



LGMSD 2022/23

Buhweju District

(Vote Code: 610)

Assessment	Scores
Crosscutting Minimum Conditions	50%
Education Minimum Conditions	85%
Health Minimum Conditions	50%
Water & Environment Minimum Conditions	80%
Micro-scale Irrigation Minimum Conditions	70%
Crosscutting Performance Measures	65%
Educational Performance Measures	70%
Health Performance Measures	45%
Water & Environment Performance Measures	63%
Micro-scale Irrigation Performance Measures	78%

**Crosscutting
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): If so: Score 4 or else 0 	<p>The infrastructure project implemented using DDEG funding in FY2022/23 is a multiple-year project, work in progress, and not functional. i.e. Construction of the Administration Block is being completed in phases.</p>	0
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> By more than 5%, score 3 1 to 5% increase, score 2 If no increase, score 0 <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>The LG average score in the overall LLG performance assessment for 2023 improved by 34% compared to LLG performance assessment for 2022.</p> <p>Evidence</p> <p>OPAMS Data Generated by OPM</p> <p>Average Overall LLGPA Scores for 2023=79%</p> <p>Average Overall LLGPA Scores for 2022=45%</p> <p>Calculation</p> <p>Variance Average Overall LLGPA (2023-2022)= 79-45=34%</p>	3
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> If 100% the projects were completed : Score 3 If 80-99%: Score 2 If below 80%: 0 	<p>A review of the Annual Budget and Annual Budget Performance Report for FY2022/23 revealed that the LG completed the planned DDEG Project for FY2022/23 at 100% completion level.</p> <p>Evidence</p> <p>Planned DDEG Projects (Budget Estimates FY2022/23) Completed.</p> <ul style="list-style-type: none"> Construction of Administration Block - UGX 47,495,505 (multiyear project completed at 100% level as planned for FY2022/23) 	3

3	Investment Performance Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines: Score 2 or else score 0.	A review of LG's Budget Estimates FY2022/23 and Annual Budget Performance Reports FY2023 revealed that the LG budgeted and spent DDEG funds on ineligible projects/activities as per DDEG grant, budget, and implementation guidelines. Evidence Vehicle Maintenance -Service, Repair, and Maintenance was UGX 4,955,000 on page 18 in Budget Estimates FY2022/23. i.e, a recurrent cost activity on the negative list in the DDEG guidelines.	0
3	Investment Performance Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates, score 2 or else score 0	The LG implemented only one DDEG-funded project, that is, >>> Completion of the administration block, Phase I; Contract sum as read from the contract agreement was UGX 55,199,018/=; Contract reference number: BUHW610/WRKS/2022-2023/00004; the engineer's estimate dated 6/12/2022 was UGX 54,976,790/= . <i>This represented a variation of +0.404% of the LG Engineer's estimate.</i>	2

Performance Reporting and Performance Improvement

4	Accuracy of reported information Maximum 4 points on this Performance Measure	a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate, score 2 or else score 0	Staffing was in place and was reviewed together with the minimum standards prescribed, staff lists provided by the HRM Division and approved structure provisions at the following LLGs, (i) Kashenyi -Kajani TC, (ii)Bihanga sub-county and (iii) Engaju Subcounty. By way of illustration e.g., at Kashenyi -Kajan TC, the following staff were found at the LLG, and the staff lists provided by the HRM Division thereby reflect accuracy. Kashenyi -Kajan Town Council - (i) Bazookire Joseph - Town Clerk, (ii) Twesigye Fredrick - Physical Planner, (iii) Mubangizi Barnabas - Town Treasurer, (iv) Asiimwe Aron -Veterinary Officer, (v) Ainemigisha Evelyne- Internal Auditor, (vi) Nyonta John Health Inspector, (vii) KEngaro Adrine -Assistant Veterinary Officer, (viii) Twinomujuni Lawrenzio - Town Agent, (ix) Rwomushana Hessen - Town Agent, (x) Mwijukye JohnBosco - Town Agent, (xi) Arinaitwe Lilian -Office Typist.	2
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4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:</p> <ul style="list-style-type: none"> • If 100 % in place: Score 2, else score 0. <p>Note: if there are no reports produced to review: Score 0</p>	<p>The LG produced progress reports of the Infrastructure project implemented in FY2022/23 using DDEG funding which reflected the actual level of completion.</p> <p>Evidence</p> <p>Construction works on Administration block was completed at 100% as planned for FY2022/23.</p>	2
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs</p> <p>score 4 or else 0</p> <p>NB: The Source is the OPAMS Data Generated by OPM.</p>	<p>The LG did not conduct a credible assessment of LLGs for 2023 as verified by the IVA team during the National Local Government Performance Assessment Exercise.</p> <p>Evidence</p> <p>Sampled LLGs</p> <ol style="list-style-type: none"> 1. Bihanga SC - DLG score was 92% and IVA score was 88%. The deviation was -4% i.e. Credible 2. Kashenyi Kajani TC - DLG score was 49% and IVA score was 79%. The deviation was +30% i.e. Not Credible 3. Nyakishana SC - DLG score was 76% and IVA score was 86%. The deviation was +10% i.e. Credible 4. Engaju SC - DLG score was 89% and IVA score was 92%. The deviation was +3% i.e. Credible 	0
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.</p> <p>Score: 2 or else score 0</p>	<p>Buhweju DLG did not prepare performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results..</p>	0
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY:</p> <p>Score 2 or else score 0</p>	<p>Buhweju DLG did not implement performance improvement plans since they were not prepared.</p>	0

Human Resource Management and Development

6	<p>Budgeting for and actual recruitment and deployment of staff</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED.</p> <p>Score 2 or else score 0</p>	<p>Buhweju DLG consolidated and submitted the staffing requirements for the coming FY to the Permanent Secretary MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED as evidenced by the submission letter from CAO dated 27th September 2023 and received on 28th September 2023 by MoLG and MOFPED.</p>	2
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):</p> <p>Score 2 or else score 0</p>	<p>Buhweju DLG conducted a tracking and analysis of staff attendance as evidenced by the following reports to the CAO by Ndyahabwa Kyomukama Ezra as shown below.</p> <ol style="list-style-type: none"> 1. June 2023 dated 30th June 2023 2. May 2023 dated 30th May 2023 3. April 2023 dated 30th April 2023 4. March 2023 dated 30th March 2023 5. January 2023 dated 30th January 2023 6. December 2022 dated 30th December 2022 7. November 2022 dated 30th November 2022 8. October 2022 dated 30th October 2022 9. September 2022 dated 30th September 2022 10. August 2022 dated 30th August 2022 11. July 2022 dated 30th July 2022. 	2

Performance management

Maximum 5 points on this Performance Measure

i. Evidence that the LG has conducted an appraisal with the following features:

HODs have been appraised as per guidelines issued by MoPS during the previous

FY: Score 1 or else 0

None of the Heads of Department were appraised during the period under review by 30th June.

1. Chief Finance Officer- Nuwasiima Obvious. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 6th July 2023.

2. District Planner- Atuhairwe Sostene. At the time of assessment, the Officer was not duly appraised during the period under review as he was recruited in May 2023.

3. Ag. District Engineer - Twinamtsiko Dicklus. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 1st July 2023.

4. District Natural Resources Officer- Birungi Clemencia. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 1st July 2023.

5. Ag. District Production Officer- Atamba Ian. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 18th July 2023.

6. District Community Development Officer- Bashongoka Nicholas. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 17th July 2023.

7. Ag. District Commercial Officer- Buramu David. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 18th July 2023.

7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>ii. (in addition to “a” above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:</p> <p>Score 1 or else 0</p>	<p>Buhweju DLG implemented administrative rewards and sanctions on time as provided as shown hereafter. There was evidence of the Committee being in place as evidenced by the appointment of its membership as seen in the appointment letter by the CAO dated 27th April 2022. The members included Nyahebwa Ezra - DCAO, Akunde Phionah- HRO, Tusiime Beatrice-DEO, Dr. Bruno Oyik-Ag. DHO, Atwine Fredrick - SAS.</p> <p>In terms of functionality, this was validated by the Minutes of the Committee meeting held on 12th July 2023 that considered amongst others handling of disciplinary cases relating to absenteeism e.g. of Guimsiriza Frank, Senior Clinical Officer In-charge Kiyanja HC III. There was also evidence of the actions of the committee e.g. recommendations for non-payment of salary to staff in the Health Department as seen in communication to CAO dated 29th May 2023.</p>	1
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>	<p>Buhweju DLG established a Consultative Committee as evidenced by the appointment of its membership as seen in the appointment letter by the DCAO dated 19th August 2022. The members included Agaba Mildred-PAS, Nuwasiima Obvious-Ag.CFO, Tumuhaise Jonathan-Ag.PHRO, Mubangizi Innocent-UNATU, Dr. Edyedu Isaac, Mwesigwa Trichard-Senior Planner, Tusiime Beatrice -DEO, Noowe Prudence-Senior Nursing Officer, Aryasiima Arnold- Labour Officer and Nshemereirwe Flavia-Senior Agriculture Engineer.</p> <p>In terms of functionality, this was evidenced by submission of a complaint against a staff member the sub-county chief of Karungu as reported by the LC III Chairperson dated 5th September 2022. A grievance acknowledgement receipt was issued to the complainant, the Staff member was invited to the committee for a hearing in a communication dated 6th September 2022 after an investigation had been undertaken as seen in the report dated 8th September 2022. The complainant withdrew interest in the matter as seen in a communication to the committee chairperson dated 9th September 2022.</p>	1
8	<p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p>	<p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>	<p>Buhweju DLG recruited fifty-four staff during the year under review. The date of access to the payroll could not be verified as only copies of payslips were availed at the time of assessment.</p>	0

Pension Payroll management

Maximum 1 point on this Performance Measure or else score 0

a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement:

Score 1.

Buhweju DLG had nine staff retiring during the year under review. The retired staff accessed the payroll as evidenced by the payroll extract records shown hereunder. Only two retirees namely Birungi Dovie, Tumwebaze Naboth, accessed the pension payroll within the stipulated time.

1. John Bwabiira, HT Primary School retired 10th September 2022, accessed payroll in December 2022.

2. Banagiaine Florence, Education Assistant, retired 3rd October 2022, accessed payroll in February 2023.

3. Arinaitwe Silver, Education Assistant retired 4th October 2022, accessed payroll in February 2023.

4. Birungi Dovie, Education Assistant retired 28th January 2023, accessed payroll in February 2023.

5. Mukyende Godwin, Education Assistant, retired 16th February 2023, accessed payroll in May 2023.

6. Mbawherize Charles, Education Assistant, retired 10th March 2023, accessed payroll in June 2023.

7. Byaruhanga Lawrence Education Assistant, retired 19th March 2023, accessed payroll in June 2023.

8. Tumwebaze Naboth, Education Assistant, retired 25th April 2023, accessed payroll in June 2023.

9. Musiimwe Naome, Senior Education Assistant, retired 26th June 2023, access to payroll information could not be accessed.

Management, Monitoring and Supervision of Services.

N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery

Maximum 6 points on this Performance Measure

a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:

Score 2 or else score 0

A review of the FY2022/23 Annual Budget Estimates and LG Cost Centre List & LLG allocation release for FY2022/23 provided by MoFPED revealed that the LG transferred DDEG for FY2022/23 to LLGs in full.

Evidence

Bihanga Subcounty - Budgeted and Remitted UGX 13,064,876

Bitsya Subcounty - Budgeted and Remitted UGX 11,269,558

Buhunga - Budgeted and Remitted UGX 3,332,362

Burere Subcounty- Budgeted and Remitted UGX 14,954,685

Engaju Subcounty - Budgeted and Remitted UGX 17,033,474

Karungu Subcounty - Budgeted and Remitted UGX 21,757,995

Kashenyi Kajani Town Council- Budgeted and Remitted UGX 7,230,581

Kyahenda - Budgeted and Remitted UGX 3,332,362

Nsiika Town Council - Budgeted and Remitted UGX 7,987,169

Nyakashaka Town Council - Budgeted and Remitted UGX 988,724

Nyakaziba Town Council - Budgeted and Remitted UGX 988,724

Nyakishana Subcounty - Budgeted and Remitted UGX 24,781,689

Rubengye - Budgeted and Remitted UGX 3,332,362

Rwengwe Subcounty - Budgeted and Remitted UGX 20,435,130

10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:Note: Timely warranting for a LG means: 5 working days from the date of upload of releases by MoFPED).</p> <p>Score: 2 or else score 0</p>	<p>Review of PBS timestamps from MoFPED of LG warrant submissions revealed that in the FY2022/23, the LG warranted LLG Direct DDEG transfers more than 5 working days after cash limits were communicated by the PS/ST.</p> <p>Evidence</p> <p>Q2 FY2022/23. Cash limit communication on 30 Sept 2022. LG warranted on 18 October 2022 i.e. 5+ working days</p> <p>Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 13 January 2023 i.e. 5+ working days</p> <p>Note: Cash limits uploads in the PBS by MoFPED were not accessible.</p>	0
10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter:</p> <p>Score 2 or else score 0</p>	<p>Buhweju DLG provided evidence of invoicing and warranting for the Q2 and Q3 for the year under review as 30th September 2022 and 29th December 2022.The LG communicated to the LLGs on DDEG releases for and Q2 - dated 21st October 2022 > 5 working days and Q3- 23rd January 2023 > 5 working days.</p>	0

11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:</p> <p>Score 2 or else score 0</p>	<p>The LG provided evidence confirming that all LLGs in the LG were mentored and supervised at least once per quarter in FY2022/23 consistent with guidelines.</p> <p>Evidence</p> <p>Q1 FY2022/23</p> <p>VIDE: Q1 Mentorship Report on Project Proposal Design for Appropriate Resource Mobilization Strategy on 4 Sept 2022.</p> <p>Q2 FY2022/23</p> <p>VIDE: Q2 Mentor Report on Integration of Population Issues into Development Planning held on 20 November 2022.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Integration of population issues in the Development Plan • Population Indicators <p>Q3 FY2022/23</p> <p>VIDE: Q3 Mentoring Report of Lower Local Governments on Planning and Budgeting Guidelines held on 14 Feb 2023, report dated 17 February 2023</p> <p>Objectives</p> <ul style="list-style-type: none"> • To emphasize and ensure that LLGs in the budgeting process budget for DDEG projects according to the guidelines. • To provide Development financing which caters to the different Development needs of the rural and urban areas. • To enable Sub counties to allocate funds to priority local development needs that are within their mandate and are consistent with national priorities • To use lessons and best practices from LLGs across the District to improve and disseminate harmonized guidelines for Development planning, budgeting, reporting, and accountability <p>Q4 FY2022/23</p> <p>VIDE: Mentoring & Technical Support to Lower Local Governments on Performance Management, DDEG workplanning & Service Delivery Standards conducted from 1- 5 May 2023. Report dated 9 May 2023.</p>
11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the</p>	<p>The LG provided evidence confirming that the TPC discussed the results/reports of support supervision and monitoring visits for FY2022/23 and used these results/reports to make recommendations for corrective actions.</p>

District/ Municipality to make recommendations for corrective actions and followed-up:

Score 2 or else score 0

Evidence

Q1 FY2022/23

DTPC Meeting held on 12 Sept 2022 at the Council Hall.

Min 19/DTPC/2022- Discussion and Presentation of DDEG Monitoring Reports for the First Quarter

Findings

- LLGs to process land titles to meet DDEG Guidelines
- Found out that people were heavily encroaching on wetlands
- People were degrading wetlands and environment

Recommendations

- Title for entities and projects in LLGs should be followed up
- Enforce the law on encroachment of wetlands
- Gardens and crops around waters channels should be cleared to enable water to move

Q2 FY2022/23

DTPC Meeting held on 21 December 2022.

Min 40/2022/DTPC- Presentation and Discussion of Report

Findings

- Proposal to construct a VIP latrine at Nyakishojwa PS and Install Culverts at Kaniga-Kyeyare Junction
- Proposal to complete the administration block at Egaju and purchase culverts to install at Egaju Bridge

Recommendations

- DDEG guidelines must be followed while considering projects.

Q3 FY2022/23

DTPC Minutes as on 13 March 2023.

Min 60/DTPC/2023- Presentation and Discussion of DDEG Monitoring Report

Findings

- Some new LLGs have not received funds like Buhunga, Kyahenda, Nyakziba and Rubegye.
- Some LLGs i.e. Bitsya, Buhunga and Kyahenda do not conduct TPC meetings

Recommendations

- LLGs advised to follow guidelines and meet deadlines when they receive DDEG funds

Q4 FY2022/23

DTPC Meeting Held on 2 June 2023

Min 82/2023/DTPC: Presenting Monitoring Report

Findings

- Nyakashaka Town Council was to purchase Council Seats
- Rubegye, Buhunga, and Kyahenda to clear and level ground where to construct sub-county office did not receive DDEG funds

Recommendations

- SASs and Town Clerks to always reach out to the Planning Department for help and other user departments.

Investment Management

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:

Score 2 or else score 0

Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0

A review of the Fixed Assets Register revealed that the LG maintained an up-to-date Fixed Asset Register at the time of Assessment.

Evidence

The last entries in the Fixed Asset Register

- Donated Laptop on 11 Oct 2022
- Furniture & Fitting i.e.3 seater twin desks UGX 46,000,000 on 14 June 2023.
- Donated Motorcycle on 9 March 2023

2

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:

Score 1 or else 0

The LG used the Board of Survey FY2021/22 as a source of guidance for making asset management decisions.

Evidence

Submission of Board of Survey Report for Financial Year 2021/22 Dated 25 August 2022. Received Accountant General on 31 August 2022. Recommendations Page No. 13-14

- 5 Non-functional motor vehicles should be disposed off.
- District land should be titled
- Administrative block rooms need to be renovated

Actions taken by the time of assessment.

- Disposal of 5 motor vehicles- Disposal in process. The assets were assessed by the Government Valuer from the Ministry of Works. Advert made on 28 August 2023 in the New Vision Newspaper.
- Renovation for Administration Office rooms done
- Payment for Title Deed effected i.e. EFT5875270 for UGX 400,000

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

The LG's Physical Planning Committee was functional and submitted at least a set of minutes of their meetings held in each quarter of FY2022/23 to MoLHUD.

Evidence

VIDE: BDLG/PPC/1: Members of the Physical Planning Committee appointed on 7 September 2020.

1. Ms. Birungi Clemencia – District Natural Resources Officer
 2. Mr. Bashongoka Nicholas – District Community Development Officer
 3. Mr Oyik Bruno – District Health Officer
 4. Mr Atamba Ian – District Production Officer
 5. Mr Nuwajuna Wilson – Assistant Engineering Officer -Roads
 6. Mr Mutegyerize Erickson – Water Officer
 7. Mr Muzahura Best – Staff Surveyor
 8. Mr Kamukama Lawrence – Town Clerk Kasenyi-Kajani
 9. Mr Asiimwe Denis – Town Clerk Nyakashaka Town Clerk
 10. Mr Asiimwe Raymond – Town Clerk Nsiika Town Clerk
 11. Mr Bazokire Joseph – Town Clerk Nyakaziba Town Council
 12. Twinamatsiko Dicklus – District Engineer
- Submission of Minutes to MoLHUD Mbarara MZO.
- Q1 FY2022/23. VIDE: CR/125: The meeting was held on 25 September 2022 in the District Council Hall and submission of the minutes to MoLHUD was made on 25 October 2023.
- Q2 FY2022/23. VIDE: CR/125: The meeting was held on 29 December 2022 in the District Council Hall and submission of the minutes to MoLHUD was made on 25 October 2023.
- Q3 FY2022/23. VIDE: CR/125: The meeting was held on 20 March 2023 in the District Council Hall and submission of the minutes to MoLHUD was made on 25 October 2023.
- Q4 FY2022/23. VIDE: CR/125: The meeting was held on 23 May 2023 in the District Council Hall and submission of the minutes to MoLHUD was made on 25 October 2023.

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d. For DDEG financed projects;</p> <p>Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p>	<p>The LG provided evidence confirming that desk appraisals were conducted for all DDEG financed projects in the budget FY2022/23, prioritized projects were derived from the LG DP III and are eligible for expenditure as per sector guidelines and funding source.</p> <p>Evidence</p> <p>Phase 1 Completion of the Administration Block in Nsiika Central Village derived from DP III Page 208. Desk Appraisal conducted on 20 July 2022.</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p>	<p>The LG provided evidence that field appraisals for DDEG financed projects implemented in FY2022/23 were conducted to check for technical feasibility, environmental and social acceptability, and customized designs.</p> <p>Evidence</p> <p>Phase 1 Completion of the Administration Block in Nsiika Central Village. Field Appraisal was conducted on 21 July 2022.</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p>	<p>The LG did not provide evidence to ascertain that developed project profiles with costing for all investments in the AWP for FY2023/24 were discussed in the TPC as per the LG planning and DDEG guidelines.</p>	0
		<p>Score 2 or else score 0</p>		

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>Buhweju DLG had screened for E&S for the DDEG-funded project for the current FY, however, the mitigation measures had not been prepared at the time of this assessment. The project was the completion of the administration block.</p>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p>There was evidence that the infrastructure project for the current FY to be implemented using the DDEG was incorporated in the LG approved procurement plan, dated 19/07/2023 and received by PPDA on 20/07/2023.</p> <p>>>> Construction of administration block, Phase II, budgeted for UGX 57,000,000/=.</p>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0</p>	<p>There was evidence that one DDEG-funded infrastructure project the LG implemented in the previous FY was approved by the Contracts Committee (CC) before commencement of construction.</p> <p>There was only one DDEG-funded infrastructure project, that is,</p> <p>>>> <i>Completion of the administration block, Phase I; by Rimston & Mark Projects Limited (Contractor); Contract amount: UGX 55,199,018/=; Contract reference number: BUHW610/WRKS/2022-2023/00004.</i></p> <p>The bidding documents were approved on 15/12/2022 under minute number: 06/CC/2022-2023/0005, and CC approved the evaluation report leading to the award of the contract to the best-evaluated bidder (BEB), M/S Rimston & Mark Projects Limited on 8/02/2023 under minute number 05/CC/2022-2023/0007.</p>	1
Conclusion				
Pass				

Procurement, contract management/execution

Maximum 8 points on this Performance Measure

c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:

Score 1 or else 0

There was evidence that the LG properly established the Project Implementation team as specified in the sector guidelines for administration projects, health projects, water projects, education projects, and production projects in the previous FY.

For administration projects:

In the letter dated 24/02/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 24/02/2023, signed by the Ag. district engineer.

Note: The LG had one administration project, that is, completion of the administration block, Phase I.

For health projects:

In the letter dated 17/01/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district health officer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 17/01/2023, signed by the Ag. district engineer.

For education projects:

In the letter dated 02/01/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district education officer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 02/01/2023, signed by the Ag. district engineer.

For production projects:

In the letter dated 05/06/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. production officer, senior agricultural engineer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 05/06/2023, signed by the senior agricultural engineer.

For water projects:

In the letter dated 24/02/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district water officer (DWO), district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 24/02/2023, signed by the DWO.

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:	There was evidence that the infrastructure project implemented using DDEG followed the standard technical designs provided by the LG Engineer.	1
		Score 1 or else score 0	Note: The LG implemented only one DDEG-funded project, that is, >>> <i>Completion of the administration block, Phase I; Contract sum as read from the contract agreement was UGX 55,199,018/=; Contract reference number: BUHW610/WRKS/2022-2023/00004.</i>	
			Conclusion <i>All works conformed to the standard technical designs provided by the LG Engineer.</i>	
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0	There was no evidence that the LG provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY.	0
			Specifically, >>> Supervision report for the 2-classroom block at Rushambya P/S dated 9/06/2023 and supervision was conducted on 9/06/2023. The report was signed by the CDO, engineer and environmental officer. However, the request for Payment was made by M/s Charm Partners Limited on 24/04/2023 for the construction of a 2-classroom block with an office at Rushambya Primary School; amount UGX 123,933,805; Payment certificate No. 1 was prepared on 24/04/2023 and approved by the CAO on 9/05/2023. Therefore, supervision came after verification and certification of works.	
			Supervision of other projects (seed schools) were as follows:	
			>>> The report dated 25/04/2023, the technical team supervised Ndibarema and Engaju Seed schools on 25/04/2023 and the following activities were taking place at the time: site hoarding, site clearance, excavation to level, and trench excavation. During inspection/supervision the following were noted: excavated materials were dumped and hipped in the playground, warning signs were not in place, workers were not wearing PPEs, the lower part of the site was hoarded, the fill at the site needed protection, and the waste management system for oils and lubricants was not in place. The recommendations to the contractor included: planting grass in rainy season, providing PPE to workers, fast growing grass to be planted and providing a temporary service bay, among others. The report was signed by the CDO, engineer and environmental officer.	
			>>> The report dated 16/06/2023, the technical team supervised Ndibarema and Engaju Seed schools on 12/06/2023 and the following	

activities were taking place at the time: casting of concrete in the foundation, construction of plinth wall, and construction of a slab. Some of the corrective actions recorded as per report included the contractor providing enough PPE to workers and increasing manpower on both sites. The report was signed by the CDO, engineer and environmental officer.

Note:

1) Because of slow progress of works, no certification of works had been done.

*2) Contract signing date: 26/10/2022;
Commencement order date 01/11/2022.*

3) According to the progress report dated 03/07/2023, construction of Ndibarema Seed School was rated at 20% physical completion, and only advance payment had been paid amounting to 30% of the contract amount. The report also reported that Engaju Seed School was at 15% physical completion, and only the advance payment had been paid amounting to 30% of the contract amount.

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

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

Score 1 or else score 0

There was no evidence that the LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):

>>> The request for payment by M/s Charm Partners Limited on 28/05/2023 for the construction of a 2-classroom block with an office at Kayanja and St Paul Bihanga Primary School; amount UGX 123,933,805. The District Education Officer recommended payment on 15/06/2023. Payment Certificate No. 2 was prepared and approved by CAO on 15/06/2023. Payment was made on EFT No. 6429671 on 28/06/2023 i.e. This payment was made 13 days after certification of works.

>>> The request for payment by M/s Charm Partners Limited on 24/04/ 2023 for the construction of a 2-classroom block with an office at Rushambya Primary School; amount UGX 123,933,805; Payment Certificate No. 1 prepared on 24/04/2023 and approved by the CAO on 9/05/2023. The payment was affected on EFT No. 5876960 on 15/06/2023. This payment was made 37 days after certification of works.

>>> The request for payment by M/s Phildona Africa Limited on 12/09/2022 for the construction of a 2-classroom block with an office at Kyamotojo Primary School; amount UGX 119,989,480. The DEO recommended the payment on 13/09/2022. The Payment Certificate 1 was prepared on 13/09/2023 and approved by the CAO on 13/12/2022. The Payment was made on EFT No. 3127000 on 30/12/2022. This payment was made 7 days after certification of works.

Conclusion

Fail

13	Procurement, contract management/execution	g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law:	There was evidence that the LG had a complete procurement file in place for each contract with all records as required by the PPDA Law. Three (03) procurement files recorded to support the scoring of this indicator:	1
	Maximum 8 points on this Performance Measure	Score 1 or else 0	<p>>>> Completion of the administration block, Phase I; Contractor: Rimston and Mark Projects Limited; Contract reference number: BUHW610/WRKS/2022-2023/00004; works contract available dated 7/03/2023, amount: UGX 55,199,018/=; Evaluation report signed by the evaluation committee and dated 3/02/2023 (available on file); Minutes of Contracts Committee decision (on file) signed by the CC members dated 8/02/2023.</p> <p>>>> Construction of Kajumbura GFS, Phase II; Contractor: M/S Gat Consults Limited; Contract reference number: BUHW610/WRKS/2022-2023/00002; works contract available dated 17/01/2023, amount: UGX 358,773,141/=; Evaluation report signed by the evaluation committee and dated 9/12/2022 (available on file); Minutes of Contracts Committee decision (on file) signed by the CC members dated 15/12/2022.</p> <p>>>> Construction of 13 protected springs; Contractor: M/S Muhwezi Abert Construction Limited; Contract reference number: BUHW610/WRKS/2022-2023/00001; works contract available dated 15/03/2023, amount: UGX 72,749,950/=; Evaluation report signed by the evaluation committee and dated 02/02/2023 (available on file); Minutes of Contracts Committee (CC) decision (on file) signed by the CC members dated 8/02/2023.</p>	

Environment and Social Safeguards

14	Grievance redress mechanism operational.	a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.	<p>Mr. Aryasiima Arnold was appointed as the GRM focal person by the CAO- Mr. Ndyahabwa Ezra Kyomukama on 26/07/2022.</p> <p>The GRC was appointed on 26/07/2022 by the CAO- Mr. Ndyahabwa Ezra Kyomukama on 26/07/2022. The members of the committee included;</p> <p>Mr. Agaba Mildred - Principal Assistant Secretary.</p> <p>Mr. Basasibwa Nicholas- DCDO.</p> <p>Mr. Basasibwa George - Senior Procurement Officer.</p> <p>Mr. Rugambwa Kenneth - CSO representative.</p> <p>Ms. Mpaka Pulcheria- Special Interest group representative.</p>	2
	Maximum 5 points on this performance measure	Score: 2 or else score 0		

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>The District LG had a complaints log book with provisions for the date, complainant, and status of the case. The LG also presented the minutes of the GRC dated 06/12/2022, 31/08/2022, and 17/05/2023 signed by the secretary and committee chairman.</p>	2
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>	<p>The district had displayed the grievance redress mechanism on the district departmental notice boards illustrating the grievance redress referral pathway. The notices were signed by the CAO on 26/07/2022.</p>	1

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0</p>	<p>The LG provided evidence confirming that environment, social, and climate change interventions were integrated into the LG DP111, AWP FY2023/24, and budget FY2023/24.</p> <p>Evidence</p> <p>Proposed Environmental, Social, and Climate Change interventions i.e.</p> <ol style="list-style-type: none"> 1. LG DPIII <ul style="list-style-type: none"> • Page 249 Provision of water harvesting tanks for Nyakitoko,, Kyakuhanda and Ryanshenga P/schools • Page 261 Construction of 9 protected springs 2. AWP FY2023/24- Page 16 <ul style="list-style-type: none"> • Strengthen and enforcement of conservation, • restoration of forests, wetlands, water catchments, and hilly and mountainous areas 1 inspection • Improve coordination, regulation, and monitoring of environment management at both District and local government levels 3 inspections 3. Budget FY2023/24 <ul style="list-style-type: none"> • Page 49- Construction of 3 Protected Springs UGX 16,800,000 • Page 49- Construction of 3 rain water harvesting tanks UGX 48,018,000 • Page 52- Travel Inland monitoring of environmental management UGX 5,000,000 	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management</p> <p>score 1 or else 0</p>	<p>The LG disseminated enhanced DDEG guidelines to all the LLGs.</p> <p>Evidence</p> <p>VIDE: Q3 Mentoring Report of Lower Local Governments on Planning and Budgeting Guidelines dated 17 February 2023. Conducted on the 14 February 2023.</p>	1

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation): c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary: score 3 or else score 0	The DDEG-funded project other than health, education, water, and irrigation was the construction of the district administration block which had a costed ESMP of UGX: 1,200,000 in its BoQs.	3
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change. Score 3 or else score 0	Buhweju LG had no projects with costing of the additional impact of climate change.	3
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 1 or else score 0	The district headquarters had evidence of land ownership; Certificate of title- freehold register, volume MBR 975 FOLIO. Plot 47, block 26 at Nsiika T/C signed by the registrar of titles on 18/11/2021.	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 1 or else score 0	There was no evidence that the environmental officer and CDO conducted support supervision and monitoring to ascertain compliance with ESMPs; and provided monthly reports.	0

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects: Score 1 or else score 0	There was no evidence that E&S compliance Certification forms were completed and signed by the Environmental Officer and CDO prior to payments of contractors' invoices.	0
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Financial management

16	LG makes monthly Bank reconciliations Maximum 2 points on this Performance Measure	a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment: Score 2 or else score 0	The LG did not maintain up-to-date bank reconciliations up to the time of the assessment. Evidence Stanbic Bank Uganda Limited, A/c No. 9030011269507. Bank Reconciliation Statement for June 2023. Report Date 11 September 2023. i.e. reconciled 30+ days.	0
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Stanbic Bank Uganda Limited, A/c No.0140053711001. Bank Reconciliation Statement for October 2023. Report Date 27 November 2023. i.e. reconciled within 30 days.

17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY. Score 2 or else score 0	The LG Internal Auditor produced 4 quarterly internal audit reports for FY2022/23. Evidence Q1 FY2022/23. Produced on 30 October 2022 with 9 issues in the current quarter. Submitted to District Public Accounts Committee, Chief Accounting Officer, and Chairperson to Council on 30 Oct 2022.	2
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Q2 FY2022/23. Produced on 30 January 2023 with 6 issues in the current quarter. Submitted to District Public Accounts Committee, Chief Accounting Officer, and Chairperson to Council on 12 Jan 2023.

Q3 FY2022/23. Produced on 30 April 2023 with 5 issues in the current quarter. Submitted to District Public Accounts Committee, Chief Accounting Officer, and Chairperson to Council on 5 May 2023.

Q4 FY2022/23. Produced on 31 July 2023 with 13 issues in the current quarter. Submitted to District Public Accounts Committee, Chief Accounting Officer, and Chairperson to Council on 03 August 2023.

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>The LG did not provide evidence that information on the status of implementation of internal audit findings in all the four quarterly Internal Audit Reports for FY2022/23 was provided to the Council Chairperson and LG PAC</p> <p>Evidence</p> <p>The LG only provided the Council Chairperson and DPAC status of implementation of internal audit findings from only 3 quarterly Internal Auditor's Reports FY2022/23. i.e.</p> <p>VIDE: CR/07/2022: Implementation Status of issues that were raised by the Internal Auditor for Q1-Q3. Received by Chairman and Chief Accounting Officer on 8 August 2023.</p>	0
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17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>The LG provided evidence confirming that the quarterly internal audit reports for FY2022/23 were submitted to the LG Accounting Officer and LG PAC and that the reports were reviewed and follow-ups made by LG PAC</p> <p>Evidence</p> <p>The Quarterly Internal Audit Reports FY2022/23 were discussed by DPAC on 28 September 2023 i.e. VIDE: Buhweju District Local Government PAC Sitting held on 28 September 2023 at the District Council Hall.</p>	1
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Local Revenues

18	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.</p>	<p>A review of LG Annual Budget Estimates FY2022/23 and LG Draft Final Accounts FY2022/23 revealed that the local revenue collected by the LG for FY2022/23 was less than budget by 7% (i.e. within +/-10% threshold)</p> <p>Evidence</p> <p>Annual Budget Estimates FY2022/23. Page No. 1</p> <p>The local revenue amount budgeted was UGX 155,200,000</p> <p>Draft Final Accounts FY2022/23. Page No. 10</p> <p>The local revenue amount collected was UGX 144,336,000</p> <p>Calculation</p> <p>(Amount Collected-Amount Budgeted)/Amount Budgeted*100=</p> <p>(144,336,000-155,200,000)/ 155,200,000*100 = -7%</p>	2
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19	<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 2 points on this Performance Measure.</p>	<p>a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY</p> <ul style="list-style-type: none"> • If more than 10 %: score 2. • If the increase is from 5% -10 %: score 1. • If the increase is less than 5 %: score 0. 	<p>A review of the LG's Draft Final Accounts for FY2022/23 disclosed that the LG's OSR collection improved by 31% between FY2021/22 and FY2022/23</p> <p>Evidence</p> <p>Draft Final Accounts FY2022/23 Page No. 10</p> <p>OSR Collection FY2022/23 was UGX 144,336,000</p> <p>OSR Collection FY2021/22 was UGX 109,982,114</p> <p>Calculations</p> <p>Change in OSR in %age</p> <p>$(OSR\ FY2022/23 - OSR\ FY2021/22) / OSR\ FY2021/22 * 100$</p> <p>$(144,336,000 - 109,982,114) / 109,982,114 * 100 = 31.2\%$</p>	2
20	<p>Local revenue administration, allocation, and transparency</p> <p>Maximum 2 points on this performance measure.</p>	<p>a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0</p>	<p>A review of the LG's Draft Final Accounts FY2022/23 and remittances to LLGs for FY2022/23 disclosed that the LG remitted less than the 65% mandatory LLG share of local revenues FY2022/23, as mandated in Section 85 of the LG Act CAP 243.</p> <p>Evidence</p> <p>Draft Final Accounts FY2022/23 Page No. 10</p> <p>Local Revenue FY2022/23 was UGX 144,336,000</p> <p>Remittances made during the FY2022/23</p> <p>Total UGX 27,603,658</p> <p>Calculations</p> <p>Percentage of Local Revenue Remitted to LLGs</p> <p>$Remittances / Total\ Local\ Revenue\ Mandatory\ for\ Sharing * 100 =$</p> <p>$27,603,658 / 144,336,000 * 100 = 19.1\%$</p>	0

Transparency and Accountability

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0</p>	<p>There was evidence that the procurement plan and awarded contracts and all amounts were published for the previous FY.</p> <p>The procurement plan was displayed on the district noticeboard on 1/06/2022. Three (03) best-evaluated bidders' (BEBs) display notices were captured to support the scoring of this indicator:</p> <p>>>> Completion of the administration block, Phase I; Contractor: Rimston and Mark Projects Limited (BEB) was displayed on the district noticeboard on 8/02/2023 and removed on 22/02/2023; the contractor's offer (amount) was included: UGX 55,199,018/=</p> <p>>>> Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; Contract reference number: MoES/UgIFT/WRKS/20-21/0002; Contractor's offer (Contract amount) included in the display as UGX 6,356,204,459/=; date of display 26/04/2022; removal date: 10/05/2022; the BEB was Cream General & Technical Services Limited.</p> <p>>>> Construction of Kajumbura GFS, Phase II; BEB was M/S GAT Consults Limited; contractor's (BEB's) offer (amount) included in the display as UGX 358,773,141/=; date of display: 16/12/2022; date of removal: 30/12/2022.</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>	<p>The LG provided evidence confirming that their performance assessment results for 2022 and their implications were published.</p> <p>Evidence</p> <p>VIDE: Local Government Management of Services Delivery Performance Assessment. Pinned on District Council Hall Notice Board</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>The LG provided evidence confirming that discussions were conducted with the public during FY2022/23 to provide feedback on the status of activity implementation.</p> <p>Evidence</p> <p>Studio Usage and Management Tool</p> <ul style="list-style-type: none"> • Agabuhwejo Programme on 08 February 2023. • Agabuhweji Program on the 22 February 2023. 	1

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The LG provided evidence confirming that information on Tax Rates, Collection Procedures, and Procedures for Appeal was made public at the time of assessment.</p> <p>Evidence</p> <p>Tax rates and procedures for collection and appeal were pinned on the District Council Notice Board.</p>	1
22	<p>Reporting to IGG</p> <p>Maximum 1 point on this Performance Measure</p>	<p>a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0</p>	<p>The LG received correspondence from the Office of the IGG on a case of alleged irregular recruitment. No report was available in the file at the time of assessment to ascertain actions taken from the recommendations of the IGG.</p> <p>Evidence</p> <p>VIDE: MBRA/CO/28/2023: Alleged Irregular recruitment of a Communication Officer by Buhweju District Service Commission dated 27 April 2023. No report on action taken on the recommendations of the IGG.</p>	0

**Educational
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>We obtained and reviewed PLE results released by UNEB in 2020 and 2022 for Buhweju District and we noted the following:</p> <p>In 2020, Buhweju District performed as follows; Div. I: 167; Div. II:1081 and Div. III:419 ; totalling to 1667 pupils against 1952 candidates in (53 primary schools) that sat for PLE that year. This translates into 85.3.% pass rate (1667/1952).</p> <p>In 2022, Buhweju performed as follows; Div.1:309 ; Div.11:1228 and Div.111; 293 totalling to 1830 pupils against 2089 candidates in (53 primary schools) that sat for PLE that year. This translates into 87.6 % pass rate (1830/2089).</p> <p>There was an improvement in performance of 2.3 % (87.6% - 85.3%).</p> <p>Due to the COVID 19 pandemic, UNEB did not conduct PLE in 2021 hence the comparison between school years, 2020 and 2022 instead of 2021 and 2022 as guided by MoES.</p>	2
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>b) The LG UCE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 3 • Between 1 and 5% score 2 • No improvement score 0 	<p>We obtained and reviewed UCE results released by UNEB in 2020 and 2022 for USE schools in Buhweju District and we noted the following:</p> <p>In 2020, Buhweju District performed as follows; Div. I:18 ; Div. II;111; and Div.III:155 totalling to 284 pupils against 506 candidates, in seven (7) secondary schools that sat for UCE that year. This translates to 46.6 % pass rate (284/506).</p> <p>In 2022, Buhweju performed as follows; Div.I;24 ; Div.II:101 ; and Div.III:170 totalling to 295 pupils against 519 candidates (in seven (7) secondary schools) that sat for UCE that year. This translates to 56.8% pass rate (295/519).</p> <p>There was an improvement in performance of 10.2 % (56.8% - 46.6%).</p> <p>Due to COVID 19 pandemic, UNEB did not conduct UCE Exams in 2021. Hence the comparison between school years 2020 and 2022, instead of 2020 and 2022 as guided by MoES.</p>	3

2	<p>N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p>	<p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p>	<p>The LG average score in the Education LLG performance assessment for 2023 improved by 34% from the previous year's assessment.</p>	2
	<p>Maximum 2 points</p>	<ul style="list-style-type: none"> • By more than 5%, score 2 • Between 1 and 5%, score 1 • No Improvement, score 0 	<p>Evidence</p>	
			<p>Education LLGPA Scores for 2023 was 77%</p>	
			<p>Education LLGPA Scores for 2022 was 43%</p>	
			<p>Calculation</p>	
			<p>Education LLGPAS (2023-2022)= 77-43= 34%</p>	
		<p>NB: If the previous average score was 95% and above, Score 2 for any increase.</p>		
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p>	<p>a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0</p>	<p>We obtained and reviewed the Education Sector Planning, Budgeting and Implementation Guidelines for Local Governments FY 2022/2023 and the budget performance report, to determine eligible activities.</p>	2
	<p>Maximum 8 points on this performance measure</p>		<p>We established evidence that, the development grant was used in accordance with sector guidelines i.e. supply of desks, construction of latrines, construction of classrooms and construction of teacher's houses. The activities conducted were;</p>	
			<p>— Construction of Seed Secondary Schools at Ndibarema and Engaju, still on-going</p>	
			<p>— Construction of a five (5) -stance lined latrine at Kirembe P/S</p>	
			<p>— Construction of a two(2) classroom block with an office at Rushambya P/S and</p>	
			<p>— Supply of 180 desks as follows; Rutunga P/S 10, Rukiri P/S 10, Karungu P/S 10, Nyakaziba P/S 10, Nyakitoko P/S 10, Kajumbura P/S 10, Rwanshenga P/S 10, Karambi P/S 19, Kyahenda P/S 10, Kyamotojo P/S 15 and Rubengye P/S 10, Butare Central P/S 15, Isingiro P/S 10, Rushambya P/S 10, St Paul Bihanga P/S 10 and Kyankanda P/S 10.</p>	

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

Maximum 8 points on
this performance
measure

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

We obtained payment vouchers for all
education construction projects contracts for
the previous FY 2022/2023 in Buhweju District,
to establish whether the CDO and the
Environment officer signed the completion
certificates

We established the following details;

1. Payment of an advance of UGX
451,694,915,000 was made, vide voucher No
3119644 dated 27 December 2022 for
construction of two (2) Seed Secondary
Schools of Ndibarema and Engaju (still on -
going) . The CDO and Environment officers did
not sign since this was an advance payment

2. Payment of UGX 99,171,926 was made vide
voucher No 5876960 dated 16h June 2023, for
construction of a two (2) classroom block with
an office at Rushambya P/S and was, certified
by the; DCDO on 26/04/2023 and Environment
Officer, on 09/05/2023 ,respectively.

3.The voucher for construction of a five (5)
stance lined latrine, was not availed for
verification, because it was with Auditor
General officials, we were told.

The Environment Officer and the Community
Development Officer signed the certificate of
completion before payment was made.

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

Maximum 8 points on this performance measure

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

The LG had two (02) infrastructure projects in the education sector:

>>> Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; Contract reference number: MoES/UgIFT/WRKS/20-21/0002; Contract amount UGX 6,356,204,459/= as read from the works contract agreement; Contractor: Cream General & Technical Services Limited. According to the education sector procurement plan submitted on 12/04/2022, the seed schools had been planned for UGX 6,500,000,000/=. *This represented a variation -2.212% of the MoWT estimate.*

>>> Construction of a 2-classroom block with offices at Bushereje & Rushyambya P/S; Contract reference number BUHWE610/WRKS/2022-2023/00005; Contractor: Charm Partners Limited; Contract amount as read from the works contract: UGX 247,867,610/=. The engineer's estimate was UGX 249,837,824/= as read from the procurement plan 22/09/2022 and received by PPDA on 26/09/2022. *This represented a variation -0.789% of the MoWT estimate.*

Conclusion

Pass

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

Maximum 8 points on this performance measure

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

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

There was no evidence that education projects (Seed Secondary Schools) were completed as per the work plan in the previous FY.

>>> **Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; Contract reference number: MoES/UglIFT/WRKS/20-21/0002; Contract amount UGX 6,356,204,459/=.**

Contract signing date: 26/10/2022;
Commencement order date 01/11/2022;
Project duration: 24 calendar months; this implies that at the end of the FY, the project would have elapsed by 33.33% of the time.

According to the **budget performance report** dated 15/08/2023 for the previous FY, the amount spent on education projects was UGX 244,299,000/=; this represented 3.843% financial progress (money spent on the project if seed schools are considered alone). *The report did not give further details.*

However, according to the **progress report dated 03/07/2023**, construction of Ndibarema Seed School was rated at 20% physical completion, and only advance payment had been paid amounting to 30% of the contract amount. The report also reported that Engaju Seed School was at 15% physical completion, and only the advance payment had been paid amounting to 30% of the contract amount.

Note: The documents reviewed were as follows: works contract, commencement order, budget performance report, and progress report (03/07/2023). **The work schedule was not availed to compare planned physical progress of works with actual works done as reported in the progress report dated 03/07/2023.**

Conclusion

Fail

Achievement of standards: The LG has met prescribed school staffing and infrastructure standards

Maximum 6 points on this performance measure

a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines

- If 100%: score 3
- If 80 - 99%: score 2
- If 70 - 79% score: 1
- Below 70% score 0

We obtained and reviewed the staffing structure from HRM and noted that Buhweju District had recruited 526 (115%) teachers staff in position against a staff ceiling of 455 teachers (in 56 schools) as per the guidelines prescribed by MoES, i.e, a 1:53 (teacher: pupil ratio) and a teacher per class and a head teacher for a school with P7 and a teacher for each class and head teacher for schools below P7.

4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,</p> <ul style="list-style-type: none"> • If above 70% and above score: 3 • If between 60 - 69%, score: 2 • If between 50 - 59%, score: 1 • Below 50 score: 0 	<p>We reviewed the list of UPE and USE registered schools and the consolidated asset register for UPE and USE schools for FYs 2021/22 and 2022/23 of Buhweju District.</p> <p>None of the 56 (0%) UPE and/or, 07 (0%) of USE schools met the basic requirements and minimum standards, set out in the DES guidelines for schools.</p> <p>All schools required additional classrooms or repair/renovation, additional desks, additional latrines and teachers' houses respectively</p>	0
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Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>We reviewed the teacher deployment list from LG education office and noted that Buhweju District had accurately reported on 526 (100%) staff in position, including where they were deployed, in 56 schools..</p> <p>In the three sampled schools; Nsiika P/S (semi-urban) there were 16 teachers, in Bisya P/S (rural) there were 15 teachers and in Karambi P/S (urban), there were 12 teachers.</p> <p>This information was collated with the teacher's arrival books at the three schools, the staff lists for 2022/23 from the education office and the staff lists found at the sampled schools. The three sources of info were in synch.</p>	2
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5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p>	<p>b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.</p>	<p>We reviewed the school asset registers of the three sampled schools and verified the information therein, which revealed evidence that Buhweju had a consolidated school asset register accurately reporting on infrastructure in all the three (3) sampled schools (100% accuracy).</p>	2
	<p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>In the three sampled schools, we noted the information below;</p> <ul style="list-style-type: none"> — Karamb1 P/S (semi-urban) there were four (4) classroom blocks with 12 classrooms; six (6) latrine blocks with 22 stances, 126 three-seater desks and no teachers house — In Bisya P/S (rural), there were, eight (8) classroom blocks with 16 classrooms, three (3) latrine blocks with 15 stances, 316 three-seater desks and one (1) teacher’s house block in permanent material accommodating six(6) teachers. — In Nsiika P/S (urban) there were four (4) classroom blocks with nine(9) classrooms, four (4) latrine blocks with 20 stances, 169 three-seater desks and one (1)teachers house, accommodating five (5) teachers <p>This information was corroborated with the consolidated Asset register at the Education Department office and both were in tandem.</p>	
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:</p> <ul style="list-style-type: none"> • If 100% school submission to LG, score: 4 • Between 80 - 99% score: 2 • Below 80% score 0 	<p>We obtained and reviewed 15 copies of the Annual school report from DEO for FY 2022/2023</p> <p>We noted that, none had submitted copies, that were complete with; highlights of performance, a reconciled cash flow statement, a budget and expenditure report and an asset register, signed by the Chair SMC and head teacher and were submitted on or before 30 January 2022.</p> <p>In three sampled schools;</p> <ul style="list-style-type: none"> — Karambi P/S (semi-urban) had one and it was submitted to DEO, but was inadequate — Bisya P/S (rural) had not submitted any. — Nsiika P/S (urban) had submitted one that lacked the reconciled cash flow statement and no evidence of the date of submission <p>Since the that schools had submitted copies that were not complete and were below 80%, the district was not compliant.</p>	0

6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:</p> <ul style="list-style-type: none"> • If 50% score: 4 • Between 30- 49% score: 2 • Below 30% score 0 	<p>We obtained and reviewed the inspection reports for; Term 111, 2022, Term 1, 2023 and Term 11, 2023 for FY 2022/2023. We observed that the district had supported all 56 schools to develop SIPs, and 28/56 or 50% schools in Buhweju district, had submitted copies to the DEO.</p> <p>In the three sampled schools; Nsiika P/S (urban), Karambi P/S (semi-urban) and Bisya P/S (rural) had been supported and had submitted copies and also displayed them, in their offices.</p>	4
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> • If 100% score: 4: • Between 90 - 99% score 2 • Below 90% score 0 	<p>We obtained and reviewed the OTIMS data extract for Buhweju and noted that, they submitted data for (24.124) pupils (100%).</p> <p>We reviewed the Buhweju LG performance contract for FY 2022/23 (not signed by PS/ST) and noted a list of 56 schools.</p> <p>Therefore, the LG collected and compiled data for all registered schools (UPE) in the District and submitted it, accordingly.</p>	4

Human Resource Management and Development

7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:</p> <p>Score 4 or else, score: 0</p>	<p>There was evidence that Buhweju LG budgeted for a head teacher and a minimum of seven teachers for schools with P7 and a teacher for each class and a head teacher for schools below P7, for (56 schools) to the tune of UGX 4,568,873,000 for FY 2023/2024 as per the Performance Contract FY 2023/2024 (not signed by PS/ST)</p>	4
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7

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

Maximum 8 points on this performance measure

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

Score 3 else score: 0

There was evidence that the education department had deployed 526 staff in position as per sector guidelines, i.e. a head teacher and a teacher per class for a P7 school and a head teacher and one teacher for each class for a school below P7, in 56 primary schools

In three sampled schools, we noted the following;

— Karambi P/S (semi-urban) - 12 teachers;

— Bisya P/S(rural) - 15 teachers; and

— Nsiika P/S (urban) -16 teachers

.

This information was corroborated with staff lists at school, teacher's arrival books and staff lists from the education department office, hence synced.

1

7

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

Maximum 8 points on this performance measure

c) If teacher deployment data has been disseminated or publicized on LG and or school notice board,

score: 1 else, score: 0

We reviewed the teacher deployment list and inspected the noticeboards in the three sampled schools.

We established evidence that the teacher deployment had been disseminated and/ or publicized at school noticeboards, in the three sampled schools; Karambi P/S (semi -urban), Bisya P/S (rural) and Nsiika P/S (urban).

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO

Score: 2 or else, score: 0

Buhweju DLG has fifty-six primary schools. All Head Teachers' files were reviewed as illustrated hereunder were found to have been appraised by the Town Clerks and Sub-County Chiefs. However, the Head Teachers were not appraised within the stipulated time as seven were appraised at the beginning of the year under review while the rest were appraised in 2020 and 2021 calendar years.

1. Turyamusiima Apollo, HT Karungu PS, appraised 10th March 2022.
2. Natukunda Gideon, HT Nyakitoko PS, appraised 14th March 2022.
3. Arinaitwe Patrick, HT Kamukaki PS, appraised 21st March 2022.
4. Singizamukama Gerald, HT Ryamujuni PS, appraised 23rd March 2022.
5. Atukundire Alex, HT Kasharara PS, appraised 10th March 2022.
6. Tukwatsibwe Vincent, HT aKtara PS, appraised 22nd February 2022.
7. Byaruhanga Ventura, HT Koburimbi PS, appraised 6th July 2021.
8. Buhamizo Tibiita Yossam, HT Katagata PS, appraised 18th October 2021.
9. Rwabuniga Silver, HT Bihanga Central PS, appraised 31st December 2020.
10. Njunwoha Joram, HT kyamotojo PS, appraised 6th January 2022.

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM

Score: 2 or else, score: 0

Buhweju DLG has seven secondary schools. At the time of assessment four Head Teachers' files were available and there was no appraisal information found as shown hereunder.

1. Kyandugirahi Francis, HT Karungu Seed Secondary School, no appraisal information was on file except for the performance agreement for 2023.
2. Byomukama Dominic, HT St. Josephs Bushozi Secondary School, no appraisal information was on file.
3. Asimwe Moses bakyene, HT Engaju Secondary School, no appraisal information was on file except for the performance agreement for 2023.
4. Mutambi Steven, HT Nyakitoko Secondary School, no appraisal information was on file. The document seen captured both elements of performance agreement and appraisal.

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

c) If all staff in the LG Education department have been appraised against their performance plans

score: 2. Else, score: 0

As per Buhweju DLG approved and costed staff establishment for the Education department, the following positions are provided for: (i) District Education Officer, (ii) Senior Education Officer, (iii) Senior Inspector of Schools, (iv) Inspector of Schools, (v) Education Officer (Guidance & Counselling), (vi) Education Officer /Special Needs(vii) Sports officer. However, at the time of assessment six staff were found in-post and only one was appraised within the stipulated time as highlighted hereunder.

1. District Education Officer- At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 18th July 2023.

2. Senior Education Officer - Byamukama Gabriel. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 7th August 2023.

3. Senior Inspector of Schools- Sabiiti George Patrick. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 7th August 2023.

4. Education Officer - Natuha Allison. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 25th May 2023.

5. Inspector of Schools - Katashaya Erasmus. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 12th September 2023.

6. Inspector of Schools - Abeneitwe Augustus, as evidenced by letter of appointment dated 20th June 2017 referenced under Min. No. 5 DSC 2018. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 12th September 2023.

8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level, score: 2 Else, score: 0</p>	<p>We obtained a training plan from the DEO developed during FY 2022/2023 dated 30th June 2022. The following were some of the activities therein;</p> <ul style="list-style-type: none"> — Training in Financial Management for head teachers — Induction and orientation of SMC for newly appointed members — Skills training in lesson planning and schemes of work development and — Training on development of teaching aids using local materials. 	2
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Management, Monitoring and Supervision of Services.

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually.</p> <p>If 100% compliance, score:2 or else, score: 0</p>	<p>The District did not write to MoES, regarding the list of schools and enrolment because all the data had been captured appropriately.</p>	2
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9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.</p> <p>If 100% compliance, score:2 else, score: 0</p>	<p>We reviewed the MoES guidelines, the approved budget estimates for FY 2022/2023 and annual performance report for FY 2022/2023</p> <p>Review of the approved budget estimates revealed, evidence that Buhweju allocated UGX 25,417,000 towards inspection and monitoring.</p> <p>The following were the activities that were done;</p> <ul style="list-style-type: none"> — Conducting inspections, thrice for each school — Conducting follow up inspections to establish whether recommendations were implemented and — Discussion of findings and dissemination to head teachers <p>We established from the annual performance report of Q4, Page 85 that the inspection and monitoring activities conducted, complied to sector guidelines.</p>	2
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9

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

Maximum 8 points on this performance measure

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

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

A review of PBS timestamps from MoFPED of LG warrant submissions for school capitation grants revealed that the LG in FY2022/23, warranted more than 5 working days after cash limits were communicated by the PS/ST.

Evidence

Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 13 January 2023 i.e. 5+ working days.

Q4 FY2022/23. Cash limit communication on 06 April 2023. LG warranted on 24 April 2023 i.e. 5+ working days.

Q1 FY2023/24. Cash limit communication on 06 July 2023. LG warranted on 20 July 2023 i.e. 5+ working days

Note: Information on cash limit uploaded in the PBS by MoFPED could not be accessed.

0

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

Maximum 8 points on this performance measure

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

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

Review of copies of MoFPED release circulars for the last three quarters indicated the following dates;

— 2022/23 Q3: 10 January 2023

— 2022/23Q4: 24 April 2023 and

— 2023/24 Q1: 17 July 2023

The education department did not provide evidence that Buhweju District made release circulars and invoices of capitation to schools for the last three (3) quarters.

In the three sampled schools of; KarambiP/S (semi-urban), Bisya P/S (rural) and NsiikaP/S (urban), there was no evidence that the education department formally communicated this information through circulars within the timeline.

The head teachers indicated that they were informed through, WhatsApp messages.

10

Routine oversight and monitoring

Maximum 10 points on this performance measure

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

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

We obtained a copy of the Annual Inspection plan and minutes of the preparatory inspection and monitoring meetings for the three previous three terms as follows;

Term 3, 2022, the planning meeting took place on 15/09/2022 unde Min. 05/2022/2023

Term 1, 2023, the planning meeting took place on 13/02/2023 under Min.11/2022/2023 and

Term 11 2023, the planning meeting took place on 15/07/2023 under Min 11 /2022/2023

2

10

Routine oversight and monitoring

Maximum 10 points on this performance measure

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

• If 100% score: 2

• Between 80 - 99% score 1

• Below 80%: score 0

We obtained Buhweju LG inspection and monitoring reports dated; 25/09/2023, for term 2, 17/05 2023 for tem 1 and 23/12/2022 for term 3, 2022.

we established that 56 (100%) UPE schools were inspected and monitored thrice in FY 2022 /2023.

The list of the schools inspected and monitored were in tandem with those on the PBS list

2

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,</p> <p>Score: 2 or else, score: 0</p>	<p>While,we did not obtain departmental minutes where school inspection reports had been discussed and used to make recommendations for corrective actions during the FY 2022/23, at school level, there was evidence available as elucidated in 10(d)</p> <p>In the sampled schools; Nsiika P/S (urban), Bisya P/S (rural) and Karambi P/S (semi-urban) there was evidence of follow up by the DIS.</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0</p>	<p>We obtained a list of primary schools and sampled three schools (urban, semi-urban and rural) to establish whether copies of the inspection reports were left behind. The following were the findings;</p> <p>In Nsiika P/S (urban) reports dated 27/09/2022 and 11/07/2023 by Sabiiti Patrick DIS were left at school. A recommendation that, the teachers should prepare lesson plans, was made. The activity to address inadequacy of lesson/session planning featured prominently in the SIP and measures were in place to enforce this by the deputy and headteacher, by the time of assessment.</p> <p>In Bisya P/S (rural) a report dated 21/07/2023 by Natuha Alison was left at school. A recommendation asking the head teacher to seek for posting of a Special Needs teacher was made. By the time of inspection, the teacher by the name of Ninsiima Evaline had been posted. In addition, the school was asked to submit a list of Special Needs Children to the DEO. The head teacher had submitted a list to DEO, on 26/09/2023</p> <p>In Karambi P/S(semi-urban), a report dated 05/04/2023 was left behind. A recommendation to register children with Special Needs with the DEO's office, was made. Four (4) children were found to have been registered, by the time of assessment</p> <p>The LG had submitted school inspection reports to DES, which were acknowledged received as follows; Term 3 2022 received on, 3/12/2022; Term 1, 2023 received on, 18/05/2023 and Term 2, 2023 received on 25/09/2023, respectively</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2</p>	<p>The LG provided evidence confirming that the Social Services Committee met and discussed service delivery issues in the Education Sector in FY2022/23</p> <p>Evidence</p> <p>Social Services Committee Meeting Held on 23 February 2023 in the District Council Hall. Min SC/22/2022/2023: Presentation of Departmental Reports.</p>	2

or else score: 0

- Dilapidated schools require rehabilitation
- Inadequate latrines stances and classrooms
- Latrines in Bitsya, Rukiri and Kyamahungu collapsed
- District lacks technical schools to absorb primary school leavers

Recommendations

- District lobby for more funding from the Central Government for the construction of more schools and latrines
- District Leadership secure funds for emergency to construct latrines at Kitega, Bitsya, Rukiri and Kyamahunga Primary Schools.

Social Services Committee Meeting Held on 7 December 2022 in the Office of Secretary for Works. Min SC/14/2022/2023.

- Dilapidated schools that require rehabilitation
- Inadequate latrine stances and classrooms
- Failure of parents to appreciate the value of UPE and how it works

Recommendations

- Parents and well-wishers to come up with Bungibwansi and construct latrines and classrooms

Social Services Committee Meeting Held on 20 September 2022 in the Office of Secretary for Works

Min SC/05/2022/2023: Presentation of Departmental Reports

- Inadequate infrastructure especially in primary schools where classrooms are not only in poor state but insufficient as well
- Inadequate staffing
- Absenteeism of learners for tea and goldmining in Bihanga, Engaju, Nyakishana and Bitsya Sub County

Recommendations

- Recruitment of more staff to handle learners with special needs
- Consideration of hard-to-reach allowances for teachers
- Sensitization of parents on Go Back to School campaign

11	Mobilization of parents to attract learners <i>Maximum 2 points on this performance measure</i>	Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school, <i>score: 2 or else score: 0</i>	Buhweju LG, education department, in a report dated 7th August 2023 at Bwoga P/S. held a sensitization meeting of Parents, SMC's PTA members, and parents in regard to attracting more children and keeping those in school there, let alone supporting the schools. The meeting had an attendance of 76 people.	2
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Investment Management

12	Planning and budgeting for investments <i>Maximum 4 points on this performance measure</i>	a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, <i>score: 2, else score: 0</i>	We obtained a copy of the school asset register for FY 2022/2023 and established that Buhweju LG had an up-to-date asset register which set out school facilities and equipment relative to basic standards (100% accuracy). In the three sampled schools, we noted the information below; — Karamb1 P/S (semi-urban) there were four (4) classroom blocks with 12 classrooms; six (6) latrine blocks with 22 stances, 126 three-seater desks and no teachers house — In Bisya P/S (rural), there were, eight (8) classroom blocks with 16 classrooms, three (3) latrine blocks with 15 stances, 316 three-seater desks and one (1) teacher's house block in permanent material accommodating six(6) teachers. — In Nsiika P/S (urban) there were four (4) classroom blocks with nine(9) classrooms, four (4)latrine blocks with 20 stances, 169 three-seater desks and one (1)teachers houses accommodating five (5) teachers This information was corroborated/validated with the consolidated Asset register at the Education Department office and both were in tandem.	2
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12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i></p>	<p>The LG provided evidence confirming that LG TPC conducted desk appraisals of all sector projects in the budget FY2022/23, prioritized projects were derived from the LG DPIII and eligible for expenditure as per sector guidelines and funding source.</p> <p>Evidence</p> <p>Construction of Ndibarema Seed School, 2 Classroom blocks, 2 Unit science lab, Teachers House, Kitchen, latrine, ICT lab, multipurpose hall, RWHT derived from the DPIII Page 254. Desk appraisal completed on 18 January 2022.</p> <p>Construction of Engaju Seed School, 2 Classroom blocks, 2 Unit science lab, Teachers House, Kitchen, latrine, ICT lab, multipurpose hall, RWHT derived from DPIII Page 251. Desk appraisal completed on 18 January 2022.</p>	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>The LG provided evidence confirming that field appraisals of sector projects in FY2022/23 were conducted to establish their technical feasibility, environmental and social acceptability, and customized designs to suit site conditions.</p> <p>Evidence</p> <p>Construction of Ndibarema Seed School, 2 Classroom blocks, 2 Unit science lab, Teachers House, Kitchen, latrine, ICT lab, multipurpose hall, RWHT. Field appraisal completed on 10 February 2022.</p> <p>Construction of Egaju Seed School, 2 Classroom blocks, 2 Unit science lab, Teachers House, Kitchen, latrine, ICT lab, multipurpose hall, RWHT. Field appraisal completed on 8 February 2022.</p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i></p>	<p>There was no evidence that the LG education department budgeted for and ensured that planned sector infrastructure projects were approved and incorporated into the procurement plan. The procurement plan was availed dated 19/07/2023 and received by PPDA on 20/07/2023.</p> <p>Note:</p> <p>The ongoing seed schools was procured in the previous FY, that is,</p> <p>>>> Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; Contract reference number: MoES/UgIFT/WRKS/20-21/0002; Contract amount UGX 6,356,204,459/=.</p>	0

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p>	<p>There was evidence that the school infrastructure was approved by the Contracts Committee (CC) and cleared by the Solicitor General (where above the threshold) before the commencement of construction. <i>The education sector had two (02) infrastructure projects in the previous FY:</i></p> <p>>>> Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; Contract reference number: MoES/UgIFT/WRKS/20-21/0002; Contract amount UGX 6,356,204,459/=; the project was approved by CC on 25/04/2022 under minute number 157/04/2021/2022 and approved by Solicitor General on 30/09/2022, reference number: DLAS/MBR/094/2022.</p> <p>>>> Construction of a 2-classroom block with offices at Bushereje & Rushyambya P/S; Contract reference number BUHWE610/WRKS/2022-2023/00005; Contractor: Charm Partners Limited; Contract amount as read from the works contract: UGX 247,867,610/=; the project was approved by CC on 15/12/2022 under minute number 07/CC/2022-2023/0005 and approved by Solicitor General on 07/01/2023, reference number: DLAS/MBR/003/2023.</p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. <i>score: 1, else score: 0</i></p>	<p>The was evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines.</p> <p>>>> <i>In the letter dated 02/01/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district education officer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 02/01/2023, signed by the Ag. district engineer.</i></p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES</p> <p><i>Score: 1, else, score: 0</i></p>	<p>There was evidence that the school infrastructure followed the standard technical designs provided by the MoES. This was evidence through the site visits conducted to seed school sites and measurements taken conforming to the size on the MoES technical designs.</p> <p>There was no deviation from the plan.</p>	1

Procurement, contract management/execution

Maximum 9 points on this performance measure

e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY *score: 1, else score: 0*

The LG presented five (05) site meetings reports for the construction of seed schools in the previous FY. The contract start/commencement date was 1/11/2022,

Note: Actual works started in March.

>>> Ndibalema seed school meeting held on 28/03/2023; under minute number 02(i) reported that the contractor had just began construction works, almost 5 months after site handover.

>>> Engaju seed school meeting held on 28/03/2023; under minute number 02(i) reported that the contractor had just began construction works, almost 5 months after site handover.

>>> Ndibalema seed school meeting held on 12/06/2023.

>>> Engaju seed school meeting held on 12/06/2023.

>>> Engaju seed school meeting held on 27/04/2023.

Procurement, contract management/execution

Maximum 9 points on this performance measure

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

There was evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc., was conducted.

Joint supervision reports were availed with details as provided below:

>>> The report dated 25/04/2023, the technical team supervised Ndibarema and Engaju Seed schools on 25/04/2023 and the following activities were taking place at the time: site hoarding, site clearance, excavation to level, and trench excavation. During inspection/supervision the following were noted: excavated materials were dumped and hipped in the playground, warning signs were not in place, workers were not wearing PPEs, the lower part of the site was hoarded, the fill at the site needed protection, and the waste management system for oils and lubricants was not in place. The recommendations to the contractor included: planting grass in rainy season, providing PPE to workers, fast growing grass to be planted and providing a temporary service bay, among others. The report was signed by the CDO, engineer and environmental officer.

>>> The report dated 16/06/2023, the technical team supervised Ndibarema and Engaju Seed schools on 12/06/2023 and the following activities were taking place at the time: casting of concrete in the foundation, construction of plinth wall, and construction of a slab. Some of the corrective actions recorded as per report included the contractor providing enough PPE to workers and increasing manpower on both sites. The report was signed by the CDO, engineer and environmental officer.

>>> Joint monitoring of 2-classroom block at Rushambya P/S 9/06/2023. The report was signed by the CDO, engineer and environmental officer.

Procurement, contract management/execution

Maximum 9 points on this performance measure

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

A review of AWP and a sample of LG's payment vouchers for payments to 3 contractors for education Infrastructure projects implemented in FY2022/23 revealed that the LG did not initiate and make timely payments to contractors.

Evidence

The recommended timeframe for payment to contractors is 30 days after certification of works.

1. Request for Payment was made by M/s Charm Partners Limited on 24 April 2023 for the construction of a 2-classroom block with an office at Rushambya Primary School for UGX 123,933,805. Payment Certificate No. 1 was prepared on 24 April 2023 and approved by the Accounting Officer on 9 May 2023. Payment was made on EFT No. 5876960 on 15 June 2023 i.e. This payment was made 37 days after certification of works.

2. Request for Payment was made by M/s Phildona Africa Limited on 12 September 2022 for the construction of a 2-classroom block with an office at Kyamotojo Primary School for UGX 119,989,480. The District Education Officer recommended the payment on 13 September 2022. Payment Certificate 1 was prepared on 13 September 2023 and approved by the Accounting Officer on 13 December 2022. The Payment was made on EFT No. 3127000 on 30 December 2022. This payment was made 7 days after certification of works.

3. Request for Payment was made by M/s Charm Partners Limited on 28 May 2023 for the construction of a 2-classroom block with an office at Kayanja and St Paul Bihanga Primary School for UGX 123,933,805. The District Education Officer recommended payment on 15 June 2023. Payment Certificate No. 2 was prepared and approved by Accounting officer on 15 June 2023. Payment was made on EFT No. 6429671 on 28 June 2023 i.e. This payment was made 13 days after certification of works.

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, score: 1, else, score: 0</p>	<p>There was evidence that the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30. <i>The plan was submitted on 12/04/2022, and had the following sector infrastructure projects:</i></p> <p><i>>>>>> Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Enaju S/C respectively; budget amount UGX 6,500,000,000/=.</i></p> <p><i>>>> Construction of a 2-classroom block with offices at Bushereje & Rushyambya P/S; budget amount UGX: 249,837,824/=.</i></p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>There was evidence that the LG had a complete procurement file in place for school infrastructure projects (seed secondary school) for the previous FY as required by the PPDA Law.</p> <p><i>>>> The minutes of Contracts Committee (CC) decision were on file dated 25/04/2022 under minute number 157/04/2021/2022, the evaluation report signed by members on 10/02/2022, and the works contract agreement dated 26/10/2022. All documents were available on file making the file complete.</i></p> <p><i>Project: Construction of Ndibalema and Engaju Seed Secondary Schools in Nsika T/C and Engaju S/C respectively.</i></p>	1
Environment and Social Safeguards				
14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>There was evidence that grievances under Education were recorded, investigated, responded to, and recorded in line with the grievance redress framework,</p> <p>During the construction of Rugambwa Primary School, a grievance of workers not being given contracts was reported on 01/12/22 by Mr. Mugaga, the GRC met and directed the contractor to offer contractor letters which was done.</p>	3
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>There was no evidence that the Environment officer had disseminated the Education guidelines to provide for access to land (without encumbrances) proper siting of schools, green schools and energu and water conservation</p>	0

16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i>	Construction of two classroom block at Busherengye primary school had a costed ESMP of UGX 240,000 incorporated in the BoQs. Construction of Engaju seed secondary school had a costed ESMP of UGX: 10,425,000 incorporated in the BoQs. Construction of Ndibarema seed secondary school had a costed ESMP of UGX: 10,425,000 incorporated in the BoQs.	2
16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i>	The two seed schools of Engaju and Ndibarema had evidence of land ownership, however, Busheregye primary school had no evidence of land ownership.	0
16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i>	There was no evidence that the Environment Officer and CDO conducted support supervision and monitoring to ascertain compliance with ESMPs including follow-up on recommended corrective actions.	0
16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments <i>Score: 1, else score:0</i>	There was no evidence that E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments.	0

**Health
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>New_Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If the LG registered Increased utilization of Health Care Services (focus on total deliveries.</p> <ul style="list-style-type: none"> • By 20% or more, score 2 • Less than 20%, score 0 	<p>There was no evidence whether the LG registered an increment in deliveries as the LG did not avail health annual reports (HMIS 107) for review. This was documented on the exit declaration form signed by the assessor, team leader, DHO and the CAO.</p>	0
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the average score in Health for LLG performance assessment is:</p> <ul style="list-style-type: none"> • 70% and above, score 2 • 50% - 69%, score 1 • Below 50%, score 0 	<p>The LG average score in the Health LLG performance assessment for 2023 was 91%.</p>	1
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. If the average score in the RBF quality facility assessment for HC Ills and IVs previous FY is:</p> <ul style="list-style-type: none"> • 75% and above; score 2 • 65 - 74%; score 1 • Below 65; score 0 	<p>The indicator was not applicable</p>	0
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>	<p>A review of the LG's Annual Budget Performance Report and Annual Budget Estimates for FY2022/23 revealed that the LG Health Development Grant was budgeted and spent on eligible activities as per the Health Grant and Budget Guidelines.</p> <p>Evidence</p> <p>Budget Estimates FY2022/23</p> <p>Rehabilitation of staff VIP latrine at Rushambya UGX 20,000,000</p> <p>Construction of fence at Nsiika HCIV UGX 84,203,000</p>	2

Investment performance: The LG has managed health projects as per guidelines.

Maximum 8 points on this performance measure

b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0

The LG provided evidence confirming that the LG Health Officer, Engineer, Community Development Officer, and Environment Officer certified works implemented by the LG's Health Department in FY2022/23 before payments were made to contractors.

Evidence

1. Request for Payment was made by M/s Rimston & Mark Projects Ltd on 13 April 2023 for the construction of a staff house at Engaju HCIII for UGX 113,608,236. The request was forwarded by the District Health Officer on 14 April 2023. The payment was made on 3 May 2023 EFT NO. 5169702. Payment Certificate was prepared on 14 April 2023 and signed by the District Engineer, District Health Officer, District Community Development Officer, District Natural Resources Officer and approved by Accounting Officer on 24 April 2023.
2. Request for Payment was made by M/s Kaleeta Construction on 12 June 2023 for the upgrade of Rushambya HCII to HCIII for UGX 36,363,105. District Health Officer forwarded request on 19 June 2023. The payment was made on 28 June 2023 EFT NO. 6425398. Payment Certificate 7 was signed by the District Engineer, District Health Officer, Community Development Officer, District Environment Officer and approved by CAO on 23 June 2023.
3. Request for Payment was made by M/s Kaleeta Construction on 12 June 2023 for the upgrade of Rushambya HCII to HCIII for UGX 32,496,358. District Health Officer forwarded request on 15 June 2023. The payment was made on 28 June 2023 EFT NO. 6425399. Payment Certificate 8 was signed by District Engineer, District Health Officer, Community Development Officer, District Environment Officer and approved by the Accounting Officer on 23 June 2023.

3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0</p>	<p>The following projects were contracted in the previous FY:</p> <p>>>> Construction of a staff house at Engaju HC II; Contract reference number: BUHW610/WRKS/2022-2023/0006; Contract amount UGX: 254,798,503/= . The engineer' estimate for the project was UGX 255,000,000/= . This represented a variation of -0.079% of the MoWT Engineers estimates.</p> <p>>>> Upgrade of Bitsya HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/21-22/00019 Lot 14; Contract amount UGX: 794,727,166/= . The engineer' estimate for the project was UGX 650,000,000/= . This represented a variation of +22.266%of the MoWT Engineers estimates.</p>	0
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY</p> <ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 	<p>According to the works contracts, schedules, and the annual budget performance report for the previous FY, health projects were as follows at the end of the FY,</p> <p>>>> Construction of a staff house at Engaju HC II was completed 100% in the previous FY.</p> <p>>>> Upgrade of Bitsya HC II to HC III, contract signing was 30/03/2023; Contract period is eight (08) months; Contractor received the commencement order to start works on 5/05/2023. By the end of the FY, the contractor had completed site clearance, site hoarding, and construction of store and office, and mobilization of personnel and equipment.</p>	1

4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure	The approved structure for HCIV and HC III facilities provides for staffing levels as follows: (i) HC IIIs – 19 and (ii) HC IVs – 49. A review of the data provided revealed that Buhweju DLG has one HC IV and eight HC IIIs. The total number of staff found in-post at the time of assessment was one hundred twenty-eight against the expected staffing of two hundred one for the nine facilities. Therefore, the total staffing level at facilities at the time of assessment was found to be 67%.	0
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 	The following staffing levels were found:	
			HCIV	
			1. Nsiika HC IV - 42/49 (85%)	
			HC III	
			1. Karungu HC III - 12/19 (63%)	
			2. Buhanga HC III - 14/19 (73%)	
			3. Burere HC III - 11/19 (58%)	
			4. Mushasha HC III - 11/19 (58%)	
			5. Rushambya HC III - 10/19 (52%)	
			6. Enganju HC III - 11/19 (68%)	
			7. Kiyanja HC III - 8/19 (42%)	
			8. Rwanyamabale HC III - 9/19 (47%)	
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.	From the inventory of existing and newly constructed health facilities, there was evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.	2
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • If 100 % score 2 or else score 0 	In the previous FY,	
			>>> Upgrade of Bitsya HC II to HC III was implemented, contract signing was 30/03/2023; Contract period is eight (08) months; Contractor received the commencement order to start works on 5/05/2023. By the end of the FY, the contractor had completed site clearance, site hoarding, and construction of store and office, and mobilization of personnel and equipment. Structures for this project had not been erected at the time of assessment.	
			The existing facilities met the approved MoH Facility Infrastructure Designs.	

Performance Reporting and Performance Improvement

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>The information on positions of health workers filled was not accurate. This was evidenced on the deployment staff lists from the DHO of 4th July 2023 and that on the staff lists and attendance registers at the 3 sampled health facilities of Burere Health centre III, Bihanga Health centre III and Enganju Health centre III as indicated below;</p> <ol style="list-style-type: none"> 1. At Burere Health center III, 11 out of 19 staff were indicated on the deployment list at the DHO's office which did not correspond to the 16 staff list of 2023/2024. 2. At Bihanga Health center III, 14 out of 19 staff were indicated on the deployment list at the DHO's office which did not correspond to the 16 staff list of 1st July 2023 3. At Enganju Health center III, 11 out of 19 staff was indicated on the deployment list at the DHO's office corresponding to the 11 staff list dated July 2023. <p>At Bihanga and Burere health facilities, the information was not accurate as evidenced.</p>	0
5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>There was evidence that the health sector had upgrades under the financial year assessed. Bistya HC II was upgraded to HC III as evidenced on the PBS report and the upgrade notification dated 20th July 2022</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities prepared and submitted Annual Workplans & budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was no evidence that the Health facilities prepared and submitted Annual Work plans and budgets to the DHO for the previous financial year.</p> <p>No documents were availed for review to the assessment team during the assessment period. This was documented on the exit declaration for signed by the assessor, team leader, DHO and CAO</p>	0

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p>	<p>There was evidence that the sampled Health facilities prepared and submitted to the DHO Annual Budget Performance Reports for the previous FY.</p>	2
	<p>Maximum 14 points on this performance measure</p>	<ul style="list-style-type: none"> • Score 2 or else 0 	<ol style="list-style-type: none"> 1. Burere HC III submitted on 30th June 2023. 2. Bihanga HC III submitted on 30th June 2023 and; 3. Enganju HC III submitted on 1st July 2023 signed by the HUMC chairman and in-charge 	
			<p>The submissions complied to The timeline submission by July 15th of the current FY as per the Budget and Grant Guidelines</p>	
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p>	<p>There was no evidence to establish that the health facility improvement plans incorporated performance issues for the current financial year. No health improvement plan was availed to the assessment team for review during the assessment period. This was documented on the exit declaration form signed by the assessor, team leader, DHO and CAO</p>	0
	<p>Maximum 14 points on this performance measure</p>	<ul style="list-style-type: none"> • Score 2 or else 0 		

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,</p> <ul style="list-style-type: none"> • score 2 or else score 0 	<p>Not all health facilities submitted HMIS 105 monthly reports. The assessment team could therefore not establish their timeliness as some reports were missing for review during the assessment time. This was documented on the exit declaration form signed by the assessor, team leader, DHO and CAO. Monthly and quarterly reports for the 3 sampled health facilities of Burere, Bihanga and Enganju health facilities submitted as below</p> <p>Burere health facility submitted as follows; 4th August, 5th September, September missing, 4th November, 7th December, 4th January, 2nd February, 3rd March, 12th April, April, May and June reports were missing,</p> <p>Bihanga health facility submitted as follows; July, August, September reports missing, 5th November, 2nd December, 7th January, January, February, March, April, May and June reports were missing.</p> <p>Enganju Health facility submitted as follows; 3rd August, August missing, 5th October, 4th November, 6th December, December, January, February, March, April, May and June reports were missing</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0</p> <p>Note: Municipalities submit to districts</p>	<p>The indicator was not applicable</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0</p>	<p>The indicator was not applicable</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>The LG did not provide evidence to ascertain whether the Health Department compiled and submitted timely Quarterly Budget Performance Reports for FY2022/23 to the Planner for consolidation.</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>h) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>	<p>There was no evidence that the LG developed a Performance Improvement Plan (PIP). During the time of assessment, no PIP was availed to the assessment team for review. This was documented on the exit declaration form signed by the assessor, assessee, team leader and CAO.</p>	0

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>The assessment team could not establish whether the LG implemented Performance Improvement Plan for the lowest performing health facilities as the PIP was not availed for review. This was documented on the exit declaration form signed by the assessor, assessee, team leader and CAO</p>	0
	<p>Maximum 14 points on this performance measure</p>			

Human Resource Management and Development

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>a) Evidence that the LG has: i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>There was no evidence whether the LG budgeted for health workers following guidelines / staffing norms. No documents were availed to the assessment team for this matter. This was documented on the exit declaration for signed by the assessor, assessee, team leader and CAO.</p>	0
	<p>Maximum 9 points on this performance measure</p>			

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>a) Evidence that the LG has: ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p>	<p>Not all health facilities had the required 75% of the health staff required in accordance with the staffing norms. This was evidenced as below;</p> <ol style="list-style-type: none"> 1. Nsiika HC IV had 42/49=85% 2. Karungu HC III had 12/19=63% 3. Buhanga HC III had 14/19=73% 4. Burere HC III had 11/19=58% 5. Mushasha HC III had 11/19=58% 6. Rushambya HC III had 10/19=52% 7. Enganju HC III had 11/19=68% 8. Kiyanja HC III had 8/19=42% 9. Rwanyamabale HC III had 9/19=47% <p>Karungu, Buhanga, Burere, Mushasha, Rushambya, Enganju, Kiyanja and Rwanyamabale staffing did not conform to the 75% guidelines.</p>	0
	<p>Maximum 9 points on this performance measure</p>			

Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).

Maximum 9 points on this performance measure

b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0

The health workers were not working in health facilities where they were deployed. The reviewed Health workers' staff lists, facility attendance book/register (DHMT supervision/ monitoring reports; Automated Attendance Analysis (AAA) indicated that the health workers were not working where they were deployed as reflected from the 3 sampled facilities below;

This was evidenced on the deployment staff lists from the DHO of 4th July 2023 and that on the staff lists and attendance registers at the 3 sampled health facilities of Burere Health centre III, Bihanga Health centre III and Enganju Health centre III as indicated below;

1. At Burere Health center III, 11 out of 19 staff were indicated on the deployment list at the DHO's office which did not correspond to the 16 staff list of 2023/2024. 4 staff were recognized at the facility but did not appear on the DHOs deployment list.
2. At Bihanga Health center III, 14 out of 19 staff were indicated on the deployment list at the DHO's office which did not correspond to the 16 staff list of 1st July 2023. 2 staff who had transferred out were still recognized as staff (Natukunda Patience an enrolled a Laboratory assistant) Midwife and Kansiiime Christine
3. At Enganju Health center III, 11 out of 19 staff was indicated on the deployment list at the DHO's office corresponding to the 11 staff list dated July 2023.

Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).

Maximum 9 points on this performance measure

c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0

There was evidence that the LG had publicized health worker's deployment and disseminated as evidenced by the display of the list of deployed health workers on health facilities notice boards. The displayed lists of the health facilities visited indicated the name of the facility, name of the staff, cadre, and gender among others as they appeared on the health facility notice boards

1. At Burere Health center III, the 16 staff list of 2023/2024 was pinned on the notice board at the facility
2. At Bihanga Health center III, the 16 staff list of 1st July 2023 was pinned at the Health facility notice board during the time of visit.
3. At Enganju Health center III, the 30 staff list dated July 2023 was pinned at the Health facility notice board

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

Maximum 6 points on this performance measure

a) Evidence that the DHO/MMOHs has:

i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0

Buhweju DLG has twelve health facilities. All files were reviewed and below are illustrations revealing the status of appraisals of the LG Health Facility In-Charges. Only eight In-charges were found to have been appraised within the period under review thereby not meeting the scoring threshold.

1. Kyogabirwe Edna, Clinical Officer, In-charge Rushambya HC III, appraised 16th August 2021.
2. Gumisiriza Frank, Senior Clinical Officer, In-charge Kiyanja HC II, appraised 30th June 2023.
3. Arinaitwe Jonas, Clinical Officer, In-charge Bihanga HC III, appraised 30th June 2023.
4. Ampurire Charity, Enrolled Nurse, In-charge Karungu HC III, appraised 30th June 2023.
5. Edyedu Isaac, Medical Officer, In-charge Nsiika HC IV, appraised 30th June 2023.
6. Mugabi Pafura, Senior Clinical Officer, In-charge Bulere HC III, appraised 30th June 2023.
7. Kenema Jacenta, Clinical Officer, In-charge Mushasha HC III, appraised 30th June 2023.
8. Tembo Godfrey, Clinical Officer, In-charge Engaju HC III, appraised 30th June 2023.
9. Kemigisha Vastine, Enrolled Nurse, In-charge Bwoga HC II, appraisal documents were not signed.
10. Nyesigaruhanga Donozio, Enrolled Nurse, In-charge Rwanyambare HC III, appraised 30th June 2023.

8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0	Buhweju DLG Health Facility In-charges conducted performance appraisal of health facility workers against the agreed performance plans during the previous FY as enumerated hereunder. Only eight staff of the availed staf were appraised within the period under review.	0
	Maximum 6 points on this performance measure		<ol style="list-style-type: none"> 1. Nuwagaba Didas, Enrolled Nurse, Engaju HC III, appraised 21st July 2022. 2. Nuwasasiira Dinas, Health Assistant, Bitsya HC II, appraised 7th July 2022. 3. Ashaba Mercy, Enrolled Nurse, Kyeyare HC II, appraised 30th June 2023. 4. Nuwamanya Venrato, Assistant Nursing Officer, Kiyanja HC II, appraised 30th June 2023. 5. Mariningumu Silvano, Porter, Rwanyambare HC III, appraised 28th June 2023. 6. Muhereza Allan, Enrolled Nurse, Mushasha HC III, appraised 30th June 2023. 7. Nyamwire Amelia, Enrolled Midwife, Rushambya HC III, appraised 30th June 2023. 8. Mwijuka Peregus, Lab Technician, Nsiika HC IV, appraised 28th June 2023. 9. Kirabo Christine, Enrolled Nurse, Karungu HC III, appraised 30th June 2023. 10. Natumanya Joyce, Enrolled Nurse, Burere HC III, appraised 30th June 2023. 	
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	iii. Taken corrective actions based on the appraisal reports, score 2 or else 0	No evidence of corrective actions based on appraisals was availed at the time of assessment.	0
	Maximum 6 points on this performance measure			

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>There was evidence that the LG conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District. The Health department had a CPD plan dated 5th July 2022. The conducted trainings were evidenced from the training reports as implemented below;</p> <ol style="list-style-type: none"> 1. Training of health workers on nutrition quality of care under maternal child health improvement held on 17th May 2023. 2. Training of health worker on infectious disease surveillance and response of the national guidelines held on 9th June 2023 3. Training of health workers on TB/leprosy electronic care based surveillance held on 19th June 2023 4. Training of trainers on revised ANC guidelines held on 19th June 2023 	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>There was no evidence that the LG documented the implemented CPD trainings in the training data base. The training data base was not availed to the assessment team for review during the assessment time.</p>	0

Management, Monitoring and Supervision of Services.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>There was evidence that the CAO confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 19th June 2023 ref: CR./120/1 from CAO to the Permanent Secretary Ministry of Health confirming the correctness of the 14 Health facilities (12 government and 2 PNFPs).</p>	2
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9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>A review of Budget Estimates FY2022/23 revealed that the LG allocated less than 15% of PHC NWR Grant for Lower Level Facilities FY2022/23 towards monitoring service delivery and management of LG Health services complying the Grant guidelines.</p>	2
	<p>Maximum 9 points on this performance measure</p>		<p>Evidence</p>	
			<p>PHC NWR UGX 231,948,693+14,224,695= UGX 246,173,388</p>	
			<p>DHO Allocation for monitoring service delivery & management of LG Health Services UGX 29,839,064</p>	
			<p>Calculation</p>	
			<p>DHO Allocation for monitoring & management of Health Services/PHC NWR*100</p>	
			<p>29,839,064/246,173,388*100= 12% (i.e. this is less than 15% maximum allowed in PHC NWR Guidelines)</p>	
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>A review of PBS timestamps from MoFPED of LG warrant submissions of PHC NWR to Health Facilities revealed that the LG in FY2022/23, warranted more than 5 days after cash limits for the LG were communicated by the PS/ST.</p>	0
	<p>Maximum 9 points on this performance measure</p>		<p>Evidence</p>	
			<p>Q1 FY2022/23. Cash limit communication on 08 July 2022. LG warranted on 10 August 2022 i.e. 5+ working days.</p>	
			<p>Q2 FY2022/23. Cash limit communication on 30 Sept 2022. LG warranted on 18 October 2022 i.e. 5+ working days.</p>	
			<p>Q3 FY2022/23. Cash limit communication on 29 Dec 2022. LG warranted on 13 January 2023 i.e. 5+ working days.</p>	
			<p>Q4 FY2022/23. Cash limit communication on 06 April 2023. LG warranted on 24 April 2023 i.e. 5+ working days.</p>	
			<p>Note: Information on cash limit uploads by MoFPED could not be accessed.</p>	
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of receipt of the funds release in each quarter, score 2 or else score 0</p>	<p>A review of transfers to 3 health facilities sampled from the LG Cost Centre List & LLG allocation release provided by MoFPED revealed that the LG communicated PHC NWR grant releases for FY2022/23 to health facilities within 5 days.</p>	2
			<p>Evidence</p>	

Maximum 9 points on this performance measure

Bitsya HCII

Q1 FY2022/23. The invoice was dated 30 August 2022. Communication made on 2 September 2022 i.e. Communication made within 3 working days after invoicing.

Q2 FY2022/23. The invoice was dated 27 October 2022. Communication made on 31 October 2022 i.e. Communication made within 2 working days after invoicing

Q3 FY2022/23. The invoice was dated 3 February 2023. Communication made on 8 February 2023 i.e. Communication made within 3 working days after invoicing.

Q4 FY2022/23. The invoice was dated 3 May 2023. Communication made on 5 May 2023 i.e. Communication made within 2 working days after invoicing.

Burere HCIII

Q1 FY2022/23. The invoice was dated 30 August 2022. Communication made on 2 September 2022 i.e. Communication made within 3 working days after invoicing.

Q2 FY2022/23. The invoice was dated 27 October 2022. Communication made on 31 October 2022 i.e. Communication made within 2 working days after invoicing

Q3 FY2022/23. The invoice was dated 3 February 2023. Communication made on 8 February 2023 i.e. Communication made within 3 working days after invoicing.

Q4 FY2022/23. The invoice was dated 3 May 2023. Communication made on 5 May 2023 i.e. Communication made within 2 working days after invoicing.

Nsiika HCIV

Q1 FY2022/23. The invoice was dated 30 August 2022. Communication made on 2 September 2022 i.e. Communication made within 3 working days after invoicing.

Q2 FY2022/23. The invoice was dated 27 October 2022. Communication made on 31 October 2022 i.e. Communication made within 2 working days after invoicing

Q3 FY2022/23. The invoice was dated 3 February 2023. Communication made on 8 February 2023 i.e. Communication made within 3 working days after invoicing.

Q4 FY2022/23. The invoice was dated 3 May 2023. Communication made on 5 May 2023 i.e. Communication made within 2 working days after invoicing.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>Despite the fact that the LG publicized all the quarterly financial releases to all health facilities, they were beyond the 5 working days from the date of receipt of the expenditure limits from MoFPED. These were posted on DHOs and the visited health facility notice boards as noted below;</p> <ol style="list-style-type: none"> 1. Q1 posted 2nd September 2022 communication was done on 10 August 2022 (5+ working days). 2. Q2 posted on 31st October 2022 communication was done on 18 October 2022 (5+ working days) 3. Q3 posted on 8th February 2023 communication was done on 13 January 2023 (5+ working days) 4. Q4 posted on 5th May 2023 communication was done on 24 April 2023 (5+ working days) 	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>There was evidence that the LG health department implemented the actions recommended by the DHMT quarterly performance review meetings held during the previous FY. The recommendations and follow up actions included among others;</p> <ol style="list-style-type: none"> 1. Mapped out all health workers that were due for promotion 2. The DHO issued out a circular that guided all health workers on utilisation of long lasting insect nets 3. Accountabilities for MCH activities were submitted to MOH <p>These recommendations were implemented as evidenced from the quarterly review meeting minutes and implementation reports dated;</p> <ol style="list-style-type: none"> 1. Q1 dated 16th September 2022 2. Q2 dated 30th February 2023 3. Q3 dated 2nd June 2023 and 4. Q4 dated 17th September 2023 	2

Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.

Maximum 7 points on this performance measure

b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0

There was evidence that the LG performance review meetings involved all health facilities in charges, implementing partners, DHMTs and key LG departments. This was evidenced from the attached attendances of the minutes of the meetings held on;

1. Q1 dated 16th September 2022 had 43 participants
2. Q2 dated 30th February 2023 had 38 participants
3. Q3 dated 2nd June 2023 had 35 participants and
4. Q4 dated 17th September 2023 had 37 participants

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>There was evidence that the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY. This was evidenced from the quarterly support supervision reports as indicted below;</p> <ol style="list-style-type: none"> 1. Quarter one supervision report dated 17th August 2022 2. Quarter two supervision report dated 15th November 2022 3. Quarter three report dated 19th March 2023 and ; 4. Quarter four report dated 30th May 2023 <p>Some of the recommendations identified during quarter one supervision of 17th August 2022 included;</p> <ol style="list-style-type: none"> 1. Under human resource, there was poor record of appraisals, no rewards and sanctions committee and facilities not using the automated registration machines. These were tasked to the DHO, human resource officer and the facility in-charges to take actions 2. Under HMIS, re[orts were poorly filled at the health facilities, non-timely submission of reports, lack of HMIS manual and no evidence for data use for planning. The actions were to conduct facility performance review meeting and avail data tools for use. This was spearheaded by the Data persons, in-charges and the DHO. 3. Other areas of recommendations were under medicines, supplies, equipment, service delivery, water, sanitation, hygiene, infection prevention and control. These had actions and followed by the responsible persons. 	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <p>• If not applicable, provide the score</p>	<p>There was no evidence that the Health Sub District (Buhweju HSD) carried out support supervision of lower level health facilities within the previous FY.</p> <p>The LG did not avail HSD report to the assessment team to establish whether the support supervision to the lower health facilities was conducted. This was documented on the exit declaration form signed by the assessor, assessee, team leader and CAO</p>	0

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>The assessment team could not determine whether the Health department provided recommendations from the supervision visits or their implementation was followed- up as the LG did not avail HSD supervision reports during the assessment time.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>There was evidence that the LG provided support to all health facilities in the management of medicines and health supplies in FY 2022/2023. These reports indicated that guidance was given to health facility in-charges on stock management, stores management, dispensing quality, prescription quality, ordering and reporting quality. The feedback and guidance given to the in-charges included;</p> <ol style="list-style-type: none"> 1. Conducting routine CMEs on prescriptions 2. Monthly updating of stock books by the stores assistants should be ensured. 3. Allay more efforts on the dispensing quality 4. Commended on the improvement of orderliness in the stores by practicing the 5S. 5. Always use the Uganda clinical guidelines during prescriptions to endure standards 6. Putting drinking water in place for direct observation of patients swallowing drugs. <p>This was evidenced from the quarterly medicine management, supervision and monitoring reports of ;</p> <ol style="list-style-type: none"> 1. Q1 dated 3rd September 2022 2. Q2 dated 22nd December 2022 3. Q3 dated 10th March 2023 4. Q4 dated 10th July 2023 	1

11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0	A review of LG's Annual Budget Estimates for FY2022/23 revealed that the LG allocated less than 30% of the Health office budget to health promotion, education, and prevention (Community Health) activities, not complying with PHC NWR Guidelines.	0
	Maximum 4 points on this performance measure		<p>Evidence</p> <p>DHO Budget UGX 46,618,038</p> <p>DHO Budget FY2022/23 allocated to health promotion and prevention activities</p> <p>6 March 2023 Support Supervision UGX 138,000</p> <p>6 March 2023 Inspection and Community Sensitization UGX 528,226</p> <p>6 March 2023 Quarterly meeting with Environmental Health Staff UGX 390,000</p> <p>Support DRRT to follow up testing and confirmation of all alerts UGX 625,000</p> <p>Supervise Distribution and receipt of VHT Kits UGX 918,000</p> <p>Total UGX 2,599,226</p> <p>Calculations</p> <p>Allocations for Health Promotion & Prevention Activities/DHO Budget*100=</p> <p>$2,599,226/46,618,038*100 = 5.6\%$ (i.e. less than at least 30% as per Guidelines)</p>	
11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0	<p>There was evidence that the DHT implemented health promotion, disease prevention and social mobilization activities. This was evidenced from the Health promotion reports of the previous financial year below;</p> <ol style="list-style-type: none"> 1. Radio talk shows and spots for integrated child health days campaigns conducted on 8th May 2023 2. Community mobilization on measles and rubella 2 conducted on 18th February 2023 3. Sensitization on the district council conducted on 10th January 2023 4. School health promotion conducted on 18th December 2022 	1
	Maximum 4 points on this performance measure			

11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0</p>	<p>There was evidence that the DHT followed up the recommendations and actions as extracted from the report of 18th December 2022 included among others;</p> <ol style="list-style-type: none"> 1. Engaged key stakeholders and developed schedules between the health facilities and the communities in their catchment area 2. Formal communication from the DEO to all primary schools on updated of Human Papilloma Virus (HPV) 3. Developed and harmonised the routine immunisation plans of the integrated child health days. 4. Clarified on the roles and responsibilities of the stake holders through dialogues and radio talk shows 5. The girls immunised to be captured in the education monitoring and inspection reports 	1
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Investment Management

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>There was evidence that the LG had an updated asset register that set out the health facilities and equipment relative to basic standards as per the format.</p> <p>The asset register for the financial year 2022/2023 was dated 9th August 2023. This asset register detailed health facilities and equipment in the LG, relative to the medical equipment list and service standards. The standard list of medical equipment for Health Facilities and service standards were availed</p>	1
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12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDPIII);</p>	<p>The LG provided evidence confirming that desk appraisals for all Health sector projects implemented in FY2022/23 were conducted, the prioritized projects were derived from the LG DPIII and eligible for expenditure as per sector guidelines and funding source.</p>	1
	<p>Maximum 4 points on this performance measure</p>	<p>(ii) desk appraisal by the LG; and</p> <p>(iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG)):</p>	<p>Evidence</p> <p>Upgrade of Bitsya HCII to HCIII, Maternity Ward, VIP 4 stance , Placenta Pit and Medical Waste derived from DPIII Page 251. Desk appraisal completed on 18 January 2022.</p>	
		<p>score 1 or else score 0</p>	<p>Construction of staff house at Engaju HCIII, Semi-detached staff house, water harvesting Tanks derived from DPIII Page 251. Desk appraisal completed on 18 February 2022.</p>	
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>The LG provided evidence confirming that field appraisals for all Health sector projects implemented in FY2022/23 were conducted, to check for technical feasibility, environmental and social acceptability; and that their designs were customized to suit the site conditions.</p>	1
	<p>Maximum 4 points on this performance measure</p>		<p>Evidence</p> <p>Upgrade of Bitsya HCII to HCIII, Maternity Ward, VIP 4 stance , Placenta Pit, and Medical Waste on 10 February 2022.</p>	
			<p>Construction of staff house at Engaju HCIII, Semi-detached staff house, and water harvesting Tanks on 10 February 2023.</p>	
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>Construction of the staff house at Engaju HCIII was screened on 07/09/2022 but had no ESMP prepared.</p>	0
	<p>Maximum 4 points on this performance measure</p>			

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>There was evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans.</p> <p>The procurement plan was availed dated 22/04/2023. Items included:</p> <p>>>> Construction of a staff house at Bitsya HC III and Kiyanja HC III; budget amount UGX 359,000,000/=.</p> <p>>>> Completion of a maternity ward at Butale HC III; budget amount UGX 185,251,000/=.</p> <p>>>> Construction of DHO's office; budget amount UGX 169,698,000/=.</p>	1
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13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>b. If the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>	<p>There was evidence that the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY. The request form was submitted on 15/07/2023 and had the following items:</p> <p>>>> <i>Construction of a staff house at Bitsya HC III; budget amount UGX 180,382,724/=</i></p> <p>>>> <i>Construction of a staff house at Kiyanja HC III; budget amount UGX 185,265,124/=</i></p>	1
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13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p>There was evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before commencement of construction.</p> <p>>>> Construction of a staff house at Engaju HC II; Contract reference number: BUHW610/WRKS/2022-2023/0006; Contract amount UGX: 254,798,503/=; Minutes of Contract Committee decision was available on file dated 21/12/2022, contract approved under minute: 03/CC/2022-2023/0006; Solicitor General clearance available on file dated 7/01/2023, reference number DLAS/MBR/0004/2023.</p> <p>>>> Upgrade of Bitsya HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/21-22/00019 Lot 14; Contract amount UGX: 794,727,166/=; Minutes of Contract Committee decision was available on file dated 25/01/2023, contract approved under minute: 081; Solicitor General clearance was available on file dated 20/03/2023, reference number DLAS/FPT/029/2023.</p> <p>Conclusion</p> <p><i>Pass: both health projects were approved by the Contracts Committee and cleared by the Solicitor General before commencement of construction.</i></p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the LG properly established a Project Implementation team for all health projects.</p> <p><i>In the letter dated 17/01/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district health officer, district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 17/01/2023, signed by the Ag. district engineer.</i></p>	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the health infrastructure followed the standard technical designs provided by the MoH.</p> <p>>>> Upgrade of Bitsya HC II to HC III was implemented, contract signing was 30/03/2023; Contract period is eight (08) months; Contractor received the commencement order to start works on 5/05/2023. By the end of the FY, the contractor had completed site clearance, site hoarding, and construction of store and office, and mobilization of personnel and equipment.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project. No reports were presented.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility, the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub- County Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility, the Community Development and Environmental officers.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction.</p> <p>On 20/06/2023, joint monitoring and supervision for the upgrade of Bitsya HC II to HC III was conducted as evidenced through the report dated 20/06/2023.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>The LG provided evidence confirming that the LG Health Officer certified and recommended payments to contractors implementing Health Projects in FY2022/23 within 10 working days after the request for payment was made by contractors.</p> <p>Evidence</p> <p>1. Request for Payment was made by M/s Rimston & Mark Projects Ltd on 13 April 2023 for the construction of a staff house at Engaju HCIII for UGX 113,608,236. The payment was recommended by the District Health Officer on 14 April 2023. Payment Certificate was prepared on 14 April 2023 and signed by District Health Officer and approved by the Accounting Officer on 24 April 2023. The payment was made on 3 May 2023 EFT NO. 5169702.</p> <p>2. Request for Payment was made by M/s Kaleeta Construction on 12 June 2023 for the upgrade of Rushambya HCII to HCIII for UGX 36,363,105. District Health Officer recommended payment on 19 June 2023. Payment Certificate 7 was signed by District Health Officer and approved by the Accounting Officer on 23 June 2023. The District Health Officer recommended payment and certified works within 9 working days. The payment was made on 28 June 2023 EFT NO. 6425398.</p> <p>3. Request for Payment was made by M/s Kaleeta Construction on 12 June 2023 for the upgrade of Rushambya HCII to HCIII for UGX 32,496,358. The District Health Officer recommended payment on 15 June 2023. Payment Certificate 8 was signed by the District Health Officer and approved by the Accounting Officer on 23 June 2023. The District Health Officer recommended payment and certified works within 6 days. The payment was made on 28 June 2023 EFT NO. 6425399.</p>	1

Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines

Maximum 10 points on this performance measure

j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0

There was evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law.

>>> Construction of a staff house at Engaju HC II; Contract reference number: BUHW610/WRKS/2022-2023/0006; Contract amount UGX: 254,798,503/=; Minutes of Contract Committee decision was available on file dated 21/12/2022, contract approved under minute: 03/CC/2022-2023/0006; Solicitor General clearance available on file dated 7/01/2023, reference number DLAS/MBR/0004/2023; Works contract agreement dated 17/01/2023 was available on file; and Evaluation report was available on file, signed by the members, dated 6/12/2022.

>>> Upgrade Bitsya HC II to HC III; Contract reference number: MoH-UgIFT/WRKS/21-22/00019 Lot 14; Contract amount UGX: 794,727,166/=; Minutes of Contract Committee decision was available on file dated 25/01/2023 under minute: 081; Solicitor General clearance available on file dated 20/03/2023, reference number DLAS/FPT/029/2023; Works contract agreement dated 30/03/2023 was available on file; and Evaluation report was available on file, signed by the members, dated 6/06/2022.

Environment and Social Safeguards

Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework

Maximum 2 points on this performance measure

a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0

There was evidence that the Local Government recorded, investigated, responded and reported in line with the LG grievance redress framework for projects under health;

A grievance of delayed payment of workers at Mushasha HC II upgrade to HC III was reported on 05/12/2022 by Fred Mwesigye. The committee through the focal person engaged the contractor who confessed having faced financial challenges, he promised to pay the workers in a week's time. The matter was resolved on 06/12/2022.

15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>There was no evidence that the LG issued guidelines on medical waste management and followed up on the implementation of the health care waste management guidelines by HCs. No dissemination report was availed to the assessment team for review at the DHOs office during the assessment time which indicated that the Health care waste management guidelines were not disseminated. This was documented on the exit declaration form signed by the assessor, assessee, team leader and CAO.</p>	0
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider); score 2 or else score 0</p>	<p>The LG had no functional system for Medical waste management and no local infrastructure for managing medical waste. Only the existing health center IV (Nsiika HC IV) had an incinerator. The rest of the health facilities managed their health care waste by open burning including highly infectious waste, toxic waste, anatomic waste, non-infectious waste and sharps. This was documented on the exit declaration form signed by the assessor, assessee, team leader and CAO</p>	0
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>There was no evidence of Health care waste management trainings conducted. No documentation of training reports was availed to the assessment team during the assessment time.</p>	0
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0</p>	<p>There was evidence that a costed ESMP was incorporated into designs, BoQs, bidding, and contractual documents for health infrastructure projects of the previous FY;</p> <p>Bills of quantities for the construction of the staff house at Engaju HCIII had a costed ESMP of UGX: 100.000 incorporated therein.</p> <p>Bills of quantities for upgrade of Bitsya HC II to HC III had a costed ESMP of UGX: 54,500,000 incorporated therein.</p>	2

16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0</p>	<p>There was evidence that all health sector projects are implemented on land where the LG has proof of ownership, access, and availability;</p> <p>Bitysa HCII- The LG presented a demarcation for the certificate of customary ownership by Buhweju LG dated 09/05/2023.</p> <p>Engaju HC III- The LG presented a demarcation for the certificate of customary ownership of land occupied by the health center dated 08/08/2018</p>	2
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.</p>	<p>There was no evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs and provided monthly reports. Monthly monitoring was done only twice yet the projects had been ongoing for more than two months.</p> <p>Monthly support supervision and monitoring for the construction of the staff house at Engaju HC III was conducted per monitoring reports dated 16/02/2023 and 28/06/2023.</p> <p>Monthly support supervision and monitoring for the upgrade of Bitsya HC II to HC III was conducted per monitoring reports dated 13/10/2023 and 14/06/2023.</p>	0
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0</p>	<p>There was no evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices.</p>	0

**Water &
Environment
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. % of rural water sources that are functional.</p> <p>If the district rural water source functionality as per the sector MIS is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	<p>Review of the Ministry of Water and Environment MIS report FY 2023/2024, it was established that the LG had a 99% of rural water sources functional. This justified the awarded score.</p>	2
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	<p>From the Ministry of Water and Environment MIS report FY 2023/2024, it was established that the LG had 100% of facilities with functional Water and Sanitation Committees characterized by documented water user fee collection records and utilization with approval of WSCs.</p>	2
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is;</p> <ul style="list-style-type: none"> • Above 80%, score 2 • 60% - 80%, score 1 • Below 60%, score 0 	<p>The LG conducted LLG assessment, the OPAMS data generated by OPM was reviewed and the LG average score in water and environment was 76% hence the rewarded score.</p>	1

N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment

Maximum 8 points on this performance measure

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

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

o If 80-99%: Score 1

o If below 80 %: Score 0

The LG Water Office implemented Water supply and sanitation projects in sub-counties below district average in FY 2022/2023.

According to the MoWE MIS report FY 2022/2023, the district average safe water coverage was 60%. The sub-counties of Nyakishana at 45%, Karungu at 47%, Bitsya at 53% and Engaju at 59% were reported below district average. Review of the AWP&B and Annual Performance Report FY 2022/2023 the following projects were implemented. Some sub-counties were curved out of the old sub-counties hence to yet captured in MoWE MIS. The LG had a total development grant of UGX 580,225,399/= and implemented the projects below;

a) Construction of Kajumbura Gravity Flow Scheme phase II in Kyahenda sub-county curved from Engaju at a cost of UGX 360,075,675,399/=

b) Construction of 13 protected springs and distributed as follows; 02 in Burere, 03 in Engaju, 03 in Rubengye and 01 in Rwengwe, 02 in Kyahenda, 01 in Bitsya and 01 in Nyakashaka Town Council at UGX 72,800,000/=

c) Construction of 07 Rainwater Harvesting Tanks in Engaju (01), Kyahenda (02), Nyakashaka Town Council (02), Nyakashaka (03) at UGX 110,250,000/= . All sub-counties below district average were targeted apart from Karungu sub-county that had benefited from the construction of Bitsya water supply and sanitation system (24bn project) as per presented circular from Ministry of Water and Environment (MoWE) Ref.No.ADM/38/97/04

2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If variations in the contract price of sampled WSS infrastructure investments for the previous FY are within +/- 20% of engineer's estimates</p> <ul style="list-style-type: none"> o If within +/-20% score 2 o If not score 0 	<p>There was evidence that the three sampled infrastructure investments for FY 2022/2023 had price variations between contract sum and engineer's estimates within the range of +/- 20%. The sampled contracts included;</p> <p>a) Construction of Kajumbura GFS phase II which had engineer's estimates of UGX 360,672,773/=. Review of the signed contract agreement between Buhweju District LG and GAT Consults Ltd dated 17th/01/2023 Ref. Buhw 610/Wrks/2022-2023/00002 the contract sum was UGX 358,773,141/=. The price variation was 0.5%</p> <p>b) The construction of 07 Rainwater harvesting tanks had UGX 110,269,348/= as the estimates from the engineer. From the signed contract agreement between the LG and E-QOTEK Consult Ltd dated 15th/03/2023 (Ref.Buhw 610/wrks/2022-2023/00003) the contract price was UGX 109,866,260/=. The price variation was 0.4%</p> <p>c) The construction of 13 protected springs which had engineer's estimates of UGX 72,840,220/=. Review of the contract agreement signed between Buhweju District LG and M/S Muhwezi Abert Construction Ltd dated 15th/03/2023 (Ref.Buhw 610/Wrks/2022-2023/00003) the contract sum was UGX 72,749,950/=. The variation in price was 0.1%</p>	2
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p>Maximum 8 points on this performance measure</p>	<p>d. % of WSS infrastructure projects completed as per annual work plan by end of FY.</p> <ul style="list-style-type: none"> o If 100% projects completed: score 2 o If 80-99% projects completed: score 1 o If projects completed are below 80%: 0 	<p>There was evidence all implemented WSS infrastructure projects of FY 2022/2023 were completed within the FY as per annual work plan. Review of the Annual Budget Performance Report FY 2022/2023, pages 8-10 the status of procured projects was elaborated were by the construction of Kajumbura GFS, Public Rainwater harvesting tanks and protected springs were all reported complete and functional.</p>	2
3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If there is an increase in the % of water supply facilities that are functioning</p> <ul style="list-style-type: none"> o If there is an increase: score 2 o If no increase: score 0. 	<p>According to MoWE MIS report, it was established that the functionality of water facilities increased from 95% to 99% across the two Financial Years. The LG registered a 4% increase.</p>	2

3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. If there is an Increase in % of facilities with functional water & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 1% score 2</p> <p>o If increase is between 0-1%, score 1</p> <p>o If there is no increase : score 0.</p>	<p>There was a registered increase in number of water facilities with functional water and sanitation committees. The LG had functionality at 90% in FY 2021/2022 that increased to 100% in FY 2022/2023</p>	2
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Performance Reporting and Performance Improvement

4	<p>Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3</p>	<p>There was evidence the LG Water Officer accurately reported on WSS facilities constructed in FY 2022/2023 and status of these facilities. From the annual performance report FY 2022/2023 pages 8,9 &10 implemented WSS projects were captured. They included construction of Kajumbura GFS phase II with 16 public tap stand posts, construction of 07 Public Rainwater harvesting tanks and construction of 13 protected springs. Triangulation during fieldwork in the sub-counties of Kyahenda, Kyenkaka and Engaju confirmed information reported in the annual budget performance report.</p>	3
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5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2</p>	<p>There was evidence that the LG Water Office collected and compiled quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs and community involvement.</p> <p>Data was collected using standard Ministry of Water and Environment (MoWE)-Data (WSS) forms to capture water supply information. Issues of sanitation under Environmental health/sanitation was equally captured. (Households population, latrine coverage, Hand Washing Facilities and Household Follow-Ups) Rubengye sub-county was selected for sanitation grant FY 2022/2023. Quarterly information was compiled as indicated below;</p> <p>Quarter one dated 10th/10/2022, quarter two on 9th/01/2023, quarter three on 11th/04/2023 and quarter four on 10th/07/2023.</p>	2
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5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p>	<p>3</p> <p>There was proof that the LG Water Officer updated the MIS (WSS data) quarterly with water supply and sanitation information. The submissions of updated forms to MoWE for FY 2022/2023 captured sub-counties, parishes, villages and area where the facilities were located. The type of the facility, year of construction, issues of functionality, management and gender were captured. Submissions to MoWE was as indicated below;</p> <p>Quarter one on 26th/10/2022, quarter two on 21st/03/2023, quarter three 21st/06/2023 and quarter four on 11th/10/2023. All presented submissions had acknowledgement of receipt by MoWE Central Registry.</p>
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5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p>	<p>0</p> <p>The LG Water Office did not support the 25% lowest performing LLGs. LLG performance assessment was conducted and the average score in water and environment was 76%. However, there was no proof that LLGs that performed poorly were supported to improve. No Performance Improvement Plans (PIPs) were developed. This was captured in the department evidence form and communicated in the exit meeting.</p>
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Human Resource Management and Development

6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2</p>	<p>2</p> <p>A review of the Buhweju District Local Government Budget Estimates for FY 2023/24(Vote 815), the Water Officer budgeted for the critical staff as found at page 48 sub-programme water.</p>
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6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment & Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>2</p> <p>A review of the Buhweju District Local Government Budget Estimates for FY 2023/24(Vote 815), the District Natural Resources Officer budgeted for the critical staff as found at page 51 sub-programme Natural Resources.</p>
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7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<p>Buhweju DLG District Water Officer did not appraise all the District Water Office staff but within the stipulated time for the period under review as shown below.</p> <p>1. Ag. Assistant Water Officer - Atuhaire Obed. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 17th July 2023.</p> <p>2. Assistant Engineering Officer(Water) - Nkwasiabwe Samuel. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 16th August 2023.</p>	0
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<p>The LG Water office had both recruited (Civil Engineer Water, Engineering Assistant) and assigned staff i.e Assistant Water Officer-Mobilization and Assistant Water Officer Sanitation from Community Based Services and Health Departments respectively. Appraisal of staff in water was conducted on 16th/08/2023 and on 21st/08/2023. Among the capacity gaps identified was project planning and management for the LG Water Officer, report writing for AWO-Mobilization. However, the LG did not present evidence of development of a capacity needs plan and training of staff to bridge gaps was not conducted (training reports not availed)</p>	0

Management, Monitoring and Supervision of Services.

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

Maximum 6 points on this performance measure

- a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district:
-
- If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3
- If 80-99%: Score 2
- If 60-79: Score 1
- If below 60 %: Score 0

There was no evidence that the LG Water Officer targeted water stressed sub-counties during prioritizing of water projects in FY 2023/2024.

According to the Ministry of Water and Environment (MoWE) MIS report FY 2023/2024 Buhweju District LG had an average safe water coverage of 61%. The sub-counties of Nyakishana at 45%, Rwengwe at 47%, Bitsya at 53% and Enganju at 59% were below district average. Review of the Annual Budget FY 2023/2024, the LG had a total development grant of UGX 476,627,471/=. From the annual work plan, the following WSS projects were prioritized.

a) Construction of Katagata Gravity Flow Scheme Phase I in Burere sub-county at UGX 350,000,000/=

b) Construction of 03 Rainwater harvesting tanks (01 in Nyakishana, 01 in Kyahenda and 01 in Nyakishana Town Council) at UGX 47,250,000/=

c) Construction of 03 protected springs (01 in Rubengye, 01 in Engaju and 01 in Kyahenda sub-county) at UGX 16,800,000/=

During the assessment, it was established that out of the UGX 476,627,471/= total development budget, only UGX 42,700,000/= was prioritized in sub-counties below district average. This accounted for 9% of the budget. Money was spent in Burere whose Safewater coverage of 70% was above average. The practice of channeling rural water grant to Town Councils was equally against the grant guidelines.

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

Maximum 6 points on this performance measure

- b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3

There was evidence the LG Water Officer communicated to Lower Local Governments (LLGs) their respective allocations per source to be constructed in FY 2023/2024. Presented was a circular dated 8th August 2023 by the LG Water Officer copied to the sub-counties of Burere, Nyakishana and Nyakishana Town Council communicating projects to be implemented in the respective LLGs. The circular captured area/location, technological option and cost of the project.

9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p>	<p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p>	<p>The LG had a total of 234 water points as of end of FY 2022/2023. These ranged from Gravity Flow Schemes, Rainwater harvesting tanks, protected springs and spring tanks. Presented as evidence was monitoring reports including report dated 30th/03/2023, report dated 30th/06/2023. However, it was established that the LG Water Officer did not prepare a monitoring plan prior to conducting the activity and the presented monitoring reports did not address the assessment indicator. The report only captured functionality and never targeted environment and social safeguards. During mentoring session steps for proper monitoring were shared, the gap was captured in the department evidence form and communicated during LG exit meeting.</p>	0
	<p><i>Maximum 8 points on this performance measure</i></p>	<ul style="list-style-type: none"> • If 95% and above of the WSS facilities monitored quarterly: score 4 • If 80-94% of the WSS facilities monitored quarterly: score 2 • If less than 80% of the WSS facilities monitored quarterly: Score 0 		
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p>	<p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p>	<p>There was no evidence that during District Water and Sanitation Coordination Committee (DWSCC) meetings key issues identified from quarterly monitoring of WSS were discussed and remedial actions incorporated in AWP for FY 2023/2024.</p>	0
	<p><i>Maximum 8 points on this performance measure</i></p>		<p>From the four quarterly DWSCC that were held on 11th/9/2022 for quarter one, 10th/10/2022 for second quarter, 2nd/03/2023 for quarter three and 6th/07/ 2023 for quarter four. Poor operation and Maintenance cut across all the three quarters as an issue identified during monitoring however, quarter four DWSCC minutes did not capture identified issues during monitoring. There was no proof that the identified issues were incorporated in AWP FY 2023/2024.</p>	
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>The LG Water Officer publicized budget allocations for FY 2023/2024. Nyakishana sub-county was the only water stressed LLG targeted with an allocation of UGX 15,750,000/=. Lower Local Governments like Enganju sub-county had no allocations in FY 2023/2024 and therefore could not be publicized. The huge volume of the grant (UGX 350,150,349) was allocated to Burere sub-county with a safe water coverage above average while UGX 15,750,000/= was allocated to Nyakashaka Town Council which contravenes the Rural water grant guidelines.</p>	0
	<p><i>Maximum 8 points on this performance measure</i></p>			

10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> • If funds were allocated score 3 • If not score 0 	<p>There was evidence the LG Water Officer allocated 45% of the Non-Wage Recurrent rural water and sanitation budget towards mobilization activities as stipulated by grant guidelines. The LG had a total NWR budget of UGX 61,429,853/= of which UGX 27,599,000/= was allocated to software component. The allocation was above the required minimum of 40%.</p>	3
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.</p>	<p>There was no evidence the LG Water Officer in liaison with Community Development Officer trained WSCs on their roles on O&M of WSS facilities. No training reports were availed during assessment. Presented were attendance lists and accountability for formation of Committees. It was an area for mentoring during assessment, captured in the department evidence form and communicated during exit meeting.</p>	0

Investment Management

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:</p> <p>Score 4 or else 0</p>	<p>There was evidence the LG had an up-to date LG Water and Sanitation Asset Register. The document captured water and sanitation projects since the inception of the LG in FY 20210/2011 up to the projects of FY 2022/2023. Key issues captured included facility location (sub-county, parish, village and area) year of construction and current status/functionality.</p>	4
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDP/III) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:</p> <p>Score 4 or else score 0.</p>	<p>The LG provided evidence confirming that desk appraisals for all Health sector projects implemented in FY2022/23 were conducted, the prioritized projects were derived from the LG DP/III and eligible for expenditure as per sector guidelines and funding source.</p> <p>Evidence</p> <p>Construction of RHW Tank in Nyamihira LCI Village derived from Page 259. Desk appraisal completed on 16 Oct 2023</p> <p>Construction of Katagata GFS Phase I in Burere Sub County derived from DP/III. Desk appraisal completed on 16 Oct 2023</p> <p>Construction of Spring derived from DP/III on Page 252. Desk appraisal completed on 16 Oct 2023</p>	4

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2</p>	<p>There was evidence all budgeted investments for FY 2023/2024 were demand driven. All projects had application/ request forms from beneficiary communities. From the community application file, a number of applications were presented majority written in Runyankore. For example, application letter dated 17th/12/2019 by the community of Mutungo village in Nyakishana sub-county. From the AWP&B FY 2023/2024 a Rainwater harvesting tank was prioritized at Nyakishana Catholic Church to serve the area.</p> <p>Dated 27th/02/2023, the community of Kasharu village in Kyahenda sub-county requested for safe water in the area through a letter addressed to CAO. A protected spring was budgeted by the LG in FY 2023/2024.</p> <p>The community of Nyamira village in Kyahenda sub-county applied for safe water through a letter dated 25th/02/2023 addressed to LG Water Office. The LG budgeted for a Rainwater harvesting tank at Nyamira Catholic Church.</p>	2
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>	<p>The LG provided evidence confirming that field appraisals for WSS Projects to be implemented in FY2023/24 were conducted to establish their technical feasibility, environmental and social acceptability, and customized designs.</p> <p>Evidence</p> <p>Construction of RHW Tank in Nyamihira LCI Village on 18 Oct 2023</p> <p>Construction of Katagata GFS Phase I in Burere Sub County 18 Oct 2023</p> <p>Construction of Spring at Kashari on 18 Oct 2023</p>	2
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p>	<p>While the LG carried out screening for E&S for projects in the water sector, ESMPs were not costed. The projects that were screened with no costed ESMPs included;</p> <p>Construction of the Kajumbura gravity flow scheme phase II was screened on 18/02/202.</p> <p>Spring construction at Kibare was screened on 06/09/2022.</p> <p>The rain harvesting tank at Kagorongoro was screened on 17/08/2022</p>	0

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>	<p>There was evidence that the water infrastructure investments were incorporated in the previous FY LG approved procurement plan dated 22/09/2022 and received by PPDA on 26/09/2022. These projects are as follows:</p> <p>>>> <i>Construction of protected springs at a budget of UGX 72,800,000/=</i></p> <p>>>> <i>Construction of Kajumbura GFS, Phase II at a budget of UGX 360,675,399/=.</i></p> <p>>>> <i>Construction of seven (07) rainwater harvesting tanks at a budget of UGX 110,250,000/=</i></p>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:</p>	<p>There was evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction.</p> <p>>>> Construction of 13No., protected springs at a cost of UGX 72,749,950/=; Minutes of Contract Committee (CC) decision was available on the procurement file dated 08/02/2023, and the was contract approved by CC under minute: 03/CC/2022-2023/0007. All members of CC signed the minutes.</p> <p>>>> Construction of Kajumbura GFS, Phase II at a cost of UGX 358,773,141/=; Minutes of Contract Committee (CC) decision was available on file dated 15/12/2022, contract approved by CC under minute: 04/CC/2022-2023/0006; Solicitor General clearance available on file dated 7/01/2023, reference number DLAS/MBR/0002/2023. All members of CC signed the minutes.</p> <p>>>> Construction of seven (07) rainwater harvesting tanks at a budget of UGX 109,866,260/=; Minutes of Contract Committee (CC) decision was available on file dated 08/02/2023, contract approved by CC under minute: 04/CC/2022-2023/0007. All members of CC signed the minutes.</p>	2

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	<p>There was evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines.</p>	2
	<p><i>Maximum 14 points on this performance measure</i></p>		<p><i>In the letter dated 24/02/2023, reference number: CR208, the deputy CAO appointed the following as part of the PIT: Ag. district engineer, district water officer (DWO), district community development officer, district environment officer, labour officer, and clerk of works. The contract management plan was availed dated 24/02/2023, signed by the DWO.</i></p>	
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p>	<p>d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2</p>	<p>There was evidence that water public infrastructures sampled were constructed as per standard technical designs. The sampled infrastructures included construction of Kajumbura Gravity Flow Scheme in Kyahenda sub-county phase II where according to the design for the phase under review it was to have 16 tap stands (2 double tap stands and 14 single-faucet tap stands. Construction of manholes with lockable covers for AV,SV,WO not exceeding 1.5m in cement and sand masonry. Construct cattle trough at the source and accessories plus all associated plumbing works. Field visit to the facility confirmed adherence to technical specifications.</p>	2
	<p><i>Maximum 14 points on this performance measure</i></p>		<p>For the construction of 200m Ferrocement tank a facility at Kyenka sub-county was sampled and construction was in line with the reviewed Bills of Quantities</p>	
			<p>The construction of protected springs;sampled was one protected spring in Engaju sub-county. From the BoQs 200mm thick concrete, 300mm stone head wall out, retaining wall, install 2" GI pipe with PVC pipe embended and backfill. All was done as spell out in the technical specifications of the BoQs</p>	

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

Maximum 14 points on this performance measure

e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2

There was no evidence that the relevant technical officers carried out monthly technical supervision of WSS infrastructure projects.

The reports availed were as follows:

Report dated 20/06/2023 indicated that the District Engineer, DWO, Environment and Community Development Officer participated in supervising WSS projects - rainwater harvesting tanks constructed in 7 different sub-counties, which included Engaju, Nyakishana, Kyahenda, and other sub-counties. The report was signed by District Engineer, DWO, Environment and Community Development Officer.

Report dated 14/06/2023 indicated that the District Engineer, DWO, Environment and Community Development Officer participated in supervising WSS projects - 13 spring wells. The report was signed by District Engineer, DWO, Environment and Community Development Officer.

Report dated 28/06/2023 indicated that the District Engineer, DWO, Environment and Community Development Officer participated in supervising all the WSS projects. The report was signed by District Engineer, DWO, Environment and Community Development Officer.

Note: these reports indicated that supervision was only done in June.

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

Maximum 14 points on this performance measure

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

- o If 100 % contracts paid on time: Score 2
- o If not score 0

The LG provided evidence confirming that the LG Water Officer verified, certified, and initiated payments to contractors implementing water projects in FY2022/23 within specified timeframes in contracts.

Evidence

Payments to contractors are recommended to be made within 30 days after certification of works

1. Request for Payment was made by M/s GAT Consults Limited on 12 June 2023 for the construction of Kajubura Gravity Flow Scheme II in Kyahenda for UGX 358,773,141. The payment Certificate was signed by the District Water Officer and approved by the Accounting Officer on 19 June 2023. The payment was made on 28 June 2023 EFT NO.6425194. The payment was made within 9 days after certification of works.

2. Request for Payment was made by M/s E-QOTEK Consult Ltd on 12 June 2023 for the construction of 7 rainwater harvesting tanks for UGX 109,866,260. Payment Certificate was signed by the District Water Officer and approved by the Accounting Officer on 20 June 2023. The payment was made on 28 June 2023 EFT NO. 6441800. The Payment was made within 8 days after certification of works.

3. Request for Payment was made by M/s Muhwezi Abert Construction Ltd on 31 May 2023 for the construction of 13 protected springs in Buhweju for UGX 72,749,950. Payment Certificate was signed by the District Water Officer and approved by the Accounting Officer on 19 June 2023. The payment was made on 28 June 2023 EFT NO. 6433880. Payment was made within 9 days after certification of works.

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

Maximum 14 points on this performance measure

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

Score 2, If not score 0

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

>>> Construction of 13No., protected springs at a cost of UGX 72,749,950/=; Minutes of Contract Committee (CC) decision was available on the procurement file dated 08/02/2023, and the was contract approved by CC under minute: 03/CC/2022-2023/0007. All members of CC signed the minutes. Works contract agreement dated 15/03/2023 was available on file; and Evaluation report was available on file, signed by the members, dated 02/02/2023.

>>> Construction of Kajumbura GFS, Phase II at a cost of UGX 358,773,141/=; Minutes of Contract Committee (CC) decision was available on file dated 15/12/2022, contract approved by CC under minute: 04/CC/2022-2023/0006; Solicitor General clearance available on file dated 7/01/2023, reference number DLAS/MBR/0002/2023. All members of CC signed the minutes. Works contract agreement dated 17/01/2023 was available on file; and Evaluation report was available on file, signed by the members, dated 09/12/2022.

>>> Construction of seven (07) rainwater harvesting tanks at a budget of UGX 109,866,260/=; Minutes of Contract Committee (CC) decision was available on file dated 08/02/2023, contract approved by CC under minute: 04/CC/2022-2023/0007. All members of CC signed the minutes. Works contract agreement dated 15/03/2023 was available on file; and Evaluation report was available on file, signed by the members, dated 01/02/2023.

Conclusion

Pass; all procurement files for water projects were complete.

Environment and Social Requirements

13	<p>Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p>	<p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p>	<p>There was evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework;;</p> <p>A grievance of leaking of a new tank at Nyakashaka SDA church before being used by beneficiaries was on 28/11/2022 reported by Jonathan Muhanguzi , the committee discussed the matter on 06/12/2022, and the tank was renovated on instruction by the engineer.</p>	3
	<p>Score 3, If not score 0</p>		0	
14	<p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs:</p>	<p>There was no evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs.</p>	0
	<p>Score 3, If not score 0</p>		0	
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented:</p>	<p>There was no evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented.</p>	0
	<p>Score 3, If not score 0</p>		0	

Safeguards in the
Delivery of Investments

*Maximum 10 points on
this performance
measure*

b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:

Score 3, If not score 0

There was evidence that all WSS projects were implemented on land where the LG had proof of consent. Land consent agreements were signed between representatives of Buhweju District LG and Landlords where infrastructure investments were implemented. Presented for review for incidence were the 13 consent forms signed with landlords. E.g Consent Agreement was signed between the LG and Mr.Tumurarye Gerald & Wife Agnes Kyatuhire accepting to donate land for construction of a protected spring in Kahungye LCI. Agreement was signed on 18th/03/2023

For construction of Rainwater harvesting tanks, consent agreements were signed with individuals where the investments were established. For example, the LG signed a consent agreement with Kyahenda Full Gospel Church on 15th/2/2023 for provision of piece of land to establish the facility.

With Kajumbura GFS consent agreements were signed with people where installations were made. For example, a consent agreement was signed between the LG and Mr.John Tumwebaze on 15th/02/2023 to have a public tap stand on his land.

15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:</p> <p>Score 2, If not score 0</p>	<p>The LG did not provide evidence to validate whether the LG Environment Officer and Community Development Officer completed and signed E&S Certification forms prior to payments being made to Contractors for Water Projects implemented in FY2022/23.</p> <p>Evidence</p> <ol style="list-style-type: none"> 1. Request for Payment was made by M/s GAT Consults Limited on 12 June 2023 for the construction of Kajubura Gravity Flow Scheme II in Kyahenda for UGX 358,773,141. The payment was made on 28 June 2023 EFT NO.6425194. No E & S Compliance Certification forms for this construction works was availed at the time of assessment. 2. Request for Payment was made by M/s E-QOTEK Consult Ltd on 12 June 2023 for the construction of 7 rainwater harvesting tanks for UGX 109,866,260. The payment was made on 28 June 2023 EFT NO. 6441800. No E & S Compliance Certification forms for this construction works was availed at the time of assessment. 3. Request for Payment was made by M/s Muhwezi Abert Construction Ltd on 31 May 2023 for the construction of 13 protected springs in Buhweju for UGX 72,749,950. The payment was made on 28 June 2023 EFT NO. 6433880. No E & S Compliance Certification forms for this construction works was availed at the time of assessment. 	0
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports:</p> <p>Score 2, If not score 0</p>	<p>There was no evidence that the CDO and environment Officers undertook monitoring to ascertain compliance with ESMPs; and provided monthly reports.</p>	0

**Micro-scale
Irrigation
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>	<p>Yes, there was evidence that the LG had up to-date data on irrigated land for the last two FYs.</p> <p>As per a report titled “Data on irrigated land in Buhweju District” for FY 2022/2023 total land under irrigation was 4.08 acres, which was entirely under micro-scale irrigation grant beneficiaries.</p> <p>According to the same report for FY 2021/2022 there was no land under micro-scale irrigation in the District.</p>	2
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> • By more than 5% score 2 • Between 1% and 4% score 1 • If no increase score 0 	<p>Yes, there was evidence that the LG had increased acreage of newly irrigated land in the previous fiscal year.</p> <p>In the fiscal year 2022/2023, the total land under irrigation was 4.08 acres whereas in the fiscal year 2021/2022, there was no land under micro-scale irrigation.</p> <p>Therefore increased acreage of newly irrigated land was 4.08 acres, hence more than 5% increase.</p>	2
2	<p>N23_Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>	<p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> • Above 70%, score 4 • 60% - 70%, score 2 • Below 60%, score 0 	<p>The LG average score in the Micro-scale Irrigation LLG performance assessment for 2023 was 94%</p>	4

Investment
Performance: The LG
has managed the
supply and installation
of micro-scale
irrigations equipment as
per guidelines

Maximum score 6

a) Evidence that the
development component of
micro-scale irrigation grant has
been used on eligible activities
(procurement and installation of
irrigation equipment, including
accompanying supplier manuals
and training): Score 2 or else
score 0

As per the grant guidelines of
previous FY, the LG was allocated a
total of 196,550,093/-, of which
58,965,028/- (30%) was meant for
establishment of three micro-scale
irrigation demonstration sites.

And as per the budget performance
report for the previous FY,
55,996,000/- (28.5%) was used for
establishment of three micro-scale
irrigation demonstration sites. The
balance 2,969,028/- (1.5%) was
used for facilitating contracts
committee sittings which was not
provided for in the grant guidelines.

Therefore, the LG did not use the
development component of micro-
scale irrigation grant in accordance
with the grant guidelines

Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines

Maximum score 6

b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0

The LG provided evidence confirming that farmers signed an approved acceptance form establishing that equipment was working well before payments were made to suppliers in FY2022/23.

Evidence

1. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro-Scale irrigation system for Mr. Nimjusiima Obed of Nyakasha Town Council for UGX 21,954,000. Mr. Nimjusiima Obed signed an Acceptance Form on 4 October 2023. The payment was made on Receipt No. 276 on 13 October 2023.

2. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro-Scale irrigation system for Mr. Natukunda Joseph of Nsiika Town Council for UGX 11,875,000. Mr. Natukunda Joseph signed an Acceptance Form on 4 October 2023. The payment was made on Receipt No. 276 on 13 October 2023.

3. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro-Scale irrigation system for Mr. Mwije Elterino of Rwengwe Subcounty for UGX 22,167,000. Mr. Mwije Elterino signed an Acceptance Form on 4 October 2023. The payment was made on Receipt No. 276 on 13 October 2023.

Note: The LG signed a contract with the supplier of irrigation equipment on 5 June 2023.

3	<p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p>	<p>Evidence that the variations in the contract price are within +/- 20% of the Agriculture Engineers estimates: Score 1 or else score 0</p>	<p>M/S Associated Design & Build Engineers Ltd, the irrigation equipment supplier signed a contract to install three micro-scale irrigation demonstration sites were as follows;</p> <p>Mwije site: = 22,167,000/-</p> <p>Obed site = 21,954,000/-</p> <p>Joseph site = 11,875,000/-</p> <p>Totaling to 55, 996,000/-.</p> <p>As per the agricultural engineer's cost estimates, the cost of installing the three demonstration sites were as follows:</p> <p>Mwije site: = 23,438,7000/-</p> <p>Obed site = 20,000,000/-</p> <p>Joseph site = 15,525,828/-</p> <p>Totaling to 58, 964,528/-</p> <p>Hence the percentage variation in the contract price = +5.03%, hence within +/-20%.</p>	1
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3	<p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p>	<p>d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 - 99% score 1 • Below 80% score 0 	<p>As per the completion report for supply and installation of three micro-scale irrigation demonstration sites dated 29th June 2023, the sites were completely installed during the previous FY.</p> <p>Also as per the quarter four report dated 4th July 2023, the three demonstration sites were installed and were functional during the previous FY. Completion certificate was not signed by the Chief Administrative Officer at the time of assessment.</p> <p>Therefore, the planned irrigation demonstration sites where contracts were signed during the previous FY were installed/completed within the previous FY</p>	2
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Achievement of standards: The LG has met staffing and micro-scale irrigation standards

Maximum score 6

a) Evidence that the LG has recruited LLG extension workers as per staffing structure

- If 100% score 2
- If 75 – 99% score 1
- If below 75% score 0

Buhweju DLG recruited LLG extension staff. Out of the fifty-three staff (SC-50No. and TCs- 3No.) provided for in the MoPS (2017) approved staff structure, twenty-three were in post and deployed in the LLG as evidenced by the current staff list provided by the HRM Division. This gave an average of 43.4% of the extension staff positions filled.

Achievement of standards: The LG has met staffing and micro-scale irrigation standards

Maximum score 6

b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF

- If 100% score 2 or else score 0

Key items observed at the three sampled irrigation demonstration sites installed included:

Mwije site: Solar powered submersible pump (80m head, $Q_{min}=3m^3/h$; 10,000lts HDPE water tank placed up on 1m high reinforced brick wall tank base; Polycrystalline solar panels, 330W (3); Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); HDPE 2 inch; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Obed site:; 5,000lts HDPE plastic tank installed on 2m high metallic stand; Solar surface pump with controller (40m head, $Q_{min}=3m^3/h$; Polycrystalline solar panels, 250W (2); Movable mounting structure for solar panels; Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 40mm HDPE pipe PN10; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); 2 inch HDPE pipe PN 10; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Joseph site:

5,000lts HDPE plastic tank installed on 1m high reinforced brick wall ;High pressure pump with 75m head, $Q_{min}=20m^3/h$; 50mm suction pipe PN 10 (10); 50mm HDPE pipe PN10; 50mm suction pipe PN 10; 50mm PE male adaptor PN 16 (2); PE union (50mm) (2); Non return valve (2); 50mm PE female elbow PN 16 (2); 50mm PE male elbow PN 16 (2); Pelican 30m radius; HDPE pipe connector 2 inch; HDPE TEE 2 inch; Delivery hose (50m flexible).

These features were in conformity with the technical designs and the inventory.

4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>b) Evidence that the installed micro-scale irrigation systems during last FY are functional</p> <ul style="list-style-type: none"> • If 100% are functional score 2 or else score 0 	2
		<p>The three sampled installed irrigation demonstration sites had the following irrigation systems installed at each site:</p> <p>Mwije site; Solar powered drip, sprinkler and drag hose pipe systems.</p> <p>Obed site: Solar powered drip, sprinkler and drag hose irrigation systems.</p> <p>Joseph: Petrol engine powered rain gun and drag hose pipe system.</p> <p>Every irrigation system was switched on and was functioning, field photos were captured at the time of assessment.</p>	

Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0</p>	0
		<p>Buhweju DLG as per its staff establishment structure approved by MoPS(2017) provided for the following extension staff at the LLG: SC - (i.) Veterinary officer; (ii) Agricultural officer; (iii) Fisheries officer; (iv). Assistant animal husbandry officer and (v) Assistant fisheries development officer. TC - (i) Agricultural officer; (ii) Assistant Agricultural officer; and (iii) Assistant Veterinary officer.</p> <p>The positions of extension workers filled were not accurate as seen hereunder. Kashenyi -Kajani TC was found to have inaccurate information as seen hereunder.</p> <p>Kashenyi- Kajani TC</p> <p>Three staff provided for in the structure while two staff were deployed as seen on the noticeboard at the LLG namely, Kengaro Adrine - Assistant Agricultural Officer and Asiimwe Aron - Veterinary Officer. The staff list provided by HRM Division had only Asiimwe Aron as he deployed officer in the LLG.</p>	

Accuracy of reported information: The LG has reported accurate information

Maximum score 4

b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0

The key information obtained from the three sampled sites were:

Mwije site: Solar powered submersible pump (80m head, $Q_{min}=3m^3/h$; 10,000lts HDPE water tank placed up on 1m high reinforced brick wall tank base; Polycrystalline solar panels, 330W (3); Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); HDPE 2 inch; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Obed site: 5,000lts HDPE plastic tank installed on 2m high metallic stand; Solar surface pump with controller (40m head, $Q_{min}=3m^3/h$; Polycrystalline solar panels, 250W (2); Movable mounting structure for solar panels; Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 40mm HDPE pipe PN10; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); 2 inch HDPE pipe PN 10; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Joseph site: 5,000lts HDPE plastic tank installed on 1m high reinforced brick wall ;High pressure pump with 75m head, $Q_{min}=20m^3/h$; 50mm suction pipe PN 10 (10); 50mm HDPE pipe PN10; 50mm suction pipe PN 10; 50mm PE male adaptor PN 16 (2); PE union (50mm) (2); Non return valve (2); 50mm PE female elbow PN 16 (2); 50mm PE male elbow PN 16 (2); Pelican 30m radius; HDPE pipe connector 2 inch; HDPE TEE 2 inch; Delivery hose (50m flexible).

These observed features at the three sites were complete, functioning and conforms to technical designs and the inventory.

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0	As per the micro-scale irrigation sub-grant quarter one and two reports dated 4th November 2022 and 2nd March 2023, the LG did not provide any services. The key reason availed at the time of assessment was that there were no funds for carrying out the activities.	2
	Maximum score 6		However as per the micro-scale irrigation sub-grant quarter three activity report dated 31st March 2023, there was awareness raising events carried out and it captured 923 attendees. No EOIs collected, no farm visits conducted and irrigation demonstration sites were not yet installed.	
			In quarter four report dated 4th July 2023, the LG had captured a total of 384 EOIs, 207 farm visits conducted and three micro-scale irrigation demonstration sites were installed.	
			Therefore, there was evidence that the LG collected information quarterly on; newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer EOIs.	
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0	At the time of assessment, MIS/Irritrack information contained 384 farmer EOIs and 207 farm visits conducted as compared to the targeted 228 EOIs and 114 farm visits set by the MAAIF.	1
	Maximum score 6		Screenshot of MIS/Irritrack was captured.	
			Therefore, the LG had entered up to-date LLG information into MIS/Irritrack.	

6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>c. Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0</p>	<p>As per the micro-scale irrigation sub-grant quarter one and two reports dated 4th November 2022 and 2nd March 2023, the LG did not have any information compiled from LLGs in the MIS/Irritrack. The key reason availed at the time of assessment was that there were no funds for carrying out activities.</p>	1
	<p>Maximum score 6</p>		<p>However as per the micro-scale irrigation sub-grant quarter three activity report dated 31st March 2023, there was awareness raising events carried out on micro-scale irrigation and it captured 923 attendees. No EOIs collected and no farm visits conducted.</p>	
			<p>In quarter four report dated 4th July 2023, the LG had captured a total of 384 EOI and 207 farm visits conducted.</p>	
			<p>Therefore, the LG had prepared quarterly reports using information compiled from LLGs in the MIS/Irritrack.</p>	
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0</p>	<p>The LG developed and approved Performance Improvement Plan dated 28th April 2023 for the lowest performing LLGs (Karungu, Nyakaziba, Nyakisana, and Rwengwe).</p>	1
	<p>Maximum score 6</p>		<p>The plan focused mainly on mentorship for report writing and presentation skills, provision of new motorcycles to extension workers to facilitate field travels, etc..</p>	
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0</p>	<p>As per the implementation of Performance Improvement Plan report dated 28th June 2023, LG implemented the Performance Improvement Plans. Some of the key items captured in the report included: Training extension workers to enhance report writing skills and presentation skills. Provision of motorcycles to Nyakaziba and Nyakisana LLGs to ease field movements of extension workers.</p>	1
	<p>Maximum score 6</p>			

Human Resource Management and Development

7

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

Maximum score 6

a) Evidence that the LG has:
i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0

As per the approved Budget for production Department FY 2023/2024, there was Ugx 753,281,000/- allocated for general staff salaries, which incorporates 30 extension staffs deployed at 14 LLGs in addition to the other 3 staffs who sit at the District Head quarter.

This means that two extension workers were deployed per LLG, yet the guideline requires three extension workers deployed per LLG.

Therefore, the LG budget for extension workers was not in accordance with staffing norm.

0

7

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

Maximum score 6

ii Deployed extension workers as per guidelines score 1 or else 0

As per the production Department deployment register, deployment of extension workers was as follows;

7 Agricultural Officers, 11 Assistant Agricultural Officers, 1 Animal Husbandry Officer and 11 Assistant Veterinary Officers.

Therefore 30 extension workers were deployed and currently engaged in implementation activities across 14 LLGs.

This means that two extension workers were deployed per LLG, yet the guideline requires three extension workers deployed per LLG, hence the deployment is not in accordance with the guidelines.

0

7

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

Maximum score 6

b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0

An inspection of the staff, DPOs deployment lists and displays at the LLGs hereunder showed that extension workers were working at the stations they were deployed at.

Kashenyi- Kajani TC

Asiimwe Aroni - Assistant Veterinary Officer was found working at the TC.

Karungu SC

Leticia Ondiinde- Agricultural Officer, Omanyev Evan- Assistant Veterinary Officer and Papius Ngabirano - Assistant Veterinary Officer were found working in the LLG.

Rwengwe SC

Lutgarde Twinomujuni- Agriculture Officer and Rosemary Kamarembo - Assistant Veterinary Officer were found working in the LLGs.

2

7

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

Maximum score 6

c) Evidence that extension workers' deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0

The LG had publicized and disseminated to LLGs notice boards extension workers deployment. The following information was obtained from the three LLGs visited.

Nsiika town council (AVO is Tusimire Jonas and AAO is Turyamureeba Naboth)

Karungu sub-county (AO is Ondiinde Leticia and VO is Omanyev Evan)

Rwengwe sub-county (AAQ is Agumya Caroline and AVO is Kamarembo Rosemary)

2

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

Maximum score 4

a) Evidence that the District Production Coordinator has:

i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0

The District Production Coordinator conducted annual performance appraisal of all Extension Workers for the period under reviews as illustrated hereunder. ONLY two staff were appraised within the stipulated time.

1. Twinomujuni Lutgarde, appointed as Agriculture Officer 29th January 2019, Min No. 6 DSC 2019(3), posting instruction dated 5th October 2023 to Rwengwe SC, appraised 30th June 2023

2. Kyogabirwe Peninah, appointed as Agriculture Officer 9th April 2019, Min No. 16 DSC 2019(4), posting instruction dated 29th July 2021 to Nsiika TC , appraised 23rd August 2023.

3. Mugabe Yoram, appointed as Agriculture Officer 9th April 2019, Min No. 16 DSC 2019(3), posting instruction dated 5th October 2023 to Nyakishana SC, appraised 30th July 2023.

4. Ondiinde Leticia, appointed as Agriculture Officer 12th July 2016, Min No. 34 DSC/ 2016(1), posting instruction dated 29th July 2021 to Karungu SC, appraised 20th July 2020.

5. Tophayo Justus, appointed as Agriculture Officer 12th July 2016, Min No. 34 DSC / 2016 (3), posting instruction dated 5th October 2023 to Burere SC, appraised 30th June 2023

6. Mutungye Laban, appointed as Assistant Agriculture Officer 26th July 2019, Min No. 22/ DSC/2019(44), posting instruction dated 5th October 2023 to Bihanga SC, appraised 8th July 2021.

7. Turyahabwe Naboth, appointed as Assistant Agriculture Officer 26th July 2019, Min No. 22/ DSC/ 2019(22), posting instruction dated 5th October 2023 to Nsiika TC, appraised 23rd October 2023.

8. Agumya Caroline, appointed as Asssistant Agriculture Officer 12th July 2016, Min No. 34 DSC/ 2016(14), posting instruction dated 5th October 2023 to Rwengwe SC, appraised 7th July 2021.

8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0	The Ag. District Production Officer indicated they took corrective actions as shown by report on "Backstopping of Extension Staff on Coffee pests and Disease surveillance" to the CAO dated 27th February 2023. However, they could not be linked to identified gaps arising out appraisals.	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	b) Evidence that: i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	No training plan was availed, hence there was no evidence that LG conducted training activities in accordance to the training plans at the District.	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	The LG did not have any training database at the time of assessment.	0

Management, Monitoring and Supervision of Services.

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 - 75% capital development; and 25% complementary services): Score 2 or else 0	<ul style="list-style-type: none"> The LG was a phase 2 LG that received Micro-Scale Irrigation Grant for the first time in FY2022/23 and allocated 100% of the fund appropriately to complimentary services. <p>Evidence</p> <ul style="list-style-type: none"> Raise Awareness Local Leaders was UGX 29,486,000 Raising Awareness Farmers was UGX 79,856,000 Farm Visits UGX 28,588,000 Irrigation Demos UGX 58,620,000 Total UGX 196,550,000 	2
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9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	<p>The LG budget allocations towards complimentary services were in line with sector guidelines for implementation in FY2022/23.</p>	2
	<p>Maximum score 10</p>		<p>Evidence</p> <p>Raise Awareness Local Leaders was UGX 29,486,000 i.e. 15% as per guidelines</p> <p>Raising Awareness Farmers was UGX 79,856,000 i.e. 40% as per guidelines</p> <p>Farm Visits UGX 28,588,000 i.e. 15% as per guidelines</p> <p>Irrigation Demos UGX 58,620,000 i.e. 30% as per guidelines</p> <p>Total UGX 196,550,000</p>	
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	<p>The LG did not provide for farmer's co-funding component in the Budget Estimates FY2023/24.</p>	0
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	<p>The LG received the Mirco-Scale Irrigation Grant for the first time in FY2022/23. Farmers co-funding component was not applicable.</p>	2
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>	<p>As per the micro-scale irrigation Quarter three report dated 31st March 2023 and also minutes of a Technical Planning Committee dated 9th February 2023, the LG disseminated information on the use of farmer co-funding (cost sharing of the irrigation equipment where by a farmer contributes 25% of the total cost), brochures were given out to the leaders and farmers.</p>	2
	<p>Maximum score 10</p>			

10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> • If more than 90% of the micro-irrigation equipment monitored: Score 2 • 70-89% monitored score 1 Less than 70% score 0 	<p>As per the micro-scale irrigation demonstration site technical monitoring and supervision report dated 12th June 2023, LG did monitoring and supervision during installation of the irrigation demonstration sites in the month of June, 2023.</p> <p>Work was still on-going at the sites; (de-silting of water source at Joseph's site, installation of water tank at Mwije's site, installation of sprinklers at Obed's site, etc.</p> <p>Micro-scale irrigation demonstration site monitoring report dated 29th June 2023 indicated that the sites were completely installed at the end of June 2023.</p> <p>Information on environment and social safeguards was captured in the Quarter four report dated 4th July 2023, where the contractor prepared and submitted a health and safety and accident prevention program with reference to Hazard assessment and Risk analysis procedures.</p> <p>Therefore, DPO did monitoring of irrigation demonstration sites during the month of June.</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0</p>	<p>As per the farmer training report dated 27th June 2023, the host farmers were trained on operation, repair and maintenance of micro-scale irrigation demonstration sites.</p> <p>Therefore, the LG did oversee approved farmer training and support to the micro-scale irrigation demonstration site host farmers.</p>	2

10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0</p>	<p>The extension workers were trained on the use of Irritrack App to capture farmers' expression of interest for micro-scale irrigation, farm visits, awareness raising events, etc. This was according to the training report dated 9th June 2023 respectively.</p> <p>Some of the respondents were; Turyamureeba Naboth, AAO from Nsiika town council.</p> <p>Agumya Caroline, AAQ from Rwengwe sub-county. Therefore, LG did provide hands-on support to LLGs.</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0</p>	<p>As per the farmer field school report on micro-scale irrigation conducted at the demonstration sites dated 12th June 2023, LG established and run farmer field schools.</p> <p>Some of the key content captured in the report included; sharing experience of irrigated agriculture with the host farmer, benefits of practicing irrigation, various types of irrigation, etc.</p>	2
11	<p>Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.</p> <p>Maximum score 4</p>	<p>a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0</p>	<p>As per the awareness raising on micro-scale irrigation as captured in the Quarter three report dated 31st March 2023 and also an awareness raising report dated 28th April 2023, LG sensitized farmers on micro-scale irrigation programme. Key information shared included; definition for micro-scale irrigation and its benefits, how one would register for the program, farmer co-funding for irrigation equipment etc.</p>	2

11

Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.

b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0

Maximum score 4

As per the Quarter three report dated 31st March 2023, the LG did awareness raising and sensitized political leaders at District and LLG levels (mobilizing farmers to participate on irrigation and irrigated agriculture).

Some of the key information captured included; farmers and staff were taught about key types and components of irrigation systems, requirements for one to obtain irrigation system, benefits of practicing irrigation, etc. key participants included; District chairperson, District councilors and LLGs.

Investment Management

Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines

Maximum score 8

a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0

The register of micro-scale irrigation demonstration equipment supplied to the host farmers were as follows;

Mwije site: Solar powered submersible pump (80m head, $Q_{min} = 3m^3/h$; 10,000lts HDPE water tank placed up on 1m high reinforced brick wall tank base; Polycrystalline solar panels, 330W (3); Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); HDPE 2 inch; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Obed site:; 5,000lts HDPE plastic tank installed on 2m high metallic stand; Solar surface pump with controller (40m head, $Q_{min}=3m^3/h$; Polycrystalline solar panels, 250W (2); Movable mounting structure for solar panels; Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 40mm HDPE pipe PN10; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); 2 inch HDPE pipe PN 10; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Joseph site:

5,000lts HDPE plastic tank installed on 1m high reinforced brick wall ;High pressure pump with 75m head, $Q_{min}=20m^3/h$; 50mm suction pipe PN 10 (10); 50mm HDPE pipe PN10; 50mm suction pipe PN 10; 50mm PE male adaptor PN 16 (2); PE union (50mm) (2); Non return valve (2); 50mm PE female elbow PN 16 (2); 50mm PE male elbow PN 16 (2); Pelican 30m radius; HDPE pipe connector 2 inch; HDPE TEE 2 inch; Delivery hose (50m flexible).

Therefore, LG had an updated register of micro-scale irrigation equipment supplied to the three host farmers in the previous FY.

12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p>	<p>b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0</p>	<p>At the end of previous FY, 384 EOIs were captured in the database and 207 were visited whereas during current FY no EOIs were captured and no farm visits made.</p>	0
	<p>Maximum score 8</p>		<p>Therefore, the LG did not keep up-to-date database of applications (EOIs) in the MIS/Irritrack for the current and previous FYs at the time of the assessment since there were no EOIs were captured during current FY.</p>	
12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p>	<p>c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0</p>	<p>As per the micro-scale irrigation sub-grant quarter four activity report dated 4th July 2023, a total of 207 farm visits were made out of 384 EOIs captured in the database.</p>	0
	<p>Maximum score 8</p>		<p>Therefore, LG did not visit all farmers who submitted complete EOIs.</p>	
12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p>	<p>d) For DDEG financed projects: Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0</p>	<p>Buhweju LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that have been approved as found in the farm visit report to the CAO dated 12th May 2023 found on file. The report revealed that 384 farmers had expressed interest.</p>	2
	<p>Maximum score 8</p>			
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p>	<p>a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.</p>	<p>There was evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the previous FY, date 22/09/2022 and received by PPDA on 26/09/2022.</p>	1
	<p>Maximum score 18</p>		<p>>>> Design, supply, and installation of micro-scale irrigation systems in Buhweju district, at a budget of 58,965,028/=.</p>	

Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines

Maximum score 18

b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0

There was evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries. Request for quotation (invitation for bidding) was sent to suppliers prequalified by MAAIF on 28/04/2023. The list included the following:

>>> Sprinktech, 7th Street
Kampala; Tel 0393240788

>>> KarfAqua Engineering
Solutions Limited, 7th Street
Kampala; Tel 0789902996

>>> Associated Design and Build
Engineers Limited, Plot 2-6, Bell-
close Luzira, UPET Building Tel:
0772589157

>>> Kaft Tech Investments Limited,
MM Plaza 3rd Luwum Street,
Kampala, P.O.Box 10230 Kampala,
Tel: 0782056999

>>> Akvo International Limited, Plot
960 Mutungo, P.O.Box 29942,
Kampala; Tel: 0393243402

13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0</p>	<p>According to the opening/receipt of bids record dated 12/05/2023, only two (02) firms responded to the invitation to bid for design, supply, and installation of micro-scale irrigation systems in Buhweju district, that is,</p> <p>>>> Associated Design and Build Engineers Limited, Plot 2-6, Bell-close Luzira, UPET Building Tel: 0772589157</p> <p>>>> Kaft Tech Investments Limited, MM Plaza 3rd Luwum Street, Kampala, P.O.Box 10230 Kampala, Tel: 0782056999</p> <p>The evaluation followed the criteria listed in bidding documents as follows: administrative compliance, technical compliance, and financial comparison. According to the evaluation report dated 16/05/2023, both bidders reached financial comparison stage and Associated Design and Build Engineers Limited, Plot 2-6, Bell-close Luzira, UPET Building Tel: 0772589157, won the contract at UGX 55,996,000/=. Kaft Tech Investments Limited, MM Plaza 3rd Luwum Street, Kampala, P.O.Box 10230 Kampala, Tel: 0782056999 quoted UGX 67,275,000/=</p>	2
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0</p>	<p>There was evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee on 17/05/2023 under minute number: 03/CC/2022-2023/00010.</p>	1

Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines

Maximum score 18

e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0

There was evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier, M/S Associated Design and Build Engineers Limited at UGX 55,996,000/=.

There was evidence that the three (03) farmers accepted and witnessed the commencement of the installation of the irrigation equipment.

Farmers were:

>>> Natukunda Joseph in Nsita T/C, witnessed installation of the equipment at her site on 30/06/2023.

>>> Mwije Eriterino in Rwengwe S/C, witnessed installation of the equipment at his site on 30/06/2023.

>>> Nimusiima Obedi of Nyakashaka T/C, witnessed installation of the equipment at his site on 30/06/2023.

Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines

Maximum score 18

f) Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0

Key items observed at the three sampled irrigation demonstration sites installed included:

Mwije site: Solar powered submersible pump (80m head, $Q_{min}=3m^3/h$; 10,000lts HDPE water tank placed up on 1m high reinforced brick wall tank base; Polycrystalline solar panels, 330W (3); Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); HDPE 2 inch; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Obed site: 5,000lts HDPE plastic tank installed on 2m high metallic stand; Solar surface pump with controller (40m head, $Q_{min}=3m^3/h$; Polycrystalline solar panels, 250W (2); Movable mounting structure for solar panels; Drip irrigation start plugs, end plugs, safe rubber; HDPE FELAME TEE, 63mm; 40mm HDPE pipe PN10; 50mm HDPE pipe PN10; Low pressure sprinkler, radius 10m, nozzle discharge = 5lts/min (18); Sprinkler stand 2 inch (18); 2 inch HDPE pipe PN 10; HDPE pipe connector 2 inch; HDPE TEE 2 inch.

Joseph site: 5,000lts HDPE plastic tank installed on 1m high reinforced brick wall ;High pressure pump with 75m head, $Q_{min}=20m^3/h$; 50mm suction pipe PN 10 (10); 50mm HDPE pipe PN10; 50mm suction pipe PN 10; 50mm PE male adaptor PN 16 (2); PE union (50mm) (2); Non return valve (2); 50mm PE female elbow PN 16 (2); 50mm PE male elbow PN 16 (2); Pelican 30m radius; HDPE pipe connector 2 inch; HDPE TEE 2 inch; Delivery hose (50m flexible).

These features were in conformity with the technical designs and the inventory.

13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0</p>	<p>As per the field monitoring and supervision reports for micro-scale irrigation demonstration sites dated 7th, 12th, and 27th June 2023, Senior Agricultural Engineer did monitoring and supervision during installation of the irrigation demonstration sites.</p> <p>Key findings included; water pump house construction, De-silting water source, water tank installation, training of host farmers on operation and servicing, sprinkler installation on-going, etc.</p> <p>Therefore, the LG conducted regular technical supervision of the micro-scale irrigation demonstration sites.</p>	2
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>h) Evidence that the LG has overseen the irrigation equipment supplier during:</p> <p>i. Testing the functionality of the installed equipment: Score 1 or else 0</p>	<p>The LG had overseen the supply, installation and testing of the three irrigation demonstration equipment for functionality as indicated in the field monitoring and supervision report dated 27th June 2023.</p> <p>The report indicated that the equipment were functioning during the testing.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0</p>	<p>There was evidence that LG had overseen handover of irrigation demonstration sites to the host farmers as indicated in the report dated 30th June 2023. The equipment were delivered to the host farmers in good working conditions.</p>	1

Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines

Maximum score 18

i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0

The LG provided evidence confirming that payment for the supply of the Micro-Scale Irrigation Systems was made within the recommended timeframe after farmers signed an Acceptance Form.

Evidence

Payment to suppliers is recommended within 30 days after an invoice is presented by suppliers.

1. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro- Scale irrigation system for Mr. Nimjusiima Obed of Nyakasha Town Council for UGX 21,954,000. The payment was made on Receipt No. 276 on 13 October 2023, within 25 days after contractor requested for payment.

2. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro- Scale irrigation system for Mr. Natukunda Joseph of Nsiika Town Council for UGX 11,875,000. The payment was made on Receipt No. 276 on 13 October 2023, within 25 days after contractor requested for payment.

3. Request for Payment was made by M/s Associated Design & Build Engineers Ltd on 18 September 2023 for the design, supply, and installation of a Micro- Scale irrigation system for Mr. Mwije Elterino of Rwengwe Subcounty for UGX 22,167,000. The payment was made on Receipt No. 276 on 13 October 2023, within 25 days after contractor requested for payment.

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	There was evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law.	2
	Maximum score 18		>>> Design, supply, and installation of micro-scale irrigation systems in Buhweju district; Contractor: M/S Associated design and build engineers Limited; Contract reference number: BUHW610/WRKS/2022-2023/00008 Lot 1 - 3; works contract available dated 05/06/2023, amount: UGX 55,996,000/=; Evaluation report signed by the evaluation committee and dated 16/05/2023 (available on file); Minutes of Contracts Committee decision (on file) signed by the CC members dated 17/05/2023, contract approved under minute number: 03/CC/2022-2023/00010.	

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	LG did not display on the District Production Department notice board and LLGs the details of the nature and avenues to address grievance at the time of assessment. The notice boards of the three LLGs (Nsiika town council, Karungu sub-county and Rwengwe sub-county) were visited.	0
	Maximum score 6			
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework	b) Micro-scale irrigation grievances have been: i). Recorded score 1 or else 0 ii). Investigated score 1 or else 0 iii). Responded to score 1 or else 0 iv). Reported on in line with LG grievance redress framework score 1 or else 0	For the previous FY, no grievances under micro scale irrigation had been referred to the district grievance redress committee despite the LG having a functional grievance redress mechanism. The LG had appointed a grievance redress focal person and committee members including providing evidence of complaints log book , minutes of the committee and publicization of the committee.	1
	Maximum score 6			

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	<p>b) Micro-scale irrigation grievances have been:</p> <p>ii. Investigated score 1 or else 0</p> <p>iii. Responded to score 1 or else 0</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	For the previous FY, no grievances under micro scale irrigation had been referred to the district grievance redress committee despite the LG having a functional grievance redress mechanism. The LG had appointed a grievance redress focal person and committee members including providing evidence of complaints log book , minutes of the committee and publicization of the committee.	1
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	<p>b) Micro-scale irrigation grievances have been:</p> <p>iii. Responded to score 1 or else 0</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	For the previous FY, no grievances under micro scale irrigation had been referred to the district grievance redress committee despite the LG having a functional grievance redress mechanism. The LG had appointed a grievance redress focal person and committee members including providing evidence of complaints log book , minutes of the committee and publicization of the committee.	1
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	<p>b) Micro-scale irrigation grievances have been:</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	For the previous FY, no grievances under micro scale irrigation had been referred to the district grievance redress committee despite the LG having a functional grievance redress mechanism. The LG had appointed a grievance redress focal person and committee members including providing evidence of complaints log book , minutes of the committee and publicization of the committee.	1

Environment and Social Requirements

15	Safeguards in the delivery of investments Maximum score 6	<p>a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc.</p> <p>score 2 or else 0</p>	DLG did disseminate micro-scale irrigation guidelines to provide for proper siting, land access, proper use of agro-chemicals and safe disposal of chemical waste containers as indicated in a report dated 12th May 2023.	2
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15	Safeguards in the delivery of investments Maximum score 6	<p>b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment.</p> <p>i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0</p>	<p>A review of the Bills of Quantities in the bid document for micro-scale projects revealed that each project had a costed ESMP of UGX: 200,000. The projects included;</p> <p>Micro-scale irrigation demonstration site at Natukunda Joseph's farm at Kyajura village.</p> <p>Micro-scale irrigation demonstration site at Mwije Eriterino's farm at Nyakishojwa village.</p> <p>Micro-scale irrigation demonstration site at Nimusiima Obed's farm at Kibarya village</p>	1
15	Safeguards in the delivery of investments Maximum score 6	<p>ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0</p>	<p>The three micro-scale irrigation projects had one monitoring report dated 30/06/2023. The monitoring was done once because the installation was done within one month.</p>	1
15	Safeguards in the delivery of investments Maximum score 6	<p>iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0</p>	<p>There was no evidence that E&S Certification forms were completed and signed by the Environmental Officer before payments of contractor invoices for micro-scale irrigation projects.</p>	0
15	Safeguards in the delivery of investments Maximum score 6	<p>iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0</p>	<p>There was no evidence that E&S Certification forms were completed and signed by the CDO before payments of contractor invoices for micro-scale irrigation projects.</p>	0

Crosscutting Minimum Conditions

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	Buhweju DLG does not have a substantive Chief Finance Officer- Nuwasiima Obvious hold the position in acting capacity as seen in a letter of assignment of duties dated 18th November 2021. Substantively, she is an accountant evidenced by the letter of appointment as Accountant dated 9th March 2021 referenced under Min. No. 33/DSC/2021(e). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	Buhweju DLG has a substantive District Planner- Atuhairwe Sostene evidenced by the letter of appointment as District Planner dated 3rd May 2023 referenced under Min. No. DSC/23/2022/2023(xxi). At the time of assessment, the Officer was not duly appraised.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	Buhweju DLG does not have a substantive District Engineer. Twinamtsiko Dicklus hold the postion in actiong capacity. Ssubstantively he is Senior Engineer evidenced by the letter of appointment dated 5th October 2023 referenced under Min. No. DSC/38/2022/2023(a). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	Buhweju DLG has a substantive District Natural Resources Officer- Birungi Clemencia evidenced by the letter of appointment as District Natural Resources Officer dated 9th March 2021 referenced under Min. No. 33/DSC/2021(j). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	3

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	Buhweju DLG does not have a substantive District Production Officer- Atamba Ian holds the position in acting capacity as seen in a letter of assignment of duties dated 10th August 2022. Substantively, he is a Senior Agricultural Officer evidenced by the letter of appointment as Senior Commercial Officer dated 1st July 2020 referenced under Min. No. 11/DSC/2020(j). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	f. District Community Development Officer/Principal CDO, score 3 or else 0	Buhweju DLG has a substantive District Community Development Officer- Bashongoka Nicholas evidenced by the letter of appointment as District Community Development Officer dated 9th March 2021 referenced under Min. No. 33/DSC/2021(b). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	Buhweju DLG does not have a substantive District Commercial Officer- Buramu David holds the position in acting capacity as seen in a letter of assignment of duties dated 10th August 2022. Substantively, he is a Senior Commercial Officer evidenced by the letter of appointment as Senior Commercial Officer dated 1st July 2020 referenced under Min. No. 11/DSC/2020(j). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0.	Buhweju DLG has a substantive Senior Procurement Officer- Basasibwa George evidenced by the letter of appointment as Senior Procurement Officer dated 9th March 2021 referenced under Min. No. 33/DSC/2021(k). At the time of assessment, the Officer was not duly appraised.	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	Buhweju DLG does not have a Procurement Officer. The unit has one member of staff, the Senior Procurement Officer - Basasibwa George.	0

1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>i. Principal Human Resource Officer, score 2 or else 0</p>	<p>Buhweju DLG has a substantive Principal Human Resources Officer- Kananura Nicholas evidenced by the letter of appointment as Principal Human Resources Officer dated 9th March 2021 referenced under Min. No. 33/DSC/2021(c). At the time of assessment, the Officer was not duly appraised.</p>	2
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>j. A Senior Environment Officer, score 2 or else 0</p>	<p>Buhweju DLG does not have a substantive Senior Environment Officer- Namara Brenda holds the position in acting capacity though no letter of assignment of duties was seen. Substantively, she is an Environment Officer evidenced by the letter of appointment as Environment Officer dated 8th January 2018 referenced under Min. No. 75 DSC 2017(5). At the time of assessment, the Officer was not duly appraised.</p>	0
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>k. Senior Land Management Officer /Physical Planner, score 2 or else 0</p>	<p>Buhweju DLG has a substantive Physical Planner – Twesigye Fredrick evidenced by the letter of appointment as Physical Planner dated 1st July 2020 referenced under Min. No. 11/DSC/2020(b). At the time of assessment, the Officer was not duly appraised.</p>	2
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>l. A Senior Accountant, score 2 or else 0</p>	<p>Buhweju DLG has a substantive Senior Accountant- Nareba Daniel evidenced by the letter of appointment as Senior Accountant dated 21st May 2015 referenced under Min. No. 25 DSC (1) 2015(3). At the time of assessment, the Officer was not duly appraised.</p>	2
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0</p>	<p>Buhweju DLG has a substantive District Internal Auditor – Mutahunga Vicent evidenced by the letter of appointment as District Internal Auditor dated 20th July 2011 referenced under Min. No. 32/06/2011(xiii). At the time of assessment, the Officer was not duly appraised as he was in study leave.</p>	2

1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0</p>	<p>Buhweju DLG does not have a substantive Principal Human Resource Officer (Secretary DSC). Twikirize Samuel Senior Assistant Secretary holds the position in acting capacity.</p>	0
2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15</p>	<p>a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).</p>	<p>Buhweju DLG has eleven LLGs. Senior Assistant Town Clerk/ Senior Assistant Secretary staff were recruited, deployed. (i) Nsika TC did not have a substantive Town clerk. (ii) Burere SC, Nyakishana SC, Karungu SC, Rwengwe SC and Buhanga SC did not have substantive Senior Assistant Secretaries as shown hereunder.</p> <p><u>Town Councils:</u></p> <p>1. <i>Nsika TC</i></p> <p>Bazokire Joseph, appointed as Assistant Town Clerk evidenced by the letter of appointment 18th June 2018 referenced under Min. No. 8 DSC 2018(1), posting instructions on assignment of duties as Ag.Town Clerk dated 20th February 2023.At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 19th July 2023.</p> <p>2. <i>Kashenyi - Kajani TC</i></p> <p>Asiimwe Denis, appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 29th January 2019 referenced under Min. No. 6 DSC 2019(1), posting instructions dated 20th February 2023.At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 22nd June 2023.</p> <p>3. <i>Nyakashaka TC</i></p> <p>Kamukama Lawrence, appointed as Principal Township Officer evidenced by the letter of appointment 9th March 2021 referenced under Min. No. 33/DSC/2021(g), posting instructions as Town Clerk dated 29th July 2021.At the time of assessment, the Officer was not duly appraised.</p> <p><u>Sub-Counties:</u></p> <p>1. <i>Burere SC</i></p> <p>Abimpa Ignatius, appointed as Parish Chief evidenced by the letter of appointment 1st July 2020 referenced under Min. No. 11/ DSC/2020(m)(i), posting instructions on assignment of duties as sub-county chief dated 31st July 2023.At the time of assessment, the Officer was found to have</p>	0

been duly appraised as evidenced by the Annual Performance Report (APR) dated 3rd July 2023.

2. Nyakishana SC

Rubafunya Isaac, appointed as Community Development Officer evidenced by the letter of appointment 26th July 2019 referenced under Min. No. 22/DSC/2019(19), assigned duties of Sub-County Chief letter dated 31st July 2023. At the time of assessment, the Officer was not duly appraised.

3. Bitsya SC

Taremwa Joseph, appointed as Senior Assistant Secretary evidenced by the letter of appointment on transfer within service dated 8th January 2018 referenced under Min. No. 75 DSC 2017(29). At the time of assessment, the Officer was not duly appraised.

4. Karungu SC

Atwine Fredrick, appointed as Senior Assistant Town Clerk evidenced by the letter of appointment 3rd May 2018 referenced under Min. No. DSC /23/ 2022/2023/(Lvii)). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 31st July 2023

5. Rwengwe SC

Ninyesiga Penetent, appointed as Senior Community Development Officer as seen on the appraisal form as there was no appointment letter and posting instructions on file due IGG investigations. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 4th July 2023.

6. Engaju SC

Biryomumaisho Gastone, appointed as Senior Assistant Secretary evidenced by the letter of appointment 3rd May 2023 referenced under Min. No. DSC 23/ 2022/2023(XXVI). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 31st July 2023

7. Bihanga SC

Natweta Vicensio, appointed as Community Development Officer evidenced by the letter of appointment 8th January 2018 referenced under Min. No. 5 DSC 2017(6) assigned duties of Sub-County Chief letter dated 31st July 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated

22nd August 2023.

8. Buhunga SC (newly created but not operational)

Biramahire Front Rogers, appointed as Senior Assistant Secretary evidenced by the letter of appointment 9th March 2021 referenced under Min. No. 32/ DSC /2021(a), assigned duties of Sub- County Chief as evidenced by letter dated 18th August 2023. At the time of assessment, the Officer was not duly appraised.

2

New Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG

Maximum score is 15

b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.

Buhweju DLG has eleven LLGs. Community Development Officer / Senior CDO staff were recruited and deployed. Nsika TC and Kashenyi -Kajani TC did not have substantive Senior Community Development Officers appointed and deployed as seen below.

0

Town Councils:

1. Nsika TC

Atwongyere Silvano appointed as Community Development Officer evidenced by the letter of appointment 6th May 2011 referenced under Min. No. 25/05/2011(7) no posting instructions. At the time of assessment, the Officer was not duly appraised.

2. Kashenyi - Kajani TC

Atuhaire Obed, appointed as Community Development Officer evidenced by the letter of appointment 12th February 2020 referenced under Min. No. 8/DSC/2020(4), no posting instructions. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 17th July 2023.

3. Nyakashaka TC

Twinomujuni Abel, appointed as Senior Community Development Officer evidenced by the letter of appointment 9th March 2021 referenced under Min. No. 33/DSC/2021(i), posting instructions dated 31st July 2023. At the time of assessment, the Officer was not duly appraised.

Sub-Counties:

1. Burere SC

Rubafunya Isaac, appointed as Community Development Officer evidenced by the letter of appointment 26th July 2019 referenced under Min. No. 22/DSC/2019(19), no posting instruction. At the time of assessment, the Officer was not duly appraised.

2. Nyakishana SC

Natweta Vicensio, appointed as Community Development Officer evidenced by the letter of appointment 8th January 2018 referenced under Min. No. 5 DSC 2017(6), no posting instructions. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 22nd August 2023.

3. Bitsya SC

Biyonza Stee Nyindo ,appointed as Community Development Officer evidenced by the letter of appointment 26th July 2019 referenced under Min. No.22/DSC 2019(20), posting instructions dated 29th July 2021.At the time of assessment, the Officer was not duly appraised.

4. Karungu SC

Tumuhairwe Mary, appointed as Community Development Officer evidenced by the letter of appointment 18th August 2008 referenced under Min. No. 66/2008(3), posting instructions dated 29th July 2021. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 8th August 2023.

5. Rwengwe SC

Mucunguzi Dan, appointed as Community Development Officer evidenced by the letter of appointment 26th July 2019 referenced under Min. No. 22/DSC/2019(21), no posting instructions. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 26th July 2023.

6. Engaju SC

Agaba Fred, appointed as Community Development Officer evidenced by the letter of appointment 1st June 2018 referenced under Min. No. 6/DSC/2018(4), posting instructions dated 18th June 2018. At the time of assessment, the Officer was not duly appraised.

7. Bihanga SC

Mandela Joan, appointed as Community Development Officer evidenced by the letter of appointment 11th June 2019 referenced under Min. No. 21/DSC/2019(21), no posting instructions. At the time of assessment, the Officer was not duly appraised.

Maximum score is 15

Assistant in all
LLGS, score 5 or
else 0.

Town Councils:

1. *Nsika TC*

Nuwenyesiga Robert, appointed as Accounts Assistant evidenced by the letter of appointment 26th July 2019 referenced under Min. No.22/DSC/2019(35), no posting instructions. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 18th July 2023.

2. *Kashenyi - Kajani TC*

Batayoga Maurice, appointed as Senior Assistant Accountant evidenced by the letter of appointment 20th June 2017 referenced under Min. No.46 DSC(III) 2017(1), posting instructions dated 23rd October 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 8th July 2023.

3. *Nyakashaka TC*

Taremwa Israel, appointed as Accounts Assistant evidenced by the letter of appointment 8th January 2018 referenced under Min. No.75 DSC 2017(19), posting instructions dated 23rd October 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 14th July 2023.

Sub-Counties:

1. Burere SC

Taremwa Israel, appointed as Accounts Assistant evidenced by the letter of appointment 8th January 2018 referenced under Min. No.75 DSC 2017(19), posting instructions (Nyakashaka TC and Burere SC) dated 23rd October 2023. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 14th July 2023.

2. *Nyakishana SC*

Mubangizi Banabas, appointed as Accounts Assistant evidenced by the letter of appointment 26th July 2019 referenced under Min. No.22/ DSC/2019(34), posting instructions dated 15th September 2022. At the time of assessment, the Officer was not duly appraised.

3. *Bitsya SC*

Natumanya Evas, appointed as Accounts Assistant evidenced by the letter of appointment 11th June 2019 referenced

under Min. No.20 DSC 2019(ii)(d), posting instructions dated 23rd October 2023. At the time of assessment, the Officer was not duly appraised.

4. *Karungu SC*

Najuna Syson, appointed as Accounts Assistant evidenced by the letter of appointment 20th July 2011 referenced under Min. No.32/06/2011(vi), posting instructions dated 23rd October 2023. At the time of assessment, the Officer was not duly appraised.

5. *Rwengwe SC*

Busingye Rosemary, appointed as Accounts Assistant evidenced by the letter of appointment 25th August 2019 referenced under Min. No. 22/ DSC/2019(41), posting instructions not on file due to IGG investigations. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 3rd July 2023.

6. *Enganju SC*

Nuwagaba Claudio, appointed as Senior Accounts Assistant evidenced by the letter of appointment 20th June 2017 referenced under Min. No.27 DSC (3) 2017(3), posting instructions dated 31st December 2021. At the time of assessment, the Officer was not duly appraised.

7. *Bihanga SC*

Mucunguzi Joseph, appointed as Accounts Assistant evidenced by the letter of appointment 8th January 2018 referenced under Min. No.75 DSC 2017(16), no posting instructions. At the time of assessment, the Officer was not duly appraised.

Environment and Social Requirements

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	A review of LG Draft Final Accounts for FY2022/23 revealed that the LG released only 98% of funds allocated to the Department of Natural Resources for FY2022/23.	0
	Maximum score is 4	a. Natural Resources department, score 2 or else 0	<p>Evidence</p> <p>Reports and Financial Statements for the Year Ended 30 June 2023. Received by Accountant General 30 August 2023.</p> <p>Amount Warranted for FY2022/23 was UGX 240,696,469</p> <p>Revised Budget Amount for FY2022/23 was UGX 246,296,000</p> <p>Calculation</p> <p>Amount Warranted/Revised Budget*100= 240,696,469/246,296,000*100=97.7%</p>	

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	A review of LG Draft Final Accounts for FY2022/23 revealed that the LG released only 62% of funds allocated to the Department of Community-Based Services for FY2022/23.	0
	Maximum score is 4	b. Community Based Services department. score 2 or else 0.	<p>Evidence</p> <p>Reports and Financial Statements for the Year Ended 30 June 2023. Received by Accountant General 30 August 2023.</p> <p>Page 15</p> <p>Amount Warranted for FY2022/23 was UGX 199,265,193</p> <p>Revised Budget Amount for FY2022/23 was UGX 320,839,410</p> <p>Calculation</p> <p>Amount Warranted/Revised Budget*100= 199,265,193/320,839,410*100 = 62%</p>	

4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0</p>	<p>There was evidence that the one DDEG-funded project for the previous FY was screened for Environmental, Social, and Climate Change;</p> <p>The construction of the administration block was screened per the screening form dated 09/08/2022.</p>	4
4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG), score 4 or 0</p>	<p>The screening for the construction of Buhweju administration block recommended developing an ESIA, however, this was not done due to lack of resources.</p>	0
4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);; score 4 or 0</p>	<p>There was no evidence that a costed ESMP was prepared for the construction of the district administration block.</p>	0

Financial management and reporting

5	<p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p>	<p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p>	<p>The list of LG audit opinions for FY 2022/23 released by OAG confirms that LG's financial statements for FY 2022/23 was unqualified.</p>	10
6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p> <p>maximum score is 10</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p> <p>score 10 or else 0.</p>	<p>The LG submitted information to the PS/ST on the status of implementation of recommendations in the Internal Auditor General and Auditor General's Report for FY2021/22 after 28 February 2023.</p> <p>Evidence</p> <p>VIDE: CR 03/1: Verification of Responses for Queries raised in 2021/2022FY dated 07 March 2023. Received by the Office of Internal Auditor General on 10 March 2023.</p>	0
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>	<p>The LG submitted the Annual Performance Contract for FY2023/24 before 31 August 2023 which was countersigned by the PS/ST.</p> <p>Evidence</p> <p>Submission of Approved Performance Contract (Form B) for Buhweju District Local Government (VOTE 815) for the FY2023/2024 dated 12 July 2023. Received by MoFPED Registry on 21 July 2023.</p> <p>The list of submissions of Performance Contracts FY2022/23 confirms that the PS/ST endorsed the Performance Contract for Buhweju DLG.</p>	4

8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The LG submitted the Annual Performance Report for FY2022/23 to MoFPED before 31 August 2023.</p> <p>Evidence</p> <p>Q4 Budget Performance Report submitted on 15 August 2023.</p>	4
9	<p>Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year</p> <p>Maximum score is 4</p>	<p>If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The LG submitted all Quarterly Budget Performance Reports (QBPR) for FY2022/23 to MoFPED before 31 August 2023.</p> <p>Evidence</p> <p>Q1 BPR FY2022/23 was submitted on 08 May 2023</p> <p>Q2 BPR FY2022/23 was submitted on 29 March 2023</p> <p>Q3 BPR FY2022/23 was submitted on 08 May 2023</p> <p>Q4 BPR FY2022/23 was submitted on 15 August 2023</p>	4

**Education Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office. <i>The Maximum Score of 70</i>	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	Buhweju DLG has a substantive District Education Officer- Tusiimwe Beatrice evidenced by the letter of appointment as District Education Officer dated 16th July 2012 referenced under Min. No. 20/2012. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	30
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office. <i>The Maximum Score of 70</i>	b) All District/Municipal Inspector of Schools, score 40 or else 0.	Buhweju DLG has three Inspectors of Schools positions (Senior Inspector of Schools 1No. & Inspector of Schools 2No.) as per the MoPS approved staff establishment structure and met the score requirement as detailed below. Senior Inspector of Schools 1. Sabiiti George Patrick, as evidenced by letter of appointment dated 20th June 2017 referenced under Min. No. 37 DSC (1) 2017(6). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 7th August 2023. Inspectors of Schools 1. Katashaya Erasmus, as evidenced by letter of appointment dated 13th Novemebr 2018 referenced under Min. No. 17 DSC 2018(4). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 12th September 2023. 2. Abeneitwe Augustus, as evidenced by letter of appointment dated 20th June 2017 referenced under Min. No. 5 DSC 2018. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 12th September 2023.	40

Environment and Social Requirements

2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence that Environmental, Social, and Climate Change screening was carried out per requirement for Education projects; The construction of a seed school at Engaju seed school was screened on 11/10/2022. The construction of a seed school at Ndibarema seed school was screened on 10/08/2022. Construction of a two-classroom block at Busheregye Primary School was screened on 08/08/2022.	15
	The Maximum score is 30			
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: b. Social Impact Assessments (ESIAs) , score 15 or else 0.	There was no evidence that the LG carried out Environment and Social Impact Assessment. The construction of a seed school at Engaju seed school was screened on 11/10/2022, however, the LG did not provide evidence of an ESIA report. The construction of a seed school at Ndibarema seed school was screened on 10/08/2022, however, the LG did not provide evidence of an ESIA report.	0
	The Maximum score is 30			

**Health Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.	Buhweju DLG does not have a substantive District Health Officer – Dr. Oyik Bruno holds the position in acting capacity as seen in a letter of assignment of duties dated 10th August 2022. Substantively, he is a Senior Medical Officer evidenced by the letter of appointment as Senior Medical Officer dated 12th February 2020 referenced under Min. No. 8/DSC/2020(1). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023. The LG requested the Ministry of Health for secondment of critical staff in this position due to failure to attract candidates due to the remoteness of the district as seen in the letter dated 27th September 2023.	0
	<i>Applicable to Districts only.</i> <i>Maximum score is 70</i>			
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0	Buhweju DLG does not have a substantive Assistant District Health Officer (Maternal Child Health and Nursing) – Atukunda Prudence holds the position in acting capacity as seen in a letter of assignment of duties dated 20th May 2014. Substantively, she is a Senior Nursing Officer evidenced by the letter of appointment dated 12th January 2023 referenced under Min. No. 19/DSC/2022(20). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023. The LG requested the Ministry of Health for secondment of critical staff in this position due to failure to attract candidates due to the remoteness of the district as seen in the letter dated 27th September 2023.	0
	<i>Applicable to Districts only.</i> <i>Maximum score is 70</i>			
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	c. Assistant District Health Officer Environmental Health, score 10 or else 0.	Buhweju DLG does not have a substantive Assistant District Health Officer (Environmental Health) – Tumuhairwe Cleophas holds the position in acting capacity as seen in a letter of assignment of duties dated 29th June 2023. Substantively, he is a Senior Environment Health Officer evidenced by the letter of appointment dated 3rd May 2023 referenced under Min. No. DSC/23/2022/2023(XXXIV). At the time of assessment, the Officer was not duly appraised. The LG requested the Ministry of Health for secondment of critical staff in this position due to failure to attract candidates due to the remoteness of the district as seen in the letter dated 27th September 2023.	0
	<i>Applicable to Districts only.</i> <i>Maximum score is 70</i>			

1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.	Buhweju DLG does not have a substantive Principal Health Inspector. The LG requested the Ministry of Health for secondment of critical staff in this position due to failure to attract candidates due to the remoteness of the district as seen in the letter dated 27th September 2023.	0
	<i>Applicable to Districts only.</i>			
	<i>Maximum score is 70</i>			
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	e. Senior Health Educator, score 10 or else 0.	Buhweju DLG does not have a substantive Senior Health Educator. Turyasingura Wycliffe holds the position in acting capacity as seen in a letter of assignment of duties as caretaker Senior Health Educator dated 16th October 2017. Substantively, he is a Senior Clinical Officer evidenced by the letter of appointment dated 26th February 2013 referenced under Min. No. 47(ii)/DSC/2013 NV DD/10/2012. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 30th June 2023.	0
	<i>Applicable to Districts only.</i>			
	<i>Maximum score is 70</i>			
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	f. Biostatistician, score 10 or 0.	Buhweju DLG has a substantive Biostatistician – Kwikiriza Kenneth evidenced by the letter of appointment dated 2nd May 2017 referenced under Min. No. 24/2017(10). At the time of assessment, the Officer was not duly appraised.	10
	<i>Applicable to Districts only.</i>			
	<i>Maximum score is 70</i>			
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	g. District Cold Chain Technician, score 10 or else 0.	Buhweju DLG has a substantive Cold Chain Technician – Asimwe Lillian evidenced by the letter of appointment dated 26th September 2016 referenced under Min. No. 50 DSC (14) 2015 (6). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 1st July 2023.	10
	<i>Applicable to Districts only.</i>			
	<i>Maximum score is 70</i>			

- 1 New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.

Applicable to MCs only.

Maximum score is 70

- 1 New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. i. Principal Health Inspector, score 20 or else 0.

Applicable to MCs only.

Maximum score is 70

- 1 New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. j. Health Educator, score 20 or else 0

Applicable to MCs only.

Maximum score is 70

Environment and Social Requirements

- 2 Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs) If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0. There was evidence that Environmental, Social, and Climate Change screening was carried out for projects implemented under Health; The upgrade of Bitisya HCII to HC III was screened on 13/10 /2022. The construction of the staff house at Engaju HC III was screened on 07/09/2022.
- Maximum score is 30

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

Maximum score is 30

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

The two projects under health did not qualify to undergo an ESIA upon being screened for environmental and social safeguards.

The upgrade of Bitisya HCII to HC III was screened on 13/10 /2022.

The construction of of staff house at Engaju HC III was screened on 07/09/2022.

**Micro-scale
Irrigation Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
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Human Resource Management and Development

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District Production Office responsible for Micro-Scale Irrigation <i>Maximum score is 70</i>	If the LG has recruited; a. the Senior Agriculture Engineer <i>score 70 or else 0.</i>	Buhweju DLG has a substantive Senior Agriculture Engineer- Nshemereirwe Flavia evidenced by the letter of appointment as Senior Agriculture Engineer dated 3rd May 2023 referenced under Min. No. DSC/23/2022/2023(xxxiii). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 16th August 2023.	70
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Environment and Social Requirements

2	New_Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed. <i>Maximum score is 30</i>	If the LG: Carried out Environmental, Social and Climate Change screening <i>score 30 or else 0.</i>	For projects under Microscale irrigation, screening was carried but the ESMPs though prepared were not costed. The reviewed projects included; The Micro-scale irrigation demonstration site at Natukuna Joseph's farm at Kyajura village was screened on 14/12/2022 with the ESMP prepared on 25/02/2023 but not costed. The Micro-scale irrigation demonstration site at Mwije Eliterino's farm at Nyakishojwa village was screened on 07/12/2022 with the ESMP prepared on 25/02/2023 but not costed. The microscale irrigation demonstration site at Nimusiima Obed's farm at Kyajura village was screened on 25/11c/2022 with the ESMP prepared on 25/02/2023 but not costed.	0
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No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	a. 1 Civil Engineer (Water), score 15 or else 0.	Buhweju DLG has a substantive Civil Engineer Water – Mutegyerize Ericson evidenced by the letter of appointment as Water Officer dated 26th February 2014 referenced under Min. No. 07(b)/1/2014. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 16th August 2023.	15
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	Buhweju DLG has an Assistant Water Officer as assigned – Atuhaire Obed evidenced by the letter of assignment of duties as Assistant District Water Officer)-Mobilization dated 22nd September 2021. At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 17th July 2023.	10
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	Buhweju DLG has a substantive Assistant Engineering Officer Water – Nkwasiabwe Samuel evidenced by the letter of appointment as AEO-Water dated 3rd May 2023 referenced under Min. No. DSC/23/2022/2023(XXVIII). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 16th August 2023.	10

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	d. 1 Natural Resources Officer, score 15 or else 0.	Buhweju DLG has a substantive District Natural Resources Officer– Birungi Clemencia evidenced by the letter of appointment as District Natural Resources Officer dated 9th March 2021 referenced under Min. No. 33/DSC/2021(j). At the time of assessment, the Officer was found to have been duly appraised as evidenced by the Annual Performance Report (APR) dated 1st July 2023.	15
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	e. 1 Environment Officer, score 10 or else 0.	Buhweju DLG has a substantive Environment Officer– Namara Brenda evidenced by the letter of appointment as Environment Officer dated 8th January 2018 referenced under Min. No. 75 DSC 2017(5). At the time of assessment, the Officer was not duly appraised.	10
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	f. Forestry Officer, score 10 or else 0.	Buhweju DLG does not have a substantive Forestry Officer. No staff member is assigned duties of Forestry Officer in the LG.	0

Environment and Social Requirements

2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	There was evidence that Environmental, Social, and Climate Change screening was carried out for water infrastructure projects in the previous FY; Construction of Kajumbura gravity flow scheme phase 1 was screened for E&S and ESMPs developed on 18/02/2022. The construction of a spring at Kibaare was screened for E&S and ESMPs developed on 06/09/2022. The construction of the rain harvesting tank at Kagorogoro was screened for E&S and ESMPs developed on 17/08/2022.	10
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2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	<p>The projects under the water sector did not qualify to undergo an ESIA upon being screened for Environmental and Social safeguards. The sampled projects included;</p> <p>Construction of Kajumbura gravity flow scheme phase 1 was screened for E&S and ESMPs developed on 18/02/2022.</p> <p>The construction of a spring at Kibaare was screened for E&S and ESMPs developed on 06/09/2022.</p> <p>The construction of the rain harvesting tank at Kagorogoro was screened for E&S and ESMPs developed on 17/08/2022.</p>	10
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	c. Ensured that the LG got abstraction permits for all piped water systems issued by DWRM, score 10 or else 0.	There was no evidence the LG Water Officer obtained abstraction permits for all piped water systems issued by the Directorate of Water Resource Management (DWRM) Ministry of Water and Environment.	0