.</p>	<p>0</p>
<p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p>	<ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 	<p>All contracts entered into by the department had an environmental clause as verified from the contracts file.</p>	<p>1</p>
<p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 	<p>Software report on completed projects and several reports on water user committees indicated that at least 50% of WSCs are women and take up major positions.</p> <p>All implemented projects had WSCs established and fully instituted.</p>	<p>3</p>

<p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p>	<ul style="list-style-type: none"> • If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 	<p>The constructed Buyamba Market water borne toilet has separate stances for the men and women as well as PWDs (though not labelled at the time of assessment). It did not have a ramp provision in the design and was not constructed.</p>	<p>0</p>
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