



LGMSD 2022/23

Butambala District

(Vote Code: 608)

| Assessment | Scores |
|---|---------------|
| Crosscutting Minimum Conditions | 75% |
| Education Minimum Conditions | 60% |
| Health Minimum Conditions | 80% |
| Water & Environment Minimum Conditions | 75% |
| Micro-scale Irrigation Minimum Conditions | 100% |
| Crosscutting Performance Measures | 75% |
| Educational Performance Measures | 77% |
| Health Performance Measures | 85% |
| Water & Environment Performance Measures | 82% |
| Micro-scale Irrigation Performance Measures | 88% |

**Crosscutting
Performance
Measures**

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|---|--------------|-------------|-------------|------------|----|----|------------|----|----|----------|----|----|-----------|----|----|-------------|----|----|-------------|----|----|-----------|----|----|--------------|------------|------------|----------------|-----------|-----------|----------|
| Local Government Service Delivery Results | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Service Delivery Outcomes of DDEG investments Maximum 4 points on this performance measure | <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>There was evidence that the 2 DDEG projects implemented by Butambala LG were being utilized as per the purposes of the projects:</p> <p>1. Risograph machine at Ugx20,877,000 (Butambala Annual Performance report page 82); and</p> <p>2. Planting of a Nursery bed at Gombe T/C at Ugx 10,000,000 (Butambala Annual Performance report page 81)</p> | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | N23_Service Delivery Performance Maximum 6 points on this performance measure | <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 average score in the overall Butambala LLG performance assessment decreased from previous assessment by 2%. The LLG average scores was 93% in the year 2022 and 91% for the year 2023.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>KIBIBI T/C</td> <td>91</td> <td>95</td> </tr> <tr> <td>NGANDO S/C</td> <td>97</td> <td>91</td> </tr> <tr> <td>BULO S/C</td> <td>94</td> <td>92</td> </tr> <tr> <td>BUDDE S/C</td> <td>93</td> <td>90</td> </tr> <tr> <td>KALAMBA S/C</td> <td>95</td> <td>84</td> </tr> <tr> <td>KALAMBA T/C</td> <td>90</td> <td>92</td> </tr> <tr> <td>GOMBE T/C</td> <td>93</td> <td>90</td> </tr> <tr> <td>Total</td> <td>653</td> <td>634</td> </tr> <tr> <td>Average</td> <td>93</td> <td>91</td> </tr> </tbody> </table> <p>Average</p> | Year | 2022 | 2023 | KIBIBI T/C | 91 | 95 | NGANDO S/C | 97 | 91 | BULO S/C | 94 | 92 | BUDDE S/C | 93 | 90 | KALAMBA S/C | 95 | 84 | KALAMBA T/C | 90 | 92 | GOMBE T/C | 93 | 90 | Total | 653 | 634 | Average | 93 | 91 | 0 |
| Year | 2022 | 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KIBIBI T/C | 91 | 95 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NGANDO S/C | 97 | 91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BULO S/C | 94 | 92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BUDDE S/C | 93 | 90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA S/C | 95 | 84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA T/C | 90 | 92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| GOMBE T/C | 93 | 90 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 653 | 634 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Average | 93 | 91 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 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>There was evidence that the DDEG funded investment projects implemented in the year 2022/23 were 100 completed, these were: -</p> <ol style="list-style-type: none"> 1. Risograph machine at Ugx20,877,000 (Butambala Annual Performance report page 82); and 2. Planting of a Nursery bed at Gombe T/C at Ugx 10,000,000 (Butambala Annual Performance report page 81) | 3 |
| 3 | <p>Investment Performance</p> <p>Maximum 4 points on this performance measure</p> | <p>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:</p> <p>Score 2 or else score 0.</p> | <p>There was evidence from the LG Annual work plan (Page 46 and 47) and pages 81 and 82 of the LG 2022/23 Annual Performance Report that LG spent all the DDEG of the year 2022/23 Ugx184m on eligible projects. The projects/activities included:</p> <ol style="list-style-type: none"> 1. Risograph machine at Ugx2m; 2. Planting of a Nursery bed at Gombe T/C at Ugx 10m; 3. Capacity Building Ugx 6m; 4. Investment services Ugx8m; 5. Monitoring Ugx12m; 6. Retooling Ugx10m: and 7. LLG Ugx117. | 2 |

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

There was evidence that the variations in the contract price for sampled DDEG funded infrastructure investments for the previous FY were within +/-20% of the LG Engineers estimates in some projects. However, there was also evidence that the contract price was above -20% of the engineer's estimate for one of the sampled projects. Below were the sampled projects.

1. Construction of a 4 stance lined pit latrine at Nyangwe C/U P/S. Procurement reference number: Buta/608/works/22-23/00013. (DDEG funded)

Engineer's estimate: Ugx. 23,153,289

Contract sum: Ugx. 23,094,400

Percentage variation: 0.25%

2. Fencing of Ngando HC III. Procurement reference number: Buta/608/works/22-23/00012. (DDEG funded)

Engineer's estimate: Ugx. 18,000,000

Contract sum: Ugx. 17,947,210

Percentage variation: 0.29%

3. Construction of DHO's offices phase I. Procurement reference number: Buta/608/works/22-23/00011. (DDEG funded)

Engineer's estimate: Ugx. 146,000,000

Contract sum: Ugx. 199,464,840

Percentage variation: -36.62%

Performance Reporting and Performance Improvement

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| 4 | <p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p> | <p>a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,</p> <p>score 2 or else score 0</p> | <p>The information on the positions filled in LLGs as per minimum staffing standards was accurate in the three sampled LLGs,</p> <p>1. Ngando S/C had 12 out of 18 staff recruited and included; Senior Assistant Secretary, Assistant Accountant (Senior Account Assistant), Account Assistant, 4 Parish Chiefs, CDO, Agricultural Officer, Veterinary Officer, Assistant Veterinary Officer, Office Attendant and Health Assistant. Therefore, the Sub County had information on the positions filled as per minimum staffing standards was accurate as reflected in the staff in post above</p> <p>2. Kalamba S/C had 10 out of 18 staff recruited and included; Senior Assistant Secretary, Assistant Accountant (Senior Account Assistant), Account Assistant, 4 Parish Chiefs, CDO, Agricultural Officer, Veterinary Officer, Assistant Veterinary Officer, Office Attendant and Health Assistant. Therefore, the Sub County had information on the positions filled as per minimum staffing standards was accurate as reflected in the staff in post.</p> <p>3. Bulu S/C had 13 out of 18 staff recruited and included; Senior Assistant Secretary, Assistant Accountant (Senior Account Assistant), Account Assistant, 5 Parish Chiefs, CDO, Agricultural Officer, Assistant Agricultural Officer, Assistant Veterinary Officer, and Office Attendant. Therefore, the Sub County had information on the positions filled as per minimum staffing standards was accurate as reflected in the staff in post.</p> | 2 |
| 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>There was evidence that the 2 DDEG projects were 100% complete as reported in the Annual Performance Report report pages 86 and 87.:</p> <p>1. Risograph machine at Ugx20,877,000 ; and</p> <p>2. Planting of a Nursery bed at Gombe T/C at Ugx 10,000,000.</p> | 2 |

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| 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>The deviations between Butambala LG LLGs results and IVA were within +-10.</p> <p>Bulo SC, LG result was 92, IVA was 91, variance -1;</p> <p>Gombe SC, LG result was 93, IVA was 85, variance -8;</p> <p>Ngando SC, LG result was 93, IVA was 86, variance -7;</p> <p>Kalamba SC, LG result was 90, IVA was 89, variance -1</p> | 4 |
| | | score 4 or else 0 | | |
| | | <p>NB: The Source is the OPAMS Data Generated by OPM.</p> | | |
| 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>There was evidence at the time of assessment that the LG developed a performance improvement plan (PIP) dated 26th June, 2022 for all the 6 LLGs including the (30%) lowest performing i.e Gombe T/C and Budde S/C in the National Assessment for FY 2022/23. The areas of improvement in the plan were revenue mobilization strategies, minute writing, planning and budgeting for 6 SAS/Town Clerks, 6 CDOs and 25 Parish chiefs/Town agents; preparation of final accounts for 6 Accounts staff.</p> | 2 |
| | | Score: 2 or else score 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>There was evidence at the time of assessment that the LG had implemented the PIP for the 30 % lowest performing LLGs (Gombe T/C and Budde S/C) in the National Assessment FY 2022/23 as indicated in the mentoring report dated 10/1/2023. The area mentored was preparation of annual workplan budget in consistency with the development plan and revenue mobilization strategies</p> | 2 |
| | | Score 2 or else score 0 | | |

Human Resource Management and Development

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| 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>There was no evidence at the time of assessment that the Local Government had submitted the recruitment plan for the financial year 2024/25 to the Ministry of Finance ,Planning and Economic Development, Ministry of Local Government , and, the Ministry of Public Service within the prescribed period of 30/9/203. The submission to Ministry of Finance ,Planning and Economic Development was on 3/11/2023.</p> | 0 |
| | | Score 2 or else score 0 | | |

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| 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>There was no evidence on file that the Local Government conducted a tracking and analysis of staff attendance as guided by the Ministry of Public service SCI.</p> | 0 |
| Score 2 or else score 0 | | | | |
| 7 | <p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p> | <p>i. Evidence that the LG has conducted an appraisal with the following features:</p> <p>HODs have been appraised as per guidelines issued by MoPS during the previous</p> | <p>There was evidence at the time of assessment that the LG appraised all HODs as prescribed by MoPS guidelines as follows:.</p> <p>Apart from CFO (Wandera Joseph) who was appraised on 28/6/2023, the other six (6) HODs District Education Officer (Ssebakumba John), District Community Development Officer (Wamala Sarah), District Planner (Kato Patrick), District production Officer (Sentongo Robert), District Health Officer (Dr Sekamatte Samuel) and District commercial Officer (Lubega Faisal) were appraised on 30/6/ 2023 which was within the prescribed date of 30/6/2023.</p> | 1 |
| FY: Score 1 or else 0 | | | | |
| 7 | <p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p> | <p>ii. (in addition to “a” above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:</p> | <p>There was evidence that administrative rewards and sanctions were implemented as provided for in the guidelines. The rewards and sanctions committee discussed in a meeting held on 2/2/2023, the cases of failure by Agriculture Officer -Gombe Town Council (Kijambu Timothy) to prepare and submit monthly reports in time and irregular attendance to duty by Assistant Agriculture Officer (Sseguya John Bosco) all were cautioned.</p> | 1 |
| Score 1 or else 0 | | | | |
| 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>The Consultative Committee (CC) for staff grievance redress had a membership of 9 (Town Clerk-Lwanga Henry - Chairperson, Senior Human Resource Officer-Nakigozi Shamimu-Secretary, Private school teachers Union Representative (Sekitto Christopher), UNATO representative- Wenkya Shaban, Labour Officer-Nansubuga Shamimu, DHO- Dr Sekamatte, DEO-Ssebakumba John, Assistant DHO- Namuli Winfred, Uganda Professional Science Teachers Union- Lukyamuzi Sam, PACAO representative-Mukasa Gabriel and Farmer Agro based workers Union- Dr Kaffero.</p> | 0 |
| Score 1 or else 0 | | | <p>There was no evidence that the Consultative Committee (CC) was functional as there were no minutes.</p> | |

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| 8 | Payroll management Maximum 1 point on this Performance Measure or else score 0 | a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: Score 1. | Butambala District Local Government submitted a request for clearance to recruit staff to MoPS on 30/09/2022 and MoPS in a letter dated 6/1/2023 to CAO declined to grant permission to recruit. Therefore, the accessibility of recruited staff to the salary payroll during the previous FY, not later than 2 months after appointment was not applicable. | 1 |
| 9 | 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. | <p>There was no evidence that all the 14 pensioners retired during the previous FY 2022/23 accessed the pension pay roll within the prescribed period of two months after retirement. Two pensioners Mustapha Sseguja Bukulu retired on the 27/10/ 2022 and accessed the pension pay roll on 6/1/ 2023 and Kayima Leonard retired on the 17/12/ 2022 and accessed the pension pay roll on 15/3/ 2022 beyond the mandatory 2months</p> <p>The other 12 pensioners were retired and accessed the pension payroll within within two months of retirement as follows:</p> <ul style="list-style-type: none"> • Bongole Emmanuel retired on 25/12/2022 accessed pension pay roll in 28/1/2023; • Marriam Naluyange retired on the 25/10/ 2022 and accessed the pension pay roll on 28/1/ 2023 • Mayombwe Yahaya retired on the 23/03/ 2023 and accessed the pension pay roll on 6/4/ 2023; • Nalweyiso Violet was retired on 22/10/2022 and accessed the pension pay roll on 15/11/2022. • Ddamba Vicent retired on the 1/10/ 2022 and accessed the pension pay roll on 15/12/ 2022; • Wanditi Micheal Musa retired on the 20/10/ 2022 and accessed the pension pay roll on 15/12/2022; • Lule Ibrahim retired on the 11/04/ 2023 and accessed the pension pay roll on 28/5/2023; • Ddembe Fred retired on the 10/02/2023 and accessed the pension pay roll on 15/03/ 2022; • Sirajje Jeke retired on the 10/01/2023 and accessed the pension pay roll on 15/3/2023; • Tambulira Simon retired on the 1/02/ 2023 and accessed the pension pay roll on 15/3/2023; • Kagimu Shaban retired on the 11/01/2023 and accessed the pension pay roll on 15/03/2023; and • Wandulu Christopher retired on the 05/05/2023 and accessed the pension pay roll on 28/06/2023 | 0 |

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| 10 | 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 | Butambala LG transferred DDEG funds in full to LLGs. A total of UGX 321,680,301 as budgeted for in the year 2022/23, was fully transferred to LLGs as below: Quarter 1&2 Ugx 39,091,626 was transferred on 13/10/2022; and Quarter 3 Ugx 78,171,244 was transferred on 18/1/2023. | 2 |
| 10 | N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure | 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). Score: 2 or else score 0 | The LG did not submit warrants in time for DDEG transfers to LLGs: Quarter 1&2 warrant was on 13/10/2022, expenditure limits date was 30/9/2022; 13 days and Quarter 3 warrant was on 11/1/2023 , expenditure limits date was 29/12/2022. | 0 |
| 10 | N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure | c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter: Score 2 or else score 0 | The LG did not invoice in time for DDEG transfers to LLGs: Quarter 1&2 invoiced on 20/10/2022, expenditure limits date was 30/9/2022; 20 days and Quarter 3 invoiced on 6/2/2023 , expenditure limits date was 29/12/2022; 23 days | 0 |
| 11 | Routine oversight and monitoring Maximum 4 points on this Performance Measure | a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines: Score 2 or else score 0 | There was evidence that the LG supervised and mentored all LLGs at least once quarterly: Q1 mentoring report dated 29/9/2022 done in TPC, focus was on Accountability; Q2 mentoring report dated 10/11/2022 done in Bulo and Ngando SC, focus was on book keeping; Q3 mentoring was done on 10/1/2023 done in Gombe TC, focus was on Reporting; and Q4 mentoring was done on 5/6/2023 done in Ngando SC, focus was on Monitoring & Evaluation.. | 2 |

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| 11 | Routine oversight and monitoring Maximum 4 points on this Performance Measure | b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up: Score 2 or else score 0 | There was evidence that the supervision and monitoring reports were discussed in the TPC of 27/10/2022 MIN 05/10/2022, and 28/6/2023 MIN02/TPC/06/23. | 2 |
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Investment Management

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| 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 | Butambala LG maintained an up-dated assets register covering details on buildings, vehicle, Land etc. as per format in the accounting manual and was last updated on June 30,2023. Assets breakdown from the draft Financial Statements for the year ended 30 June 2023 were as below: 1. Land Ugx ; 20,000,000; 2. Building and structures: a) Non Residential buildings Ugx;4,623,316,977; b) Residential buildings Ugx 383,314,159; 3. Roads and bridges Ugx 615,614,176; 4. Others Ugx 445,849,686; 5.Office equipment Ugx 45,335,654; 6.ICT equipment Ugx 172,323,877; Medical equipment Ugx 185,043,299; 7.Furniture and Fittings Ugx ;113,782,844; Laboratory eqt Ugx55,926,100; 8. Cultivated assets Ugx 131,299,683; 9.Motor vehicles Ugx 295,500,000; 10. Motorcycles and Bic Ugx 36,000,000; 11. others Ugx152,463,337; and Others Ugx 188.770.317. Total Ugx7,464,540,110 Source: Stores and Inventory account page 42 of the LG draft accounts 2022/23 | 2 |
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| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p> | <p>There was evidence that Butambala LG used the Board of Survey Report dated 30/8/2022 to make Assets Management decisions, motor vehicle reg. no LG0059/34 was disposed off at Ugx42m on 28/6/2023 as recommended.</p> | 1 |
| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>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.</p> | <p>Butambala LG submitted only 2 minutes of the Physical Planning Committee to MoLHUD instead of the required 4:</p> <ol style="list-style-type: none"> 1. Minutes dated 30/9/2022 submitted on 20/5/2023; 2. Minutes dated 27/6/2022 submitted on 18/11/2022 3. Minutes dated 4/5/2023 was not submitted at the time of the assessment. <p>The committee was constituted with 14 members Lugyumya, Nadembe, Kiseeka, Waswa, Sebakumba, Kabogoza, Naigembe, Wamala, Sekamatte, Walugembe, Semuwemba, Lwanga, Nanyanzi and Masitura appointed by the CAO on 11/4/2022. Submission of new investments were considered within 30 days of submission. Butambala LG did not have an approved Physical Development Plan.</p> | 0 |
| 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>Score 2 or else score 0</p> | <p>The LG conducted desk appraisals, the investment derived from the LG Development Plan 2020/21-2024/25 (Page 175-208) and were eligible for funding under sector guidelines as indicated in the minutes dated 2/11/2021 for the projects implemented in the year 2022/23.</p> <p>The projects appraised included:</p> <ol style="list-style-type: none"> 1. Risograph machine at Ugx20,877,000; and 2. Planting of a Nursery bed at Gombe T/C at Ugx 10,000,000. | 2 |

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| 12 | <p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p> | <p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p> | <p>Butambala LG conducted field appraisal, the investments were technically feasible, environmentally and socially acceptable and was customized for investment as indicated in report dated 17/12/2021, for the project implemented in the year 2022/23. This was the planting of a Nursery bed at Gombe T/C at Ugx10,000,000.</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>Score 1 or else score 0.</p> | <p>There was evidence that the project profiles with costing were developed and discussed by TPC for all investments in the AWP for the current FY 2023/24. These projects were discussed in the meeting of 27/10/2022 MIN 05/10/2022. They included:</p> <ol style="list-style-type: none"> 1. Construction of a 4 classroom block at Kibibi Umea P/S Ugx180,000,000; 2. Construction of a 5 stance Pit latrine at Kinoni P/S & Bukesa P/S Ugx54,000,000; and 3. Extension of water piped system in Kanyogoga- Butende 3km in Ngando S/C Ugx 120,000,000. | 1 |
| 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>There WAS Evidence that Butambala DLG carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG) for the previous FY (2022-2023 FY) as exemplified by the following projects that were funded under DDEG in the previous FY and that also had completed Environmental and Social Screening Forms (ESSFs) and Costed ESMPs:</p> <p>- Butambala DLG Department of Environment and Natural Resources presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Construction of Four (4) Stance Lined Pit Latrine at Mayungwe P/S in Kyerima Village, Bulu Sub-county under DDEG Funding, ESSF and Costed ESMP dated 1st/June/2023, Signed by District Environmental Officer - Nakawungu Mastula, Signed by Senior Community Development Officer - Kayongo Sam.</p> | 2 |

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| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p> | <p>There was evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan. Below were some of the DDEG projects incorporated into the the current FY plan;</p> <ol style="list-style-type: none"> 1. Establishment of a tree nursery under Natural resources, budgeted at 10,000,000/= 2. Supply of medical equipment for health units, budgeted at 1,4000,000,000/= 3. Supply of assorted furniture for district and lower local government, budgeted at 33,347,000/= 4. Supply of computers (Desk top and Laptop), budgeted at 31,500,000/=. <p>This was consolidated on 30th/8/2023, signed by Mr. Ssenyomo Isaac, SPO, Mr. Lujunwa Nathan, CAO dated 25th/07/2023.</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 all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction. CC meeting dated 18th/7/2023 chaired by Ms.Namutebi Josephine, Mr, Tumwesigye Salien, Ms.Sarah Wamala and Mr.Ssenyomo Isaac as the secretary approved the infrastructural projects to be implemented under CC minute number 003/07/2023.</p> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:</p> <p>Score 1 or else 0</p> | <p>There was evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff;</p> <ol style="list-style-type: none"> 1.Mr.Ssebakumba John-DEO - contracts manager - education projects 2.Dr.Ssekamatte Samuel, District Health Officer, (Health projects) 3. Ms. Naigemebe Jesca-Ag.DE -supervisor 4.Hajjat Wamala Sarah -CDO 5. Ms.Nakawungu Mastula -EO 6.Mr. Kayinga Geoffrey-AEW- Water projects 7. Mr. Muwagga Fred-DIA. These were established and ppointed by Mr. Lujunwa Nathan-CAO dated 20th/10/2022. | 1 |

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| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:</p> | <p>From the sampled DDEG project, there was evidence that the implemented projects did not follow the standard technical designs provided by the LG Engineer. Below were the sampled projects;</p> | 0 |
| | | <p>Score 1 or else score 0</p> | <p>1. The construction of a 4 stance Lined VIP latrine at Bulu C/U P/S. Procurement number:Buta/608/works/22-23/00013. The walls were 160mm thick, 3 partition of VIP toilets and one section for disabled people with partition spaces of 1.1x1.7m each, however the the section for the disabled people lacked the handles to support the disabled people.</p> | |
| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>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.</p> | <p>There was 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</p> | 2 |
| | | <p>Score 2 or else score 0</p> | <p>. Below were the sampled projects;</p> <p>1.The construction of a 4 stance Lined VIP latrine at Bulu C/U P/S. Procurement number:Buta/608/works/22-23/00013.</p> <p>2. Construction of a 3 classroom block at Mabanda P/S. Procurement number:Buta/608/works/22-23/00012.</p> <p>The two sampled projects had a contract duration of 4 months. The following supervision minutes were availed dated 24th/3/2023,10th/1/2023,8th/12/2023, These were signed by Ms. Nakawungu Mastula -EO,Mr. Kayongo Sam-CDO,Mr. Mukasa Gabriel-P/A CAO, Mr. Geoffrey Muwesi -Contractor, Mr. Ssebakumba John and Mr.Kayinga Geeoffrey - ADE</p> | |
| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):</p> | <p>There was evidence that the LG has verified and initiated payments of contractors within a specified timeframes as the contract.</p> | 1 |
| | | <p>Score 1 or else score 0</p> | <p>Voucher number 5899918, dated 15th/6/2023 amounting to Ugx.74,161,466 was requested on 23rd/5/2023 by Mr. Mwesi Geoffrey amounting to Ugx. 91,869,804 and it was certified on 24th/5/23 signed by Ms.Naigembe Jesca Ag,DE, Ms.Nakawungu Mastula -D/EO and verified by Mr.Muwagga Fred -DIA. (23rd/5/202-15th/6/2023 it was with the 2 months)</p> <p>Voucher number 4690843 dated 30th/03/2023 amounting to Ugx.48,107,696 was requested on 17th/2/2023 by Mr. Mwesi Geoffrey amounting to Ugx.50,684,894and it was certified on 16th/3/23 signed by Ms.Naigembe Jesca Ag,DE, Ms.Nakawungu Mastula -D/EO and verified by Mr.Muwagga Fred -DIA. 17th/2/2023-30th/03/2023 it was with the 2 months)</p> | |

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| 13 | <p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p> | <p>g. The LG has a complete procurement file in place for each contract with all records as required by the PPDA Law:</p> <p>Score 1 or else 0</p> | <p>There was evidence that LG had a complete procurement file in place for each contract with all records as required by the PPDA Law. Sampled project was;</p> <p>1. Construction of a 3 classroom block at Mabanda DLG Islamic P/S. Procurement number: Buta/608/works/22-23/00001.</p> <p>open bid method was used, Evaluation was done on 27th/09/2022, M/s Kanyenya Engineering works Ltd was evaluated as the BEB dated 29th/9/2022 contract sum of Ugx 139,977,500 under cc minute number: 003/09/2022 in the CC meeting chaired by Ms. Namutebi Josephine and recorded by Mr. Ssenyomo Isaac-SPO,</p> <p>Contract was awarded 13th/10/2022 signed between th LG and M/s Kanyenya Engineering works Ltd. Signed by Mr. Lujunwa Nathan-CAO, Mr.Ssenyomo Isaac -SPO.</p> <p>2. Construction of a 4 stance lined pit latrine at Mayungwe C/U P/S Bulu S/C. Procurement number: Buta/608/works/22-23/00013. Selective bid method was used. Evaluation was done on 20th/02/2022, M/s Lugaaga Technical Services Ltd was evaluated as the BEB dated 23rd/2/2022 contract sum of Ugx 094,400 under cc minute number: 003/09/2022 in the CC meeting chaired by Ms. Namutebi Josephine and recorded by Mr. Ssenyomo Isaac-SPO,</p> <p>Contract was awarded 13th/10/2022 signed between th LG and M/s Kanyenya Engineering works Ltd. Signed by Mr. Lujunwa Nathan-CAO, Mr.Ssenyomo Isaac -SPO.</p> | 1 |
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Environment and Social Safeguards

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| 14 | <p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p> | <p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p> | <p>There was evidence that the Butambala DLG 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. The situation that obtained was as follows:</p> <p>i) A letter written by Lujumwa Nathan the CAO, Ref: CR/BTL/214/17 dated 10/07/2022 appointed Nantongo Lydia the CDO as Focal person for the Grievance Redress Committee;</p> <p>ii) A letter written by Lujumwa Nathan the CAO, Ref: CR/BTL/214/17 dated 10/07/2022 appointed 11 staff to the Grievance Redress Committee. Mukasa Gabriel was Chairperson, Nantongo Lydia as Secretary and the rest were Committee Members.</p> | 2 |
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| 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>There was evidence that Butambala DLG had specified a system for recording, investigating and responding to grievances, which included a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district offices.</p> <p>The first entry in the Complaints Log was dated 07/08/2022 and that of Pump failure at Musa Numba of Butawuka, Bulu sub county. The matter was reported to the Senior Agricultural Engineer who is recorded to have visited the site and resolved the matter (which was a loose pump connection).</p> <p>The latest entry was dated 17/10/2023 and was that of non-functionality of borehole in Kibibi Mugombe. The Complaint was recorded not to have been resolved yet because the community was said to have lacked funds.</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>GRM was displayed on the Education department noticeboard.</p> <p>Log of grievances showed they were investigated and responded to. The case recorded on 07/07/2022 was about a child was registered to sit for PLE in 2022 at Butende UMEA primary school. The matter was reported by Nagadya Lovinsa to the inspector of Schools. The inspector of Schools wrote to the headmaster for quick response. Child was later registered.</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>There was evidence that Environment, Social and Climate change interventions were integrated into LG Development Plans, annual work plans and budgets (page 46), Ugx10m was budgeted for a tree nursery in Gombe.</p> | 1 |

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| 15 | Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure | 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 score 1 or else 0 | There was evidence that DDEG guidelines were given to LLGs in the LG TPC meeting of 27/10/2022 MIN06/10/2022, attended by all LLGS including Budde and Ngando SC. | 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 | There was evidence that Butambala DLG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY. The BoQ stated that: 1) Plant and ensure establishment of three improved Tree seedlings (mangoes, oranges, 'Kitafeli' (Anona sp.), Jack Fruit and Guavas at UGX10,000/-, 2) Limit vegetation clearance to the recommended working area at UGX290,000/- | 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 | There was additional costing for the following: 1) Plant and ensure establishment of three improved Tree seedlings (mangoes, oranges, 'Kitafeli' (Anona sp.), Jack Fruit and Guavas at UGX10,000/-, 2) Limit vegetation clearance to the recommended working area at UGX290,000/-. | 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 | There was no evidence that all projects were implemented on land where the DLG had proof of ownership, access and availability without any encumbrances. Butambala DLG implemented only one DDEG funded project during the period under review. The implemented project was Construction of Four (4)-Stance Lined Pit Latrine at Mayungwe P/S in Kyerima Village, Bulu Sub-county under DDEG Funding. There was no proof of land ownership, access and availability without any encumbrances for the particular project mentioned above. | 0 |

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| 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 Butambala DLG environmental officer and CDO conducted support supervision and monitoring to ascertain compliance with ESMPs; and provided monthly reports. A monitoring report for construction of a 4-stance lined pit latrine at Mayungwe primary school in Kyerima Village, Bulo sub county was availed. The report was prepared by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam. It was dated 04/07/2023 (the report was prepared in this FY because of late release of funds resulting in delayed implementation of the project). However, zero score was awarded in this particular case since the criteria for awarding marks included monthly reports and yet only one monthly report was availed by the DLG. | 0 |
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| 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 Butambala DLG had E & S Compliance Forms and Contractor Payment Certificates signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects. | 0 |
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Financial management

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| 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 | All the 2 bank accounts run by Butambala LG had their monthly reconciliations done up to October 31, 2023. These were: 1. General Fund in Stanbic Bank; and 2. UWEP in Centenary. | 2 |
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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>a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.</p> <p>Score 2 or else score 0</p> | <p>There was evidence that Butambala LG produced all quarterly internal audit (IA) reports for the year 2022/23.</p> <p>Quarter 1 report was prepared on 10/10/2022, main issue was lack of budgets for Kyabadaza HCIII;</p> <p>Quarter 2 report was prepared on 25/1/2023, main issue was poor record keeping at Budde PS;</p> <p>Quarter 3 report was prepared 19/4/2023, main issue was unaccounted for funds in production department worth Ugx 350,000; and</p> <p>Quarter 4 report was prepared on 29/7/2023, main issue was poor roads infrastructure management.</p> | 2 |
| 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 had provided status of implementation of internal audit findings to the LG PAC for all the 4 quarters:</p> <p>Quarter 1 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 10/10/2022;</p> <p>Quarter 2 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 25/1/2023;</p> <p>Quarter 3 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 19/4/2023; and</p> <p>Quarter 4 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 29/7/2023.</p> | 1 |
| 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>There was evidence that all the 4 quarterly audit reports were discussed:-</p> <p>Quarter 1 report was discussed and reviewed on 20/12/2022 as per LG PAC MIN.04/12/2022;</p> <p>Quarter 2 report was discussed and reviewed on 23/3/2023 as per LG PAC MIN 05/03/2023;</p> <p>Quarter 3 report was discussed and reviewed on 16/5/2023 as per LG PAC MIN03/05/2023; and</p> <p>Quarter 4 report was discussed and reviewed on 28/8/2023 as per LG PAC invitation letter dated 10/8/2023 for the meeting on 28/8/2023. PAC Minutes were not ready.</p> | 1 |

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>The actual/budget local revenue collection ratio for the FY 2022/23 was 61% (UGX104,341,718 / 171,168,775). This was a budget variance of 39% which was not within +/- 10 %.</p> <p>(Source: LG draft Final accounts for FY 2022/23 page 9 and the LG Approved Work Plan and Budget for 2022/23 page 1.)</p> <p>Note that the local revenue shown in 2022/23 draft Financial Statements of 357,691,718 included one off disposal of Ugx160,000,000 and farmers co funding of Micro Irrigation scheme of Ugx93,350,000 not budgeted for under local revenue. Therefore OSR was only Ugx104,341,718.</p> | 0 |
| 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>The LG OSR decreased by 33% from UGX 154,762,057 in the FY 2021/22 to UGX 104,351,718 in the FY 2022/23. (Source: LG audited accounts for Financial Year (FY) 2021/22 page 9 and draft accounts for the year 2022/23 page 9).</p> <p>Note that the local revenue shown in 2022/23 draft Financial Statements of 357,691,718 included one off disposal of Ugx160,000,000 and farmers co funding of Micro Irrigation scheme not budgeted for under local revenue. Therefore OSR was only Ugx104,341,718.</p> | 0 |
| 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>The shareable revenue of Ugx 26,153,000 was transferred at 65% to the 4 Sub Counties as required:</p> <ol style="list-style-type: none"> 1. Bulo SC Ugx 8,594,000; 2. Ngando SC Ugx 1,806,000; 3. Budde SC Ugx 6,100,000; and 4. Kalamba SC Ugx 500,000. <p>Ugx 9,153,000 was retained by the District at 35%.</p> | 2 |

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 are published, refer to the following projects.</p> <p>1.The construction of a 4 stance Lined VIP latrine at Bulu C/U P/S. Procurement number:Buta/608/works/22-23/00013. Contract sum: Ugx.23,094,400 BEB:M/s Lugaaga Technical Services Ltd Displayed on 23rd/2/23 and removed 28th/2/23.</p> <p>2. The Construction of a 3classroom block at Mabanda DLG Islamic P/S. Procurement number:Buta/608/works/22-23/00001 P/S. Procurement number:Buta/608/works/22-23/00001. Contract sum: Ugx.139,977,500 BEB:M/s Kanyenya Engineering works Ltd Displayed on 29th/9/2022 and removed 12th/10/2022</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>Butambala performance assessment results for the year 2021/22 together with the implications date1/3/2023 were available on the LG notice board at the time of the assessment on November 28,2023.</p> | 2 |
| 21 | <p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p> | <p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p> | <p>There was evidence that the LG during the year 2022/23 conducted discussions with the public to provide feed-back on status of activity implementation: A stakeholders meeting was held as per report dated 16/11/2022 at Gombe Hospital mail hall. Discussions were on the achievements of 2021/22 and priorities for the year 2022/23.</p> | 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>There was evidence that the LG made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal dated 8/4/2023 on the notice board.</p> | 1 |

Reporting to IGG

Maximum 1 point on
this Performance
Measure

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

Butambala LG did not have any IGG case during the assessment year 2022/23.

**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>The PLE pass rate between 2020 and 2022 declined by 2% as detailed below:</p> <p>2020: DIV. 1: 516, DIV. 2: 2016, DIV. 3: 602, Absentees:175. Total number of registered candidates was 4070 Total number of candidates who sat was 3895.TOT. who passed= 3134. Percentage pass =3134/3895 x 100= 80%.</p> <p>2022: DIV. 1: 515, DIV.2: 2124, DIV.3:720. Absentees:216, Total registered candidates were 4522 TOT. who sat = 4306, TOT. who passed = 3359 .Percentage pass = 3359/4306 x 100 =78% Pass rate between 2020 and 2022 is therefore, 78-80 = -2%.</p> <p>This was verified from the results sheet from UNEB which was provided by the DEO's office.</p> | 0 |
| 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>The LG UCE pass rate declined between the previous school year but one (2020) and the previous year. (2022) by 23% as detailed below;</p> <p>2020: DIV.1:381, DIV.2: 436, DIV.3: 486, Absentees - 27, Total number of registered candidates was1622 TOT. who sat =1595, TOT who passed = 1303. Percentage pass was 1303/1595x100=82%.</p> <p>2022: DIV.1:441, DIV.2: 595, DIV.3:610. Total number of absentees - 27, Total number of registered candidates was - 2809, TOT. who sat =2782, TOT who passed = 1646. Percentage pass was 1646/2780x100= 59%.</p> <p>UCE pass rate between 2020 and 2022 was therefore 59-82= -23 % NB: The information was obtained from the results analysis from the DEO's office.</p> | 0 |

2

N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment.

Maximum 2 points

a) Average score in the education LLG performance has improved between the previous year but one and the previous year

- By more than 5%, score 2
- Between 1 and 5%, score 1
- No Improvement, score 0

NB: If the previous average score was 95% and above, Score 2 for any increase.

The average score in the education LLG performance was 100% in 2021/22 and 100% in 2022/23.

| Year | 22 | 23 |
|----------------|------------|------------|
| KIBIBI T/C | 100 | 100 |
| NGANDO S/C | 100 | 100 |
| BULO S/C | 100 | 100 |
| BUDDE S/C | 100 | 100 |
| KALAMBA S/C | 100 | 100 |
| KALAMBA T/C | 100 | 100 |
| GOMBE T/C | 100 | 100 |
| Total | 700 | 700 |
| Average | 100 | 100 |

Source: OPM LLG generated reports for 2022 and 2023

2

3

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

Maximum 8 points on this performance measure

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

LG Education department spent the development grant on the construction of a three classroom block at Mabanda Islamic PS at a cost of 140,000,000= according to quarter four budget performance report page 72 dated 8/8/2023.

2

3

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

There was evidence that the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the year 2022/23 before the LG made payments to the contractors:-

1. A retention the construction of Seed SSS by Haso Ltd at in Budde SCn at Ugx 60m had been certified by the DEO, Environment Officer and CDO on 17/6/2020 before payment on 15/6/2023;
2. A retention the construction of a pit latrine by Bwanga Ltd at Kabira PS ,Ugx 1,249,506 had been certified by the DEO, Environment Officer and CDO on 28/3/2022 before payment on 30/3/2023; and
3. A retention the construction of a pit latrine by Lugaga Ltd at Wamala PS ,Ugx 4.5m had been certified by the DEO, Environment Officer and CDO on 3/1/2022 before payment on 30/3/2023.

2

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| 3 | <p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p> | <p>c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0</p> | <p>There was evidence that the variations in the contract price are within +/-20% of the MoWT estimates. Below were the sampled projects;</p> <ol style="list-style-type: none"> 1. Construction of a 4 stance lined pit latrine at Nyangwe C/U P/S. Procurement reference number:Buta/608/works/22-23/00013. (DDEG funded) <p>Engineer's estimate: Ugx. 23,153,289</p> <p>Contract sum: Ugx. 23,094,400</p> <p>Percentage variation: 0.25%</p> <ol style="list-style-type: none"> 2. Construction of Mabanda Islamic P/S Kalamba TC . Procurement reference number:Buta/608/works/22-23/00001. (SFG funded) <p>Engineer's estimate: Ugx. 140,000,000</p> <p>Contract sum: Ugx. 139,977,500</p> <p>Percentage variation: 0.016%</p> | 2 |
| 3 | <p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p> | <p>d) Evidence that education projects (Seed Secondary Schools)were completed as per the work plan in the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0 | <p>The indicator is not applicable since there was no seed secondary school implemented in the previous FY.</p> | 2 |
| 4 | <p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p> | <p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> • If 100%: score 3 • If 80 - 99%: score 2 • If 70 – 79% score: 1 • Below 70% score 0 | <p>At the time of assessment the LG had recruited 618 out 680 required primary school teachers giving 90% recruitment status.</p> | 2 |

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

Maximum 6 points on this performance measure

b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,

- If above 70% and above score: 3
- If between 60 - 69%, score: 2
- If between 50 - 59%, score: 1
- Below 50 score: 0

Basic Minimum Standards as per Guidelines are : 1; At least 3 Permanent Classrooms complete with storage Lockers and Pupil: Classroom Ratio of 1:53. 2; Desk to Pupil Ratio of 1:3 students. 3; Latrine stance - Pupil ratio of 1:40. 4; Accommodation of at least 4 Teachers. 5; Water Tank of at least 10,000 Liters and 6; At least one changing Room per school.

From the list of registered UPE and USE schools and the consolidated Schools Asset Register (Format 1: Education Facility Register at LG Level), for both UPE and USE Schools from the previous two FYs i.e. 2021/2022 and 2022/23 updated on 13/6/2023, there were 68 UPE schools with total enrolment of 21,626 pupils, total number of classrooms - 727. Classroom - pupil ratio, 1:30=176%; total number of latrine stances - 1116. Latrine - pupil ratio - 1:20=200%; total number of desks - 9069. Desk - pupil ratio - 1:2=150%, total number of teachers' accommodation 312. school accommodation ratio was 1 to 4.5=125% meeting 100% minimum requirement.

For USE, total enrolment of the 11 schools was 5435. Total number of classrooms - 179. Classroom - student ratio - 1:30, total number of latrine stances - 184 .Latrine - student ratio - 1:30=133%, total number of desks - 2631. Desk - student ratio - 1:2=150%., staff accommodation - 96. accommodation school ratio - 1 to 9=225%, meeting 100% of the minimum requirement. NB: 100% of the UPE schools and 100% of the USE schools met the minimum standards giving the district average performance at 100%.

Performance Reporting and Performance Improvement

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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>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> | <p>The LG accurately reported on Teachers and where they were deployed . According to the record of staff deployment verified, there was a total of 618 teachers in the district. This was verified from the deployment list dated 6/1/2023.</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>From the Sampled Schools the teachers were in schools where they were deployed. The Staff list for Schools, deployment and Staff attendance registers were verified on 27/11/2023 and below were the findings:</p> | |
| | | | <p>1. Kayenje C/U Primary school—Urban (15 teachers)</p> | |
| | | | <p>Wbalanda Wilson - head teacher, Ssentongo Joseph, Nakawunde Josephine, Tamirawo Mary, Baziba Mohammad, Nabawanuka Rachel, Juuko Stephen, Naggayii Hajara, Nsangi Getrude, Kanyago Hadijah, Adeke Evaline, Opio Jimmy, Auma Jimmy, Opio Alex and Nalule Harriet.</p> | |
| | | | <p>2. St. Kizito Bulugu P/S - Semi- urban (7 teachers)</p> | |
| | | | <p>Namakula Wilbroad ,Kyobutungi Winnie, Nabukenya Ruth - head teacher, Namuyaba Fausta, Nakanwagi Pauline, Kirabo Sarah and Dongo Ali.</p> | |
| | | | <p>3. Bwebukya UMEA P/S - Rural (9 teachers)</p> | |
| | | | <p>Nabasujja Sharifah, Nansamba Asha, Nakakande Aisha, Nakitto Alice, Tezigatwa Mary, Kgoya Hajara, Kajubi Sulayiman, Nansamba Reginah and Nasikwe Jenipher</p> | |
| 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>The LG had a Consolidated Schools Asset Register that was accurately reporting on the infrastructure in all registered primary schools. The asset register was updated on 13/6/2023. From the Sampled Schools the findings on 27/11/2023 during verification, were as indicated below:</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>1. St. Kizito Bulugu R/C P/S: Number of classrooms - 11, Latrine stances - 16, Desks - 132, Staff accommodation - 6.</p> <p>2. Bwebukya UMEA P/S: Number of classrooms - 8, Latrine stances -12, Desks - 294, Staff accommodation - 0.</p> <p>3. Kayenje C/U P/S: Number of classrooms - 19, Latrine stances -45, Desks - 289, Staff accommodation - 0.</p> | |

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

The LG had complied with the MOES Guidelines since all registered primary schools submitted copies of Annual school reports (Signed by the head teacher and chair of the SMC) and budgets from the previous FY to the District Education Officer. The Sampled Schools submitted the reports on the following dates:

1. Kayenje C/U Primary School submitted on 27/1/2023. Budget worth ugx.14,643,789 approved and signed by head teacher and SMC on 27/1/2023. The cash flow statement worth ugx.13,198,789 was also submitted. The highlights of school performance of 2022. DIV 1:4 .DIV. 2: 28 DIV. 3: 27 DIV. 4: 6,DIV.:U:0, X:2 TOT 65
2. Bwebukya UMEA Primary School . Budget worth ugx 24,214,000 approved and signed by head teacher and SMC on 25/11/2022. The cash flow statement worth 11,829,574 was also submitted .The highlights of school performance of 2022.DIV1.0 DIV. 2: 5 DIV. 3:8 DIV. 4:3 DIV. U:8 : DIV X:2 T:26
- 3.St. Kizito Bulugu R/C primary school : Budget worth ugx. 8,406,351 and cash flow statement worth sh. 5,420,901 was approved and signed by head teacher on 13/12/2022.The highlights of school performance of 2022. DIV 1.0 DIV. 2:18 DIV. 3: 5 DIV. 4:3 DIV. U:0, X-0 TOT 26:

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

The LG supported UPE schools to prepare SIPs. From the education department 27 out of 68 were supported according to the training report of the training conducted for the same from 25 - 27/10/2022. The report was dated 9/11/2022. The percentage of the schools supported to develop SIP was 40. From the sampled schools the following information was obtained:

1. Kayenje C/U P/S: SIP was in place dated 27/1/2023
2. Bwebukya UMEA P/S: SIP in place dated 6/2/2023.
3. St. Kizito R/C P/S: SIP in place dated 13/12/2023.

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| 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>From the list of schools from Butambala DLG performance contract from PBS and cross checked with EMIS data submitted on 26/10/2022, the schools were verified from the School list to be 68 Primary schools. The total Primary school enrollment was 21,626. The LG had 11 Secondary Schools according to the submitted list with a total enrollment of 5,435 Students. This was 100% Submission.</p> | 4 |
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Human Resource Management and Development

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| 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>Butambala DLG Budgeted for a Head Teacher and a minimum of 7 Teachers per school as per the staffing norms. There were 68 Head teachers for the 68 UPE Schools which satisfied the minimum of a teacher per class. There was a total of 618 teachers for primary and 428 teachers for secondary schools in the budget of FY2023/24 at UGX.12,230,479,000 as per the approved capital development and recurrent budget estimate on Page 25 PBS copy, code: 211101.</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

The LG had not deployed Teachers according to MoES sector guidelines/staffing norms; which prescribe that a P7 school should have a minimum of seven teachers and a head teacher. For instance;

Saad Senene P/S had 7 teachers, Ntolomwe UMEA P/S had 7 teachers, Bukesa R/C had 7 teachers among others.

The Sampled Schools deployment was as follows:

1. Kayenje C/U Primary school—Urban (11 teachers)

Wbalanda Wilson – head teacher, Ssentongo Joseph, Nakawunde Josephine, Tamirawo Mary, Baziba Mohammad, Nabawanuka Rachel, Juuko Stephen, Naggayii Hajara, Nsangi Getrude, Kanyago Hadijah, Adeke Evaline, Opio Jimmy, Auma Jimmy, Opio Alex and Nalule Harriet.

2. St. Kizito Bulugu P/S – Semi- urban (7 teachers)

Namakula Wilbroad, Kyobutungu Winnie, Nabukenya Ruth – head teacher, Namuyaba Fausta, Nakanwagi Pauline, Kirabo Sarah and Dongo Ali.

3. Bwebukya UMEA P/S – Rural (9 teachers)

Nabasujja Sharifah, Nansamba Asha, Nakakande Aisha, Nakitto Alice, Tezigatwa Mary, Kgoya Hajara, Kajubi Sulayiman, Nansamba Reginah and Nasikwe Jenipher

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

There was evidence that the staff deployment list was displayed. At the education department the list dated 6/1/2023 was publicized. In the sampled schools staff lists were up dated and publicized.

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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

From a sample of 10 primary school head teachers' performance appraisal files, there was evidence that all the head teachers had been appraised and appraisal reports submitted to HRM with a copy to DEO. They were all appraised by the DEO- Ssebakumba John as detailed below;

1. Namakula Sarah - Lugala P/S was appraised on 7/12/2022.
2. Namakula Madinah - Lwamasaka UMEA P/S appraised on 27/12/2022.
3. Wabalanda Wilson - Kayenje C/U P/S appraised on 15/12/2022.
4. Wenkya Shaban - Bulu UMEA P/S appraised on 14/12/2022.
5. Kaggwa Badrew - Makulungo UMEA P/S appraised on 7/12/2022.
6. Kalenzi Mubarak - Lukalu UMEA P/S was appraised on 30/12/2022.
7. Namiiru Zaam - Ntolomwe UMEA P/S appraised on 31/12/2022.
8. Sseba Nakitta - Gombe UMEA appraised on 31/12/2022.
9. Nakirya Margret - Bulu C/s appraised on 15/12/2022.
10. Zawaya Kigozi Gidad - Bugobango P/S appraised on 6/12/2022.

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

There was no evidence that all secondary school head teachers had been appraised by the DCAO or chairman BOG. All the secondary school head teachers were appraised by the DEO and beyond the deadline date of 31st DEC. The details a2/2023.

are as below;

1. Kabugu Abdul Majid of Sayidima Abubaka S.S appraised on 9/2/2023.

2. Namutawe Maimuna of Kibibi S.S appraised on 23/2/2023

3. Kigonya Ibrahim of Lukalo S.S was appraised on 9/2/2023.

4. Kiyaga Noah of Kaggulwe S.S was appraised on 9/2/2023.

5. Ssettuba Lacoboam of St. Peters Mayungwe S.S was appraised on 8/2/2023.

6. Sebanakita Hood of Kitagowa S.S was appraised on 31/3/2023.

7. Kiyemba Dennis of Cardinal E Wamala Vocational S.S was appraised 7/2/2023

8. Insimbe Yunus of Butawuka Magezi Ntake S.S was appraised on 9/2/2023

9. Bukenya Musomba Mohamad of Budde S.S was appraised on 9/2/2023

10. Mukasa Ibrahim of Bulu Parents S.S appraised on 9/2/2023

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

There was evidence at the time of assessment that the LG education staff had been appraised by 30/6/2023 as detailed below;

1. Sebakumba John -DEO was appraised by CAO Lugumwa Nathan on 30/6/2023

2. Lule Paul -Education Officer was appraised by PAS Mukasa Gabriel on 26/6/2023

3. Matovu Abdul -Inspector of schools appraised by PAS on 26/6/2023

4. Etyany James - Education officer SNE appraised by PAS on 26/2/2023.

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| 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>The LG education department prepared a training plan for FY 2022/23. The highlights of the major activities in the plan included among others; Dissemination of national teacher policy, training P1 - P3 teachers the 5 core reading skills, induction of SMC and basic financial management skills to the head teachers. The plan was prepared by Mr. Ssebakumba John - DEO.</p> | 2 |
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Management, Monitoring and Supervision of Services.

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| 9 | <p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has 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>Butambala DLG confirmed in writing the list of schools on PBS and was submitted on 26/10/2022, the schools were verified from the School list to be 68 Primary schools. The total Primary school enrollment was 21,626 and 5435 for USE schools. A total budget of UGX 1,462,073,000 was allocated as non wage for this function as per the approved budget of 30/5/2022, min.5/05/2022.. The LG was therefore compliant to the submission date.</p> | 2 |
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Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

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

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

The Education Sector April 2022 Guidelines FY2022/23, Pages 20-21, stipulates that: "Education Management Service and Monitoring" (Output 078401): Must include DEOs/MEOs expenses for monitoring All schools and institutions in the LG at least once per year, as well as activities to mobilize and attract children to school and improve learning outcomes (e.g. By supplementing procurement of MoES recommended scholastic materials to undeserved schools from a prequalified list of suppliers). At a minimum this function must be allocated a fixed rate of UGX. 4,500,000 per LG, plus UGX.110, 000 per government School and 36,600 per private school." "School Inspection" (Output 078402): Must cover all expenses for inspection of all schools and Institutions in the LG at least once per Term: At minimum, inspection must be allocated a fixed rate of UGX. 4,000,000 per LG, plus UGX.117, 600 (3 Inspections at Ugx. 39,200) per School for 3 Terms and 61,600 per private school."

No. of schools: UPE – 68; USE – 11, Total – 79; Private:123 : Budget for inspection and monitoring therefore should have been;

Inspection:

Fixed amount - ugx. 4,000,000

Per UPE/USE school - 117,600 x 79 -ugx. 9,290,400;

Per private school - 61,600 x 123 - ugx. 7,576,800

Total - 20,867,200

DEOs monitoring

Fixed amount: - ugx. 4,500,000

Per school: 110,000 x 79 schools = ugx 8,690,000

Per private school - 36,600 x 123 = 4,501,800

Total - 17,691,800

Expected total budget for the function;
20,867,200+ 17,691,800 = 38,559,000

. Therefore, as per the approved budget dated 30/5/2022, minute, 05/05/2022 a total of ugx 30,880,000 allocated to this function was far lower than the expected by ugx 7,679,000.

The LG was not compliant

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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>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters</p> | <p>The LG did not submit all warrants for school's capitation within 5 days for the last 3 quarters as below:</p> <p>Quarter 2 warrant was on 13/10/2022, release date was 30/9/2022; 11 days</p> <p>Quarter 3 warrant was on 11/1/2023, release date was 29/12/2022; 6 days and</p> <p>Quarter 4 warrant was on 26/4/2023, release date was 6/4/2023;14 days.</p> | 0 |
| | <p>Maximum 8 points on this performance measure</p> | <p>If 100% compliance, score: 2 else score: 0</p> | | |
| 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>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.</p> | <p>There was no evidence that the LG invoiced all capitation releases to schools within 3 working days:</p> <p>Quarter 2 invoicing was on 20/10/2022 and release date was 30/9/2022, 11 days;</p> <p>Quarter 3 invoicing was on 6/2/2023 and release date was 29/12/2022, 6 days; and</p> <p>Quarter 4 invoicing was on 17/5/2023 and release date was 6/4/2023, 26 days.</p> | 0 |
| | <p>Maximum 8 points on this performance measure</p> | <p>If 100% compliance, score: 2 else, score: 0</p> | | |
| 10 | <p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p> <p>• If 100% compliance, score: 2, else score: 0</p> | <p>Preparatory meeting for inspection held on 10/1/2023 under minute number 04/1/2023. The meeting focused on the following activities:</p> <ol style="list-style-type: none"> 1. Deployment of inspectors 2. Learning environment as an important area of assessment to be considered 3. School management and head teacher's performance. 4. Effectiveness of teaching and learning. 5. Parents and community involvement. | 2 |

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| 10 | <p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> • If 100% score: 2 • Between 80 - 99% score 1 • Below 80%: score 0 | <p>The LG carried out inspections in the previous three school terms as indicated below:</p> <ol style="list-style-type: none"> 1: Term III,2022, - 68 schools inspected - 100% DEO monitoring---- 55 schools 2: Term I,2023 - 64 school inspected - 94% No record availed 3: Term II, 2023 - 64 schools inspected - 100% DEO monitoring----30 schools <p>Total DEO monitoring ----85 schools. translating to 100%</p> <p>The average percentage of UPE schools inspected was 99.5%</p> <p>DEO monitoring stood at 100%</p> <p>.</p> | 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>There was evidence that the inspection report was discussed and recommendations used for corrective actions in schools. It was discussed in the departmental meeting of 22/5/2023, min 5/05/2023 and on 7/9/2023 under min.05/09/2023.</p> <p>From the sampled schools the findings were;</p> <ol style="list-style-type: none"> 1. Kayenje C/U P/S: Inspection was done on 28/2/2023 and follow up made on 27/6/2023. 2. Bwebukya UMEA P/S: Inspection done on 3/5/2023 and follow up made on 11/10/2023. 3. St. Kizito Bulugu R/C P/S: Inspection done on 26/6/2023 and follow up made on 14/11/2023 | 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>There was evidence that the inspection reports were submitted to respective schools and Directorate of Education Standards as shown below;</p> <p>From the sampled schools the findings were;</p> <ol style="list-style-type: none"> 1. Kayenje C/U P/S: Inspection reports were left behind on 28/2/2023 and 27/6/2023. 2. Bwebukya UMEA P/S: Inspection reports were left behind on 3/5/2023 and 11/10/2023. 3. St. Kizito Bulugu R/C P/S: Inspection reports were left on 26/6/2023 and on 14/11/2023 <p>Submissions of inspection reports were made to DES on the following dates as per the acknowledgement letters verified;</p> <p>13/3/2023, 22/5/2023 and 10/10/2023.</p> | 2 |

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| 10 | <p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p> | <p>There was evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings:</p> <ol style="list-style-type: none"> 1. Minutes of the sector committee meeting dated 24/8/2022 ; 2. Minutes of the sector committee meeting dated 6/12/2022. 3.. Minutes of the sector committee meeting dated 7/12/2022 ; and 4. Minutes of the sector committee meeting dated 11/5/2023. <p>These minutes were discussed in LG Council of 31/5/2023, MIN/ BUT.DC/ 03/05/2023</p> | 2 |
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| 11 | <p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p> | <p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p> | <p>The LG Education Department conducted activities to mobilize ,attract and retain children at school as evidenced in; There was use of Local community Radio 30/10/2022 at Kibibi town, 7/2/2023 at Gombe town, 92// 2023 at Bulu T/C and 92/1/5023 at Ngando. A report to those activities was made dated 20/6/2023..</p> | 2 |
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Investment Management

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| 12 | <p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p> | <p>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></p> | <p>The LG had a Consolidated Schools Asset Register that was accurately reporting on the infrastructure in all registered primary schools. The asset register was updated on 13/6/2023. From the Sampled Schools the findings on 27/11/2023 during verification, were as indicated below:</p> <ol style="list-style-type: none"> 1. St. Kizito Bulugo R/C P/S: Number of classrooms - 11, Latrine stances - 16, Desks - 132, Staff accommodation - 6. 2. Bwebukya UMEA P/S: Number of classrooms - 8, Latrine stances -12, Desks - 294, Staff accommodation - 0. 3. Kayenje C/U P/S: Number of classrooms - 19, Latrine stances -45, Desks - 289, Staff accommodation - 0. | 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 conducted desk appraisal, the investment derived from the LG Development Plan 2020/21-2024/25 (Page 175) and was eligible for funding under sector guidelines as indicated in the minutes dated 2/11/2021 for the only project implemented in the year 2022/23.</p> <p>This was the Construction of a Twin classroom block at Bulu Umea primary school at Ugx 177,318,000.</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 conducted field appraisal, the investment was technically feasible, environmentally and socially acceptable and were customized for investment as indicated in report dated 17/12/2021, for the project implemented in the year 2022/23.</p> <p>This was the Construction of a Twin classroom block at Bulu Umea primary school at Ugx 177,318,000.</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 evidence that Butambala LG planned and incorporated a seed secondary seconadry under UGIFT funding amounting to Ugx. 1, 084,000,000. Approved under CC minute number 003/07/2023, in a meeting chaired by Ms.Namutebi Josephine in attendance of Mr.Lule Paul, Mr.Tumwesigye Salien,Ms.Sarah Wamala and recorded by Mr.Senyomo Isaac-SPO dated 18th/07/2023.</p> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p> | <p>There was evidence that the school infrastructure was approved by the Contracts Committee but not cleared by the Solicitor General since all the projects were below the threshold of 200m before the commencement of construction. CC meeting dated 18th/7/2023 chaired by Ms.Namutebi Josephine, Mr, Tumwesigye Salien,Ms.Sarah Wamala and Mr.Ssenyomo Isaac as the secretary approved the infrastructural projects to be implemented under CC minute number 003/07/2023.</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>There was evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff;</p> <ol style="list-style-type: none"> 1.Mr.Sebakumba John-DEO - contracts manager - education projects 2. Ms. Naigemebe Jesca-Ag.DE -supervisor 3.Hajjat Wamala Sarah -CDO 4. Ms.Nakawungu Mastula -EO 5.Mr. Kayinga Geoffrey-AEW- Water projects 6. Mr. Muwagga Fred-DIA. These were established and ppointed by Mr. Lujunwa Nathan-CAO dated 20th/10/2022. | 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>The indicator is not applicable since there was no seed secondary school implemented in the previous FY.</p> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY</p> <p><i>score: 1, else score: 0</i></p> | <p>The indicator is not applicable since there was no seed secondary school implemented in the previous FY.</p> | 1 |

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|----|--|--|--|----------|
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>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 <i>score: 1, else score: 0</i></p> | <p>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 conducted supervision to the projects. Below were the sampled projects;</p> <ol style="list-style-type: none"> 1.The construction of a 4 stance Lined VIP latrine at Bulu C/U P/S. Procurement number:Buta/608/works/22-23/00013. 2. Construction of a 3 classroom block at Mabanda P/S. Procurement number:Buta/608/works/22-23/00012. <p>The two sampled projects had a contract duration of 4 months. The following supervision minutes were availed dated 24th/3/2023,10th/1/2023,8th/12/2023, These were signed by Ms. Nakawungu Mastula -EO,Mr. Kayongo Sam-CDO,Mr. Mukasa Gabriel-P/A CAO, Mr. Geoffrey Muwesi -Contractor, Mr. Ssebakumba John and Mr.Kayinga Geeoffrey - ADE</p> | 1 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, <i>score: 1, else score: 0</i></p> | <ol style="list-style-type: none"> 1. A retention the construction of Seed SSS by Haso Ltd at in Budde SCn at Ugx 60m submitted on 24/1/2023 was approved by the DEO on 24/4/2023 and paid on 15/6/2023, more than 30 days contrary to the contract; 2. A retention the construction of a pit latrine by Bwanga Ltd at Kabira PS ,Ugx 1,249,506 submitted on 10/2/2023 was approved by the DEO on 28/2/2023 and paid on 28/3/2023, more than 30 days contrary to the contract; and 3. A retention the construction of a pit latrine by Lugaga Ltd at Wamala PS ,Ugx 4.5m submitted on 28/2/2023 was approved by the DEO on 30/3/2023 and paid on 30/3/2023, more than 30 days contrary to the contract. | 0 |
| 13 | <p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p> | <p>h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i></p> | <p>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. A letter dated 21st/4/2022 prepared by Mr. Ssebakumba John-DEO, approved by Ssebakumba John and received by Mr. Ssenyomo Isaac. Presented the following infrastructure;</p> <ol style="list-style-type: none"> 1. construction of a 4 stance line pit latrine at Kitagobwa SS 2. Construction of a 3-classroom block at Mabanda P/S 3. Construction of a 2-classroom block at Kitagobwa SS | 1 |

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|----|---|--|--|----------|
| 13 | Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i> | i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law <i>score 1 or else score 0</i> | The indicator is not applicable since there was no seed secondary school implemented in the previous FY procurement plan dated 15th July 2022. | 1 |
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Environment and Social Safeguards

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| 14 | Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework. <i>Maximum 3 points on this performance measure</i> | Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, <i>score: 3, else score: 0</i> | GRM was displayed on the Education department notice board. Log of grievances showed education sector grievances were recorded, investigated and responded to. The case recorded on 07/07/2022 was about a child that was not registered to sit for PLE in 2022 at Butende UMEA primary school. The matter was reported by Nagadya Lovinsa to the Inspector of Schools. The Inspector of Schools wrote to the headmaster for quick response. Child was later registered. | 3 |
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| 15 | Safeguards for service delivery. <i>Maximum 3 points on this performance measure</i> | 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 <i>Score: 3, or else score: 0</i> | The LG Disseminated Education guidelines incorporating E & S Requirements. Copies of the letter dated 19/6/2023 written by the District Education officer to all head teachers on subject, "Greening Schools" was received by the sampled schools namely: St Kizito Bulugu P/S on 19/6/2023, Kayenje C/U P/S received on 22/6/2023 and Bwebukya UMEA P/S received on 20/6/2023. National environment Act 2020 was also distributed to schools by the department. This was evidenced in Kayenje C/U PS. | 3 |
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| 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> | There was evidence that Butambala DLG had costed ESMPs and these were incorporated within the BoQs and contractual documents. Costing was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam. Inclusion in BoQs was done for the following Education projects namely: 1) Construction of a 3-classroom block at Mabanda Islamic primary school done on 24/08/2022 by Kamyenya Engineering Works Limited. | 2 |
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| 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> | There was no evidence that Butambala DLG had proof of land ownership and access for school construction projects. | 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 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. Four monitoring reports on construction of a 2-classroom block at Mabanda Islamic primary school, written by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam were presented written on the following dates: 1) 13/03 2023; 2) 08/04/2023; 3) 15/06/2023 and 4) 26/07/2023. | 2 |
| 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 evidence that E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments. Payment certificates signed by Ag. District Engineer, DCDO, District Environment Officer, District Internal Auditor, and District Education Officer were presented. It was for the construction of 3 classroom block at Mabanda Islamic primary school in Kalamba Town Council dated 24/05/2023. | 1 |

**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>The LG registered increased utilization of health care services of 4% (from 4,816 deliveries in FY 2021/2022 to 4,996 in FY 2022/2023): Changes at each of the 3 sampled health facilities are as follows:</p> <ol style="list-style-type: none"> 1. Deliveries at Gombe General Hospital increased from 4, 527 to 4,672 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively; 2. Deliveries at Butaaka HCIII increased from 220 to 254 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively; and 3. Deliveries at Kibugga HCIII increased from 69 to 70 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively. | 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 average score in Health for LLG performance assessment was 100%.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>KIBIBI T/C</td> <td>100</td> </tr> <tr> <td>NGANDO SC</td> <td>100</td> </tr> <tr> <td>BULO S/C</td> <td>100</td> </tr> <tr> <td>BUDE S/C</td> <td>100</td> </tr> <tr> <td>KALAMBA S/C</td> <td>100</td> </tr> <tr> <td>KALAMBA T/C</td> <td>100</td> </tr> <tr> <td>GOMBE T/C</td> <td>100</td> </tr> <tr> <td>Total</td> <td>700</td> </tr> <tr> <td>Average</td> <td>100</td> </tr> </tbody> </table> | Year | 2023 | KIBIBI T/C | 100 | NGANDO SC | 100 | BULO S/C | 100 | BUDE S/C | 100 | KALAMBA S/C | 100 | KALAMBA T/C | 100 | GOMBE T/C | 100 | Total | 700 | Average | 100 | 2 |
| Year | 2023 | | | | | | | | | | | | | | | | | | | | | | | |
| KIBIBI T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| NGANDO SC | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| BULO S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| BUDE S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| GOMBE T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 700 | | | | | | | | | | | | | | | | | | | | | | | |
| Average | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| 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 IIIs 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>This indicator is not applicable.</p> | 0 | | | | | | | | | | | | | | | | | | | | |

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| 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>There was evidence that the LG budgeted and spent all the health development grant of Ugx 161,884,000 for the year 2022/23 on the construction of the DHO offices at the headquarter which was an eligible activity as per the health grant and budget guidelines.</p> | 2 |
| 3 | <p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p> | <p>b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0</p> | <p>There was evidence that the LG DHO, Engineer, Environment Officer and CDO certified work on health projects before the LG made payments to the contractors:</p> <ol style="list-style-type: none"> 1. A payment for the construction of the LG DHO offices by Vision Ltd at Ugx 82,070,576 was certified by the MHO, LG Engineer, Environment Officer and CDO on 30/5/2023 before payment on 15/6/2023; and 2. Another payment for the construction of the LG DHO offices by Vision Ltd at Ugx 66,605,166 was certified by the MHO, LG Engineer, Environment Officer and CDO on 16/6/2023 before payment on 28/6/2023. | 2 |
| 3 | <p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p> | <p>c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0</p> | <p>There was evidence that the variations in the contract price of sampled health infrastructure investments were within +/- 20% of the MoWT Engineers estimates for one of the projects however, there was also an evidence that the variation between the engineer's and the contract sum was above -20% of the engineer's estimate. Below were the sampled projects.</p> <ol style="list-style-type: none"> 1. Fencing of Ngando HC III. Procurement reference number:Buta/608/works/22-23/00012. (DDEG funded) <p>Engineer's estimate: Ugx.18,000,000</p> <p>Contract sum: Ugx.17,947,210</p> <p>Percentage variation: 0.29%</p> <ol style="list-style-type: none"> 2. Construction of DHO's offices phase I. Procurement reference number:Buta/608/works/22-23/00011. (DDEG funded) <p>Engineer's estimate: Ugx. 146,000,000</p> <p>Contract sum: Ugx. 199,464,840</p> <p>Percentage variation: -36.62%</p> | 0 |

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| 3 | Investment performance: The LG has managed health projects as per guidelines. | d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY | The indicator is not applicable since the LG did not implement any upgrade in the previous FY. | 2 |
| | Maximum 8 points on this performance measure | <ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 | | |
| 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 | At the time of assessment there was no evidence that the LG had recruited health workers in the six health center IIIs as per the staffing structure. Out of 114 required health workers only 67 (60.9%) had been recruited. | 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 | | |
| 4 | Achievement of Standards: The LG has met health staffing and infrastructure facility standards | b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs. | The indicator is not applicable since the LG did not implement any Upgrade in the previous FY. | 2 |
| | Maximum 4 points on this performance measure | <ul style="list-style-type: none"> • If 100 % score 2 or else score 0 | | |

Performance Reporting and Performance Improvement

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| 5 | Accuracy of Reported Information: The LG maintains and reports accurate information | a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0 | The health workers were in the health facilities where they were deployed. The information on positions of health workers filled was accurate. There were no discrepancies between positions on staff deployment lists from the MHO and those in the staff registers at all the 3 sampled health facilities as reflected below: | 2 |
| | Maximum 4 points on this performance measure | | <ol style="list-style-type: none"> 1. At Bulo HCIII, all the 13 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the DHO; 2. At Kibibi Nursing Home HCIII, all the 18 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the DHO; and 3. At Kiziiko HCII, all the 4 staff in the attendance register for FY 2023/2024 were | |

reflected on the deployment list for FY 2023/2024 from the DHO.

The following were the staff names and positions:

Bulo HCIII

1. Kyagulanyi Dan, Senior Clinical Officer
2. Nakidde Immaculate, Clinical Officer
3. Lukabwe Twaibu, Assistant Nursing Officer
4. Nalubwama Cate, Enrolled Midwife
5. Nankya Justine, Enrolled Midwife
6. Ngabo Grace, Enrolled Nurse
7. Nalumansi Marie, Laboratory Technician
8. Kayingo Nicholas, Laboratory Assistant
9. Mpemba Yasin Juma, Health Assistant
10. Nanyanji Victoria, Health Information Assistant
11. Nabikande Fatuma, Nursing Assistant
12. Nakajubi Fatumah, Nursing Assistant
13. Okedi Samuel, Askari

Kibibi Nursing Home HCIII

1. Nkwanga Ibrahim, Senior Clinical Officer
2. Lutaaya Edward, Clinical Officer
3. Kava Ibrahim Nkwangu, Health Information Assistant
4. Namyalo Sofia, Enrolled Midwife
5. Namagembe Susan, Nursing Officer
6. Nansamba Prossy, Enrolled Nurse
7. Kigozi Yusuf, Laboratory Technologist
8. Mugobya Steven, Laboratory Technician
9. Apolot Oliver, Enrolled Midwife
10. Nakimbugwe Nusurah, Enrolled Nurse
11. Nabweteme Nuruh, Nursing Officer
12. Kalyesubura Henry, Health Information Assistant
13. Namutebi Halimah, Enrolled Midwife
14. Musamali Andrew, Stores Keeper
15. Nabbanja Margaret, Records Assistant
16. Kawooya Muhammed Kasule, Night Watch Man
17. Kigongo Musa, Askari

18.Nakimuli Madiina, Cleaner

Kiziiko HCIII

1.Nalwanga Florence Mary, Assistant Nursing Officer

2.Nassuna Rosemary, Enrolled Midwife

3.Nakatudde Hafswa, Nursing Assistant

4.Ngudde Elias, Porter

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| 5 | Accuracy of Reported Information: The LG maintains and reports accurate information Maximum 4 points on this performance measure | b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0 | The information on health facilities upgraded or constructed and functional is accurate. There was no upgraded or constructed health facility in the previous FY. | 2 |
| 6 | Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support. Maximum 14 points on this performance measure | 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: • Score 2 or else 0 | The health facilities prepared and submit Annual Work plans & budgets to the DHO by March 31st of the previous FY 2022/2023 as per the LG Planning Guidelines for Health Sector as follows: 1. Kyabadaaza HCIII submitted on 15th March 2022; 2. Epicentre Senge HCIII submitted on 24th March 2022; and 3. Bulo HCIII submitted on 15th March 2022. The budgets of these sampled health facilities conformed to the prescribed formats in the planning guidelines since they had highlights of performance, annual expenditure and had been endorsed by the In-charges. | 2 |

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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>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <ul style="list-style-type: none"> • Score 2 or else 0 | <p>The health facilities had prepared and submitted to the DHO Annual Budget Performance Reports for the previous FY 2022/2023 by July 15th of the current FY 2023/2024 as per the Budget and Grant Guidelines. The submission dates for each of the 3 sampled health facilities are shown below:</p> <ol style="list-style-type: none"> 1. Bulo HCIII submitted on 12th July 2023; 2. Epicentre Butambala HCIII submitted on 12th July 2023; and 3. Kabasanda HCII submitted on 12th July 2023. | 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 have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> • Score 2 or else 0 | <p>The health facilities developed and reported on implementation of facility Performance Improvement Plans (PIPs) that incorporated performance issues identified in monitoring and assessment reports. All the 3 facility PIPs for the sampled health facilities had issues identified in the DHMT support supervision reports as shown below:</p> <ol style="list-style-type: none"> 1. Kyabadaaza HCIII PIP dated 5th July 2023 on page 2 catered for community sensitization and mobilization to increase utilization of MCH services. The issue of low uptake of MCH services had been identified during quarter 2 DHMT support supervision for Kyabadaaza HCIII held on 15th October 2022 as shown in quarter 2 supervision report dated 3rd January 2023 on page 2; 2. Kitimba HCIII PIP dated 3rd July 2023 on page 1 catered for development of a schedule for internal support supervision. The issue of lack of irregular support supervision had been identified during quarter 4 DHMT support supervision conducted on 21st June 2022 as shown in quarter 4 supervision report dated 8th July 2022 on page 19; and 3. Bulo HCIII PIP dated 16th July 2023 on page 1 catered for timely update of MCH indicator graphs by the Health Information Assistant. A problem of MCH indicator graphs not being updated had been noted during quarter 3 DHMT support supervision held on 20th February 2023 as shown in quarter 3 supervision report dated 3rd April 2023 on page 15. | 2 |

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.

Maximum 14 points on this performance measure

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%,

- score 2 or else score 0

The health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter). The 3 sampled health facilities submitted the reports as follows:

1. Epicentre Senge HCIII's latest monthly reports were submitted on the 6th day following the end of month and the latest quarterly reports were submitted on the 6th day following the end of month. The monthly submission dates are as follows: 5th August 2022, 3rd September 2022, 6th October 2023, 3rd November 2022, 2nd December 2022, 5th January 2023, 6th February 2023, 3rd March 2023, 6th April 2023, 4th May 2023, 2nd June 2023 and 3rd July 2023. The quarterly submission dates are as follows: 3rd October 2022, 6th January 2023, 2nd April 2023 and 3rd July 2023;

2. Gombe Hospital's latest monthly reports were submitted on the 7th day following the end of month and the latest quarterly report was submitted on the 6th day following the end of month. The monthly submission dates are as follows: 3rd August 2022, 4th September 2022, 5th October 2023, 4th November 2022, 5th December 2022, 7th January 2023, 2nd February 2023, 7th March 2023, 4th April 2023, 5th May 2023, 5th June 2023 and 6th July 2023. The quarterly submission dates are as follows: 6th October 2022, 2nd January 2023, 2nd April 2023 and 5th July 2023; and

3. Kyabadaaza HCIII's latest monthly reports were submitted on the 7th day following the end of month and the latest quarterly report was submitted on the 6th day following the end of month. The monthly submission dates are as follows: 5th August 2022, 6th September 2022, 5th October 2023, 2nd November 2022, 6th December 2022, 6th January 2023, 6th February 2023, 6th March 2023, 6th April 2023, 6th May 2023, 5th June 2023 and 2nd July 2023. The quarterly submission dates are as follows: 6th October 2022, 5th January 2023, 3rd April 2023 and 6th July 2023.

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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> | This indicator is not applicable. | 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>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> | This indicator is not applicable. | 1 |
| 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>There was evidence that the LG health department submitted quarterly reports in time to the planner for consolidation as below:</p> <p>Quarter 1 was submitted on 3/10/2022;</p> <p>Quarter 2 was submitted on 4/1/2023;</p> <p>Quarter 3 was submitted on 6/4/2023; and</p> <p>Quarter 4 was submitted on 3/7/2023.</p> | 1 |

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| 6 | <p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p> | <p>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>The LG had developed an approved Performance Improvement Plan (PIP) dated 21st June 2022 that catered for the weakest performing health facilities which included Kibuga HCII, Ntolomwe HCII, Kitimba HCIII, Bugobango HCII, Ngando HCIII, Maria Asumpta HCII and Kibibi Nursing Home HCII.</p> | 1 |
| | <p>Maximum 14 points on this performance measure</p> | | <p>For example, the following weak facilities were catered for as follows:</p> <ol style="list-style-type: none"> 1. Ntolomwe HCII was catered for under immunization as a weakness of poor performance in immunization (category 4) had been identified, where the area of improvement was to increase immunization coverage and utilization; 2. Kitimba HCIII was catered for under 1st Antenatal (ANC) attendance as a weakness of low 1st ANC attendance (below target) had been noted; and the area of improvement was to increase 1st ANC attendance; and 3. Bulo HCIII was catered for under deliveries where it had been noted that the facility had low number of deliveries and the area of improvement was to increase the number of deliveries. | |
| 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 LG implemented performance improvement plan for the weakest performing facilities as highlighted below:</p> <ol style="list-style-type: none"> 1. The PIP dated 21st June 2022 on page 1 catered for transfer of a nurse to Ntolomwe HCII. This was implemented as evidenced in a transfer letter dated 9th March 2023 that was written by the CAO titled “Lateral Transfer” which showed transfer of Namwanje Jamilah, an Enrolled Nurse, form Gombe Hospital to Ntolomwe HCII; and 2. The PIP dated 21st June 2022 on page 1 catered for improvement of immunization indicator from Category 4 through conducting District Quarterly Performance Review Meetings. This was implemented as evidenced by the presence of the minutes of the district quarterly performance review meeting titled “District Performance Review Meeting for Q4 held on 18th July 2023 at Gombe Hospital MCH Hall” dated 20th July 2023. | 1 |
| | <p>Maximum 14 points on this performance measure</p> | | | |

Human Resource Management and Development

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| 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>The LG had budgeted for health workers as per the guidelines/in accordance with the staffing norms. The performance contract for the current FY 2023/2024, had UGX 4,720,023,000 budgeted for the health workers' salaries as indicated in the LG Approved Budget Estimates named "VOTE: 827 Butambala District" on page 17. Both the staff list and registers reflected a total of 290 staff out of 386 required and that is what was budgeted for and this staffing level was equivalent to 75 percent, which was equal to the required staffing norms of 75 percent.</p> | 2 |
| 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>The LG had deployed health workers as per guidelines. The staffing level was 75% (290 out of 386 staff in the approved structure). This is evidenced on the staff list titled "Health Department Staff List as at 30th August 2023", dated 2nd October 2023 and the staff registers. Both the staff list and registers reflected a total of 290 staff and that is what was budgeted for.</p> | 2 |
| 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>b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0</p> | <p>The health workers were working in the health facilities where they were deployed. The information on positions of health workers filled was accurate. There were no discrepancies between positions on staff deployment lists from the DHO and those in the staff registers at all the 3 sampled health facilities as reflected below:</p> <ol style="list-style-type: none"> 1. At Bulu HCIII, all the 13 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the DHO; 2. At Kibibi Nursing Home HCIII, all the 18 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the DHO; and 3. At Kiziiko HCII, all the 4 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the DHO. <p>The following were the staff names and positions:</p> <p>Bulo HCIII</p> <ol style="list-style-type: none"> 1.Kyagulanyi Dan, Senior Clinical Officer 2.Nakidde Immaculate, Clinical Officer 3.Lukabwe Twaibu, Assistant Nursing Officer | 3 |
| | <p>Maximum 9 points on this performance measure</p> | | | |
| | <p>Maximum 9 points on this performance measure</p> | | | |
| | <p>Maximum 9 points on this performance measure</p> | | | |

- 4.Nalubwama Cate, Enrolled Midwife
- 5.Nankya Justine, Enrolled Midwife
- 6.Ngabo Grace, Enrolled Nurse
- 7.Nalumansi Marie, Laboratory Technician
- 8.Kayingo Nicholas, Laboratory Assistant
- 9.Mpemba Yasin Juma, Health Assistant
- 10.Nanyanji Victoria, Health Information Assistant
- 11.Nabikande Fatuma, Nursing Assistant
- 12.Nakajjubi Fatumah, Nursing Assistant
- 13.Okedi Samuel, Askari

Kibibi Nursing Home HCIII

- 1.Nkwanga Ibrahim, Senior Clinical Officer
- 2.Lutaaya Edward, Clinical Officer
- 3.Kava Ibrahim Nkwangu, Health Information Assistant
- 4.Namyalo Sofia, Enrolled Midwife
- 5.Namagembe Susan, Nursing Officer
- 6.Nansamba Prossy, Enrolled Nurse
- 7.Kigozi Yusuf, Laboratory Technologist
- 8.Mugobya Steven, Laboratory Technician
- 9.Apolot Oliver, Enrolled Midwife
- 10.Nakimbugwe Nusurah, Enrolled Nurse
- 11.Nabweteme Nuruh, Nursing Officer
- 12.Kalyesubura Henry, Health Information Assistant
- 13.Namutebi Halimah, Enrolled Midwife
- 14.Musamali Andrew, Stores Keeper
- 15.Nabbanja Margaret, Records Assistant
- 16.Kawooya Muhammed Kasule, Night Watch Man
- 17.Kigongo Musa, Askari

- 18.Nakimuli Madiina, Cleaner

Kiziiko HCIII

- 1.Nalwanga Florence Mary, Assistant Nursing Officer
- 2.Nassuna Rosemary, Enrolled Midwife
- 3.Nakatudde Hafswa, Nursing Assistant
- 4.Ngudde Elias, Porter

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

The LG publicized health workers' deployment by posting deployment lists for FY 2023/2024 on facility notice boards. All the 3 sampled health facilities had deployment lists displayed on notice boards as shown below:

1. At Bulo HCIII a deployment list of 13 staff dated 21st June 2023 for FY 2023/2024 was displayed on the patient waiting area notice board;
2. At Kibibi Nursing Home HCIII a deployment list of 18 staff for FY 2023/2024 dated 21st June 2023 was displayed on the patient waiting area notice board; and
3. At Kiziiko HCII a deployment list of 4 staff for FY 2023/2024 dated 21st June 2023, was displayed on the patient waiting area notice board.

The following were the staff names and positions:

Bulo HCIII

1. Kyagulanyi Dan, Senior Clinical Officer
2. Nakidde Immaculate, Clinical Officer
3. Lukabwe Twaibu, Assistant Nursing Officer
4. Nalubwama Cate, Enrolled Midwife
5. Nankya Justine, Enrolled Midwife
6. Ngabo Grace, Enrolled Nurse
7. Nalumansi Marie, Laboratory Technician
8. Kayingo Nicholas, Laboratory Assistant
9. Mpemba Yasin Juma, Health Assistant
10. Nanyanji Victoria, Health Information Assistant
11. Nabikande Fatuma, Nursing Assistant
12. Nakajubi Fatumah, Nursing Assistant
13. Okedi Samuel, Askari

Kibibi Nursing Home HCIII

1. Nkwanga Ibrahim, Senior Clinical Officer
2. Lutaaya Edward, Clinical Officer
3. Kava Ibrahim Nkwangu, Health Information Assistant
4. Namyalo Sofia, Enrolled Midwife
5. Namagembe Susan, Nursing Officer
6. Nansamba Prossy, Enrolled Nurse

- 7.Kigozi Yusuf, Laboratory Technologist
 - 8.Mugobya Steven, Laboratory Technician
 - 9.Apolot Oliver, Enrolled Midwife
 - 10.Nakimbugwe Nusurah, Enrolled Nurse
 - 11.Nabweteme Nuruh, Nursing Officer
 - 12.Kalyesubura Henry, Health Information Assistant
 - 13.Namutebi Halimah, Enrolled Midwife
 - 14.Musamali Andrew, Stores Keeper
 - 15.Nabbanja Margaret, Records Assistant
 - 16.Kawooya Muhammed Kasule, Night Watch Man
 - 17.Kigongo Musa, Askari
 - 18.Nakimuli Madiina, Cleaner
- Kiziiko HCIII
- 1.Nalwanga Florence Mary, Assistant Nursing Officer
 - 2.Nassuna Rosemary, Enrolled Midwife
 - 3.Nakatudde Hafswa, Nursing Assistant
 - 4.Ngudde Elias, Porter

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

There was no evidence that the DHO had conducted annual performance appraisal in a sample of 10 health facility incharges against agreed performance plan and submitted a copy to HRO during the previous F/Y. Out of the 10 only 3 incharges were appraised within the time line of 30th June as shown below;

1. Kasule Abudul Akim of Butaaka H/C III.
2. Nalwanga Mary Florence of Kiziiko HC III
3. Dr. Mbuga Joseph of Gombe Hospital was appraised on 25/6/2023

The other 7 were appraised late by Mukasa Gabriel (PAS) as detailed below;

- 1 Birungi Caroline of Kitimba H/CIII was appraised on 3/7/2023
2. Nassiwa Stella of Epicenter H/C III Senge was appraised on 5/7/2023.
3. Balikudembe Joseph of Kyabadaaza H/CIII was appraised on 3/7/2023.
4. Namatovu Lamlat of Nsozibirye H/CIII was appraised on 9/7/2023.
5. Kyagulanyi Daniel of Bulu H/CIII was appraised on 5/7/2023.
6. Walusansa Sale of Ngando H/CIII was appraised on 5/8/2023.
- 7.Ssemfuka Patrick of Butende H/C/II was appraised on 5/7/2023

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

Maximum 6 points on this performance measure

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

There was evidence that the DHO ensured that health facility incharges conducted performance appraisals of all health facility workers against the agreed performance plan within the stipulated performance appraisal dead line of 30th June.

The following sampled 10 health workers were appraised by the PAS Mukasa Gabriel as detailed below;

1. Mugambe Rikia Nsiima assistant nursing officer of Gombe hospital was appraised on 30/6/2023.
2. Nalutaya Rashida assistant nursing officer of Gombe hospital was appraised on 30/6/2023.
3. Namataka Catherine office attendant Gombe hospital was appraised on 30/6/2023.
4. Nasuna Costa health information assistant of Epicenter H/CIII Senge was appraised on 30/6/2023.
5. Mpindi Shuram laboratory assistant of Ngando H/C III was appraised on 24/6/2023.
6. Nandiyi Jackline enrolled nurse of Gombe hospital was appraised on 30/6/2023.
7. Luwandagga Justine nursing assistant of Nsozibirye H/CII was appraised on 30/6/2023.
8. Nabakooza Susan senior assistant nursing officer of Gombe hospital was appraised on 30/6/2023.
9. Namusoke Tolphina health information assistant of Bulu H/CIII was appraised on 30/6/2023.
10. Nabalamu Regina nursing assistant of Nsozibirye H/CII was appraised on 30/6/2023.

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

Maximum 6 points on this performance measure

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

There was evidence that the DHO had taken corrective action based on the appraisal report as evidenced by the action plan to improve performance for FY 2022/2023 dated 28/9/2023. The intervention included on job training / mentoring.

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| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p> | <p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p> | <p>The LG had a Continuous Professional Development (CPD) work plan for FY 2022/2023 on file. It is titled, "Plans for Health Workers Continuous Professional Development" dated 28th November 2022 and trainings were conducted in accordance to this training work plan. For instance:</p> <ol style="list-style-type: none"> 1. Training of Facility IPC Focal Persons and In charges on Health Care Waste Management; 2. Training of Health Workers on HIV/TB Quality Improvement (QI); and 3. Training of Health Workers on ANC Quality Improvement (QI). | 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 were documented training activities in the training/CPD database named "Butambala District Health Department CPD Database" which showed: the trainings which were conducted, the attendees, the trainers, the date when the trainings were conducted and the duration for the trainings. For example:</p> <ol style="list-style-type: none"> 1. Training of Facility IPC Focal Persons and Incharges on Health Care Waste Management with 18 attendees on 24th April 2023; 2. Training of Health Workers on HIV/TB Quality Improvement (QI) with 26 attendees on 29th June 2023; and 3. Training of Health Workers on ANC Quality Improvement (QI) with 24 attendees on 11th to 12th July 2022. | 1 |

Management, Monitoring and Supervision of Services.

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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>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) that received 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 2021/2022. A letter to this effect had been written by the CAO on 5th August 2022 and submitted to MoH on 16th August 2022.</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>The LG made allocations of Ugx40,672,000 (34%) out of the Ugx 119,522,000 PHC NWR Grant for LLHF (Page 21 of the LG 2022/23 Approved Budget) towards monitoring service delivery and management of District health services which was more than the required 15%.</p> | 2 |
| | <p>Maximum 9 points on this performance measure</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>The LG did not warrant to all PHC NWR Grant transfers for the FY 2022/23 to health facilities within the required 5 working days from the day of funds release:</p> | 0 |
| | <p>Maximum 9 points on this performance measure</p> | | <p>Quarter 1 warrant was on 2/8/2022, receipt of expenditure limits date was 8/7/2022; 26 days</p> <p>Quarter 2 warrant was on 13/10/2022, receipt of expenditure limits date was 30/9/2022; 12 days</p> <p>Quarter 3 warrant was on 11/1/ 2023, receipt of expenditure limits date was 29/12/2022; 18 days and</p> <p>Quarter 4 warrant was on 26/4/2023, receipt of expenditure limits date was 6/4/2023;15 days.</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>The LG did not invoice to all PHC NWR Grant transfers for the FY 2022/23 to health facilities within the required 5 working days from the day of funds release:</p> | 0 |
| | <p>Maximum 9 points on this performance measure</p> | | <p>Quarter 1 invoicing was on 23/8/2022, release date was 8/7/2022; 38 days</p> <p>Quarter 2 invoicing was on 20/10/2022, release date was 30/9/2022; 29 days</p> <p>Quarter 3 invoicing was on 6/2/ 2023, release date was 29/12/2022; 21 days and</p> <p>Quarter 4 invoicing was on 17/5/2023, release date was 6/4/2023;38 days.</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.

Maximum 9 points on this performance measure

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

The LG publicized all the quarterly functional releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED as indicated below:

In quarter 1 expenditure limits were released on 1st August 2022 and facilities were informed on 4th August 2022 (within 5 working days);

In quarter 2 expenditure limits were released on 7th October 2022 and facilities were informed on 11th October 2022 (within 5 working days);

In quarter 3 expenditure limits were released on 20th January 2023 and facilities were informed on 24th January 2023 (within 5 working days); and

In quarter 4 expenditure limits were released on 17th April 2023 and facilities were informed on 20th April 2023 (within 5 working days)

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

Maximum 7 points on this performance measure

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

The health department implemented actions recommended by the DHMT quarterly performance review meeting (s) held during the previous FY 2022/2023. For example:

During quarter 1 DHMT meeting held on 30th September 2022, one of the action points was that the Incharges to develop CME schedule on Ebola prevention activities and set up triage points. Follow up on this recommendation is evidenced in quarter 2 DHMT meeting held on 23rd December 2022 under minute 3 which shows that CMEs were conducted in all facilities and triage points were set up;

During quarter 2 DHMT meeting held on 23rd December 2022, one of the action points was that the staff should develop health care waste management plan with support of IPC Focal Person. Follow up on this recommendation is evidenced by the presence of a health care waste management plan titled "Butambala district health waste management plan dated 23rd June 2023;

During quarter 3 DHMT meeting held on 29th March 2023, one of the action points was that the DDMS should collect all expired drugs from facilities and put them in a central place for NMS to collect them. Follow up on this recommendation is evidenced in drug expiry registers showing that expired drugs were collected from facilities; and

During quarter 4 DHMT meeting held on 29th June 2023, one of the action points was that the Facility Incharges should develop and submit financial reports before 15th July of the Financial Year. Follow up on this action is evidenced in a file titled "Butambala District Health Department Financial Reports for FY 2022/2023" which contains all Financial reports from health facilities.

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

The LG quarterly performance review meetings involved all the health facility In-Charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department. For example:

1. Quarter 1 performance review meeting held on 13th October 2022 was attended by all 23 health facility In-charges as evidenced by the attendance list attached to a report titled "District Quarterly Performance Review Meeting" dated 13th October 2022 which shows that all the In-charges attended the meeting;

2. Quarter 2 performance review meeting held on 11th January 2023 was attended by all 23 health facility In-charges as evidenced by the attendance list attached to a report titled "District Quarterly Performance Review Meeting" dated 11th January 2023 which shows that all the In-charges attended the meeting;

3. Quarter 3 performance review meeting held on 18th April 2023 was attended by all 23 health facility In-charges as evidenced by the attendance list attached to a report titled "District Quarterly Performance Review Meeting" dated 18th April 2023 which shows that all the In-charges attended the meeting;

4. Quarter 4 performance review meeting held on 18th July 2023 was attended by all 23 health facility In-charges as evidenced by the attendance list attached to a report titled "District Quarterly Performance Review Meeting" dated 18th July 2023 which shows that all the In-charges attended the meeting.

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| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p> | <p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p> | <p>The LG supervised all HCIVs and general hospitals which received PHC grant in the FY 2022/2023. The LG has one General Hospital and no HCIV. The General Hospital was supervised at least once every quarter as shown below;</p> <ol style="list-style-type: none"> 1. In quarter 1, Gombe General Hospital was supervised on 5th August 2022, as evidenced in quarter 1 supervision report; 2. In quarter 2, Gombe General Hospital was supervised on 7th November 2022, as evidenced in quarter 2 supervision report; 3. In quarter 3, Gombe General Hospital was supervised on 2nd March 2023, as evidenced in quarter 3 supervision report; and 4. In quarter 4, Gombe General Hospital was supervised on 28th June 2023, as evidenced in quarter 4 supervision report. | 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>The DHT did not have any Health Sub Districts (HSDs) to carry out support supervision of lower level health facilities within the previous FY.</p> | 1 |

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

Maximum 7 points on this performance measure

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

The LG used results / reports from discussion of the support supervision and monitoring visits to make recommendations for specific corrective actions and implementation of these were followed up. For instance,

1. In Kibibi Nursing Home HCIII supervision report for quarter 3 dated 23rd March 2023, it was noted that the facility Incharge had developed a micro plan for EPI and it was recommended that the facility Incharge should develop an EPI micro plan by 30th March 2023 and share a copy with the DHO's office. Implementation of this recommendation is evidenced by the presence of a copy of EPI micro plan for Kibibi Nursing Home HCIII dated 27th March 2023 with a DHO's office receipt stamp dated 29th March 2023;

2. In Kabasanda HCIII supervision report for quarter 3 dated 23rd March 2023, it was noted that the facility duty roster had only one staff scheduled for duty per day and it was recommended that the facility Incharge should develop a duty roster with two staff starting the month of April 2023 and submit a copy at the DHO's office. This recommendation was implemented as evidenced by the presence of a duty roster for Kabasanda HCIII with acknowledgement of receipt stamp for the DHO's office dated 27th March 2023; and

3. In Nsozibirye HCII supervision report for quarter 3 dated 23rd January 2023, it was noted that there was a discrepancy on stock in and stock out of medicines and it was recommended the Incharge should write a letter to the DHO explaining the discrepancy. This recommendation was implemented as by a letter written by the Incharge for Nsozibirye HCII to the DHO dated 25th January 2023.

| | | | | |
|----|---|---|--|---|
| 10 | <p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p> | <p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p> | <p>The LG provided support to all health facilities in the management of medicines and health supplies in the FY 2022/2023 as highlighted below:</p> <p>In quarter 1, all the 18 health facilities that received medicines were supervised in the management of medicines and health supplies on 1st to 25th September 2022 as evidenced in the medicines support supervision report dated 6th October 2022.</p> <p>In quarter 2, all the 18 health facilities that received medicines were supervised in the management of medicines and health supplies on 1st to 22nd November 2022 as evidenced in the medicines support supervision report dated 11th January 2023;</p> <p>In quarter 3, all the 18 health facilities that received medicines were supervised in the management of medicines and health supplies on 5th to 23rd January 2023 as evidenced in the medicines support supervision report dated 5th April 2023; and</p> <p>In quarter 4, all the 18 health facilities that received medicines were supervised in the management of medicines and health supplies on 1st to 26th April 2023 as evidenced in the medicines support supervision report dated 13th July 2023.</p> | 1 |
| 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>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</p> | <p>The LG allocated Ugx 33 million (80%) out of the Ugx 41 million LG Health Office budget to health promotion and prevention activities, which was more than the required minimum of 30%.</p> | 2 |

Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities

Maximum 4 points on this performance measure

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

The DHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the FY 2022/2023. For example:

1. In quarter 1, the DHT conducted health promotion and education activities on mosquito net use. This is evidenced in a report titled "Health Promotion and Health Education activities Report on Mosquito Net Use for the First Quarter 2022/2023" dated 30th October 2022;
2. In quarter 2, the DHT conducted health promotion and education through a radio talk show on improving Covid19 vaccination". This is evidenced in a report titled "Health Promotion and Education Report on Radio Talk Show on Improving Covid19 Vaccination For Second Quarter 2022/2023" dated 30th December 2022;
3. In quarter 3, the DHT conducted health promotion and education by sensitizing the VHTs on how to conduct health education talks. This is evidenced in a report titled "Health Promotion and Health Education Report on Sensitizing the VHTs on How to Conduct Health Education Talks for Third Quarter 2022/2023" dated 30th April 2023; and
4. In quarter 4, the DHT conducted health promotion and education on Noncommunicable diseases. This is evidenced in a report titled "Health Promotion and Health Education on Noncommunicable diseases for Fourth Quarter 2022/2023" dated 30th June 2023.

11

Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities

Maximum 4 points on this performance measure

c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0

The DHT followed up actions on health promotion and disease prevention issues. For instance,

During quarter 1 DHMT meeting held on 30th September 2022, one of the action points was that the Incharges to develop CME schedule on Ebola prevention activities and set up triage points. Follow up on this recommendation is evidenced in quarter 2 DHMT meeting held on 23rd December 2022 under minute 3 which shows that CMEs were conducted in all facilities and triage points were set up;

During quarter 2 DHMT meeting held on 23rd December 2022, one of the action points was that the staff should develop health care waste management plan with support of IPC Focal Person. Follow up on this recommendation is evidenced by the presence of a health care waste management plan titled "Butambala district health waste management plan dated 23rd June 2023;

During quarter 3 DHMT meeting held on 29th March 2023, one of the action points was to conduct health promotion and education for VHTs on how to conduct health education talks. Follow up on this action point is evidenced in a report titled "Health Promotion and Education Report on Sensitizing the VHTs on how to Conduct Health Education for Third Quarter 2022/2023" dated 30th April 2023, that shows that health promotion and education for VHTs on how to conduct health education talks was conducted; and

During quarter 4 DHMT performance review meeting held on 29th June 2023, one of the action points was to conduct health promotion and sensitization of communities on noncommunicable diseases. Follow up on this action is evidenced in a report titled "Health Promotion and Health Education Report on Noncommunicable Diseases for Fourth Quarter 2022/2023" dated 30th June 2023.

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>The LG had updated Asset registers which set out health facilities and equipment relative to basic standards. The registers were updated on 4th July 2023 and contained asset category, cost, health facility, serial number, condition, among others. The assets for each health facility were as follows:</p> <p>Gombe General Hospital had OPD, maternity ward, theatre, placenta pit, incinerator, mortuary and staff houses;</p> <p>All HCIIIs including Ngando, Bulo, Epicentre Senge, Butaaka, Kitimba and Kyabadaaza had an OPD, maternity ward, placenta pit and incinerator, and 4 staff houses; and</p> <p>All HCIIIs including Butembe, Ntolomwe, Kiziiko, Kibugga, Kirokola, Kabasanda and Nsozibirye had an OPD, drug store, medical waste pit and 3 staff houses.</p> | 1 |
| 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>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>(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>score 1 or else score 0</p> | <p>The LG conducted desk appraisal, the investment derived from the LG Development Plan 2020/21-2024/25 (Page 175-208) and was eligible for funding under sector guidelines as indicated in the minutes dated 2/11/2021 for the only project implemented in the year 2022/23, Phase 1 of DHO's office construction at Ugx161,884,000.</p> | 1 |
| 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>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 conducted field appraisal, the investments was technically feasible, environmentally and socially acceptable and was customized for investment as indicated in report dated 17/12/2021, for the only project implemented in the year 2022/23, Phase 1 of DHO's office construction at Ugx161,884,000.</p> | 1 |

| | | | | |
|----|--|---|--|---|
| 12 | <p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p> | <p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p> | <p>There was evidence that Butambala DLG carried out Environmental, Social and Climate Change screening for all Health projects implemented the previous FY. Screening was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.</p> <p>Screening was done for the following projects namely:</p> <p>Construction of District Health Office at District Headquarters done on 10/05/2023.</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>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 submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plan. This was submitted by Dr. Sekamatte Samuel dated 21st/4/2023 and received by Mr. Ssenyomo Isaac.</p> | 1 |
| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>b. If the LG Health department submitted procurement request form (Form 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 PP5) to the PDU by 1st Quarter of the current FY.</p> <p>In the letter dated 28th/8/2023, Mr. Mukasa Gabriel presented a request to the CFO Mr. Wandera Joseph requesting for the construction of DHO's office Phase II at an estimated cost of 500,000,000/= . This was authorized by Mr. Lujunwa Nathan-CAO dated 28th/8/2023.</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>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 school infrastructure was approved by the Contracts Committee but not cleared by the Solicitor General since all the projects were below the threshold of 200m before the commencement of construction. CC meeting dated 18th/7/2023 chaired by Ms. Namutebi Josephine, Mr. Tumwesigye Salién, Ms. Sarah Wamala and Mr. Ssenyomo Isaac as the secretary approved the infrastructural projects to be implemented under CC minute number 003/07/2023.</p> | 1 |

| | | | | |
|----|--|---|---|----------|
| 13 | Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines | d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0 | There was evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff; | 1 |
| | Maximum 10 points on this performance measure | If there is no project, provide the score | <ol style="list-style-type: none"> 1. Dr. Ssekamatte Samuel, District Health Officer, (Health projects) 2. Ms. Naigemebe Jesca-Ag. DE -supervisor 3. Hajjat Wamala Sarah -CDO 4. Ms. Nakawungu Mastula -EO 5. Mr. Muwagga Fred-DIA. These were established and appointed by Mr. Lujunwa Nathan-CAO dated 20th/10/2022. | |
| 13 | Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines | e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0 | The indicator is not applicable since the LG did not implement any Upgrade in the previous FY. | 1 |
| | Maximum 10 points on this performance measure | If there is no project, provide the score | | |
| 13 | Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines | 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 | The indicator is not applicable since the LG did not implement any Upgrade in the previous FY. | 1 |
| | Maximum 10 points on this performance measure | If there is no project, provide the score | | |

| | | | | |
|----|--|--|---|---|
| 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>The indicator is not applicable since the LG did not implement any Upgrade in the previous FY.</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>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. In the supervision reports dated 20th/04/2023,19th/05/2023, 20th/06/2023,19th/05/2023 were attended by the Ag.DE -Ms.Naigembe Jesca, CAO-Mr. Lujunwa Nathan, EO-Ms.Nakawungu Mastula, DCDO -mr.Kayongo Sam and Dr.Sekamatte Samuel-DHO.</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>There was evidence that the DHO verified works and initiated payments of contractors within specified timeframe all within 2 weeks. The 2 payments were:</p> <ol style="list-style-type: none"> 1. A payment for the construction of the LG DHO offices by Vision Ltd at Ugx 82,070,576. invoice submitted on 25/5/2023 was certified by the MHO,LG Engineer, Environment Officer and CDO on 30/5/2023 and paid on 15/6/2023 (2 weeks); and 2. Another payment for the construction of the LG DHO offices by Vision Ltd at Ugx 66,605,166, invoice submitted on 21/6/2023 was certified by the MHO,LG Engineer, Environment Officer and CDO on 16/6/2023 and paid on 28/6/2023 (7 days). | 1 |

| | | | | |
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| 13 | <p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p> | <p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p> | <p>There was evidence that the LG had a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law.</p> <p>Evaluation was done on 21st/2/2023 in the evaluation committee that was chaired by Mr.Kayinga Geoffrey-Assistant DE, Ms.Nansubuga Olive -PO and Mr.Ssekamatte Sam -DHO.The following companies were invited;</p> <p>M/s Vision Creative Company Ltd - Ugx.206,190,840 and M/s Kavi Engineering Company Limited -Ugx.144,468,639 by 17th/2/2023. The evaluation committee evaluated the bids and selected M/s Vision Creative Company Ltd after the elimination of M/s Kavi Engineering Company Limited at the technical and experience level.</p> <p>In the contracts committee meeting dated 22nd/2/2023, and approved the evaluation report to award M/s Vision Creative Company Ltd the contract with a bid sum of 199,464,840 after a negotiation meeting under minute number 003/02/2023. The agreement was signed between the LG and M/s Vision Creative Company Ltd on 20th/3/2023. This was signed by Mr.Lujunwa Nathan-CAO and M/s Vision Creative Company Ltd.</p> | 1 |
|----|--|---|---|---|

Environment and Social Safeguards

| | | | | |
|----|---|---|---|---|
| 14 | <p>Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework</p> <p>Maximum 2 points on this performance measure</p> | <p>a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0</p> | <p>GRM was displayed on the Health department noticeboard.</p> <p>Log of grievances showed they were investigated and responded to. On 16/03/2023 a case of Chairperson Management Committee (Yisoa Sewanga) reported that Ntolomwe HC II had been closed every Thursday and Friday for the past two weeks. The case was reported to the DHOs Office. CAO wrote a letter transferring staff to Gombak Hospital for close supervision.</p> | 2 |
| 15 | <p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p> | <p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p> | <p>There was evidence that the LG disseminated guidelines on health care / medical waste management to health facilities. A dissemination list dated 05/09/2022 distributed the Guidelines to 18 Facilities. The first facility to get was Bulo HC III and the last was Kiziiko HC II.</p> | 2 |

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| 15 | Safeguards for service delivery: LG Health Department ensures safeguards for service delivery | 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 | There was evidence that Butambala DLG had in place a functional system for Medical waste management. An MoU dated 01 March 2023 for collection, transportation and safe disposal of medical waste was signed between Green Label Services Ltd and Butambala DLG. The CAO, who did not print his names but signed the MoU, signed on behalf of the DLG. Dr. Grace Mugume, Managing Director of Green Label Services Ltd signed on behalf of the Contractor. | 2 |
| 15 | Safeguards for service delivery: LG Health Department ensures safeguards for service delivery | c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0 | <p>The LG had conducted training and created awareness on health waste management as reflected below:</p> <ol style="list-style-type: none"> 1. Mentorship of Health Workers on Health Care Waste Management and hand hygiene as evidenced in a report titled "Report following mentorship on health care waste management and hand hygiene" dated 16th June 2023; and 2. Training of Facility IPC Focal Persons and Incharges on Health Care Waste Management on as evidenced in a report titled "IPC (Medical Waste Management & WASH) Training Report" dated 24th April 2023 | 1 |
| 16 | Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments | 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>There was evidence that Butambala DLG had costed ESMP incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY. The project was construction of District Health Office at the District Headquarters. Included in BoQs were the following items:</p> <ol style="list-style-type: none"> 1) Level the site and provide black top soil to receive natural grass as specified by the Environment Officer; and 2) Supply and plant the natural grass on the levelled area 3) Supply and plant trees on the recommendation of the Environment officer. <p>All that was included in the BoQ at UGX2,000,000/-. The Contractor was Union Creative Company Ltd.</p> | 2 |
| Maximum 5 points on this performance measure | Maximum 5 points on this performance measure | Maximum 8 points on this performance measure | | |

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|----|--|---|--|---|
| 16 | <p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p> | <p>b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0</p> | <p>There was no evidence that Butambala DLG had any documentation on land acquisition status for Health projects implemented the previous FY.</p> | 0 |
| 16 | <p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p> | <p>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 evidence that Butambala DLG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs and provided monthly reports. Monitoring report for construction of District Health Office at the District Headquarters dated 19/05/2023 written by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.</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>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 evidence that E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments. Payment certificates signed by Ag. District Engineer, Asst. Engineering Officer, DCDO, District Environment Officer, District Internal Auditor, and District Health Officer were presented. It was for the construction of for construction of District Health Office at the District Headquarters Phase I dated 29/05/2023.</p> | 2 |

**Water &
Environment
Performance
Measures**

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score | | | | | | | | | | | | | | | | | | | | |
|--|--|--|---|----------|------|------------|---|------------|----|----------|----|-----------|-----|-------------|----|-------------|---|-----------|---|--------------|------------|----------------------------|--|----------|
| Local Government Service Delivery Results | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees <i>Maximum 4 points on this performance measure</i> | a. % of rural water sources that are functional. If the district rural water source functionality as per the sector MIS is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 | According to the sector MIS data for current FY obtained from MoWE, dated 19/10/2023, the District Rural Water Sources functionality for Butambala DLG currently stands at 95% . | 2 | | | | | | | | | | | | | | | | | | | | |
| 1 | Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees <i>Maximum 4 points on this performance measure</i> | b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is: o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 | According to the sector MIS data for the current FY obtained from MoWE, dated 19/10/2023, the percentage of facilities with functional water and sanitation committees (WSCs) in Butambala DLG currently stands at 91% . | 2 | | | | | | | | | | | | | | | | | | | | |
| 2 | N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment <i>Maximum 8 points on this performance measure</i> | a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is; • Above 80%, score 2 • 60% - 80%, score 1 • Below 60%, score 0 | The average score in Water for LLG performance assessment was 70%. <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>KIBIBI T/C</td> <td>0</td> </tr> <tr> <td>NGANDO S/C</td> <td>60</td> </tr> <tr> <td>BULO S/C</td> <td>60</td> </tr> <tr> <td>BUDDE S/C</td> <td>100</td> </tr> <tr> <td>KALAMBA S/C</td> <td>60</td> </tr> <tr> <td>KALAMBA T/C</td> <td>0</td> </tr> <tr> <td>GOMBE T/C</td> <td>0</td> </tr> <tr> <td>Total</td> <td>280</td> </tr> <tr> <td colspan="2">Average(EXc TCs) 70</td> </tr> </tbody> </table> | Year | 2023 | KIBIBI T/C | 0 | NGANDO S/C | 60 | BULO S/C | 60 | BUDDE S/C | 100 | KALAMBA S/C | 60 | KALAMBA T/C | 0 | GOMBE T/C | 0 | Total | 280 | Average(EXc TCs) 70 | | 1 |
| Year | 2023 | | | | | | | | | | | | | | | | | | | | | | | |
| KIBIBI T/C | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| NGANDO S/C | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| BULO S/C | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| BUDDE S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA S/C | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA T/C | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| GOMBE T/C | 0 | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 280 | | | | | | | | | | | | | | | | | | | | | | | |
| Average(EXc TCs) 70 | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment | 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: | According to the AWP for the FY 2022/2023 signed by the CAO on 12/05/2022 and filed by the Central Registry of the MoWE on 01/08/2022, Butambala district, at the end of FY 2021/2022, had a safe | 0 | | | | | | | | | | | | | | | | | | | | |

Maximum 8 points on this performance measure

Score 2

o If 80-99%: Score 1

o If below 80 %: Score 0

water coverage of **51%** computed from the following breakdown per LLG:

1. Kibibi – 49%
2. Kalamba – 58%
3. Bulo – 52%
4. Ngando – 45%
5. Budde – 50%

The three (#3) LLGs of Kibibi - 49%, Ngando - 45%, Budde - 50%; are below the district average.

According to the Budget Performance Report in the 4th Quarter Progress Report for the FY 2022/2023 signed by the CAO on 30/07/2023 and filed by the Central Registry of the MoWE on 04/08/2023, the following WSS projects were implemented to a tune of **Ushs.195,076,170** in the last FY:

1. Extension of Piped water system to Bukesa Parish in Ngando SC at Ushs.111,625,000
2. 8 deep Borehole Rehabilitations at a total of Ushs.27,008,820
3. Construction of 2 Deep Hand Pump Boreholes with 1 each in Ngando and Bulo SCs at a total of Ushs.56,442,350

Out of these, the following WSS projects, to a tune of **Ushs.153,350,585**, were implemented in LLGs with coverage below the district coverage:

1. Extension of Piped water system to Bukesa Parish in Ngando SC at Ushs.111,625,000
2. 4 deep Borehole Rehabilitations at a total of Ushs.13,504,410.
3. Construction of 1 Deep Hand Pump Borehole in Ngando at Ushs.28,221,175.

This constituted **79%** of the total implemented WSS projects in the FY 2022/2023.

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

Maximum 8 points on
this performance
measure

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

o If within +/-20% score 2

o If not score 0

There was evidence that the
contract price of sampled WSS
infrastructure investments for
the previous FY were within
+/- 20% of engineer's
estimate. Refer to the sampled
projects below;

1. Drilling of 2 boreholes in
Bulo and Ngando
S/C. Procurement
number; Buta/608/works/22-
23/00005.

Engineer's estimate:
60,000,000/=

contract sum: 59,413,000/=

Percentage variation: 0.98%

2. Extension of piped water
3.5km to Bukesa, Ngando
S/C. Procurement
number; Buta/608/works/22-
23/00004.

Engineer's estimate:
125,000,000/=

contract sum: 117,500,000/=

Percentage variation: 6%

| | | | | |
|---|---|---|--|---|
| 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>According to the AWP for the FY 2022/2023 signed by the CAO on 12/05/2022 and filed by the Central Registry of the MoWE on 01/08/2022; the DWO budgeted to implement the following WSS projects in the last FY:</p> <ol style="list-style-type: none"> 1. Extension of Piped water system to Bukesa Parish in Ngando SC. 2. 5 deep Borehole Rehabilitations. 3. Construction of 2 Deep Hand Pump Boreholes with 1 each in Ngando and Bulo SCs. | 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>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 the MIS data for both FY 2022/2023 and current FY, dated 19/10/2023, obtained from the MoWE; the functionality of water supply facilities in Butambala DLG increased from 79% to 95%.</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> <ul style="list-style-type: none"> o If increase is more than 1% score 2 o If increase is between 0-1%, score 1 o If there is no increase : score 0. | <p>According to the MIS data for both FY 2022/2023 and the current FY, dated 19/10/2023, obtained from the MoWE; the functionality of Water and Sanitation committees in Butambala DLG increased from 79% to 91%</p> | 2 |

Performance Reporting and Performance Improvement

Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance

Maximum 3 points on this performance measure

The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3

According to the 4th Quarter Progress Report for the FY 2022/2023 signed by the CAO on 30/07/2023 and filed by the Central Registry of the MoWE on 04/08/2023; the DWO reported to have constructed the following WSS facilities in the FY 2022/2023.

1. Extension of Piped water system to Bukesa Parish in Ngando SC.
2. 10 deep Borehole Rehabilitations.
3. Construction of 2 Deep Hand Pump Boreholes with 1 each in Ngando and Bulu SCs.

Out of these, a sample of the following WSS facilities was taken and visited:

1. Extension of Piped water system to Bukesa Parish in Ngando SC.
2. A deep Borehole construction in Ndibulungi Village, Ngando SC, DWD 71090, dated 10/02/2023.
3. A deep borehole construction Kifamba Village, Bulu SC, DWD 71090, dated 10/02/2023.

From the visits, it was established that the DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported.

Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance

Maximum 7 points on this performance measure

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

There was 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 in the quarterly data update reports provided as seen detailed below:

- 1st quarter data update report signed by CAO on 10/10/2022 and received by the Central Registry of MoWE on 13/10/2022.
- 2nd quarter data update report signed by CAO on 09/01/2023 and received by the Central Registry of MoWE on 30/01/2023.
- 3rd quarter data update report signed by CAO on 13/04/2023 and received by the Central Registry of MoWE on 18/04/2023.
- 4th quarter data update report signed by CAO on 07/07/2023 and received by the Central Registry of MoWE on 14/07/2023.

These contained Form 4s for old facilities, Form 1s for new point water facilities and a Form 2s for Piped Water Systems; capturing all the necessary information.

| | | | | |
|---|--|--|--|---|
| 5 | <p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p> | <p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p> | <p>There was evidence that the DWO updates the MIS (WSS data) quarterly with water supply and sanitation information on new facilities, population served, functionality of WSCs and WSS facilities, etc. found in the quarterly data update reports provided as seen detailed below:</p> <ul style="list-style-type: none"> • 1st quarter data update report signed by CAO on 10/10/2022 and received by the Central Registry of MoWE on 13/10/2022. • 2nd quarter data update report signed by CAO on 09/01/2023 and received by the Central Registry of MoWE on 30/01/2023. • 3rd quarter data update report signed by CAO on 13/04/2023 and received by the Central Registry of MoWE on 18/04/2023. • 4th quarter data update report signed by CAO on 07/07/2023 and received by the Central Registry of MoWE on 14/07/2023. <p>These contained Form 4s for old facilities, Form 1s for new point water facilities and Form 2s for Piped Water Systems; capturing all the necessary information that is fed into the MIS database.</p> | 3 |
| 5 | <p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p> | <p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p> | <p>There was evidence that Performance Improvement Plans (PIPs) were developed for the 25% lowest performing LLGs (Kibibi Town Council, Gombe Town Council and Budde Sub County) in the reports provided, signed by Ms. Jesca Naigembe, the DWO, dated 20/10/2022.</p> | 2 |

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>There was evidence that the DWO had budgeted for the following water staff as reflected in the recruitment plan for FY 2023/2024 as follows;</p> <p>1. Water officer 2. Assistant water officer. 3.Civil engineer and the borehole maintenance technician. The total budget for this function was UGX 58,593,420. as per the approved budget of FY 2023/2024.</p> | 2 |
| 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>There was evidence that the environment and natural resource officer had budgeted for critical staff in the department as shown below;</p> <p>Natural resources officer UGX. 51,600,000, environment officer 48,000,000, forestry officer 48,000,000 totaling to annual wage bill of 147,600,000.</p> | 2 |
| 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>There was evidence that the DWO had appraised the staff in the department by 30th June as detailed below;</p> <p>1. Nakawungu Masitula, environment officer was appraised on 30/6/2023 by PAS.</p> <p>2.Kayinga Geoffrey Mugerwa assistant engineering officer was appraised on 30/6/2023.</p> <p>3. Kasujja Disan borehole maintenance technician was appraised on 30/6/2023.</p> <p>4. Naddembe Esther physical planer was appraise on 30/6/2023.</p> <p>5. Naigembe Jeska water officer was appraised on 30/6/2023.</p> <p>6. Namayengo Sarah forestry officer was appraised on 30/6/2023.</p> | 3 |

7

Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.

Maximum 6 points on this performance measure

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

Performance Appraisals for the District Water staff were availed, and they contained their capacity needs. However, there was no evidence provided that a capacity building plan was prepared and consequently, capacity building of staff carried out.

0

Management, Monitoring and Supervision of Services.

8

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

According to the AWP for the FY 2023/2024, received and signed by the CAO on 11/07/2023 and approved by the Central Registry of the MoWE on 08/08/2023, Butambala district, at the end of FY 2022/2023, had a safe water coverage of **47%** computed from the following breakdown per LLG:

1. Kibibi – 46%
2. Kalamba – 50%
3. Bulo – 48%
4. Ngando – 40%
5. Budde – 49.4%

The two (#2) LLGs of Kibibi - 46%, Ngando - 40%, are below the district average.

The DWO plans to implement the following WSS projects to a tune of **Ushs.113,852,383** in the current FY:

1. Extension of Piped water system to Butende Trading Centre in Ngando SC.
2. 3 deep Borehole Rehabilitations.

Out of these, only the Extension of Piped water system to Butende Trading Centre in Ngando SC at a planned cost of **Ushs.100,000,000** has been allocated in LLGs with coverage below the district coverage:

This constitutes **88%** of the total allocations for the current FY.

2

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 that the DWO informed LLGs about their allocations per source on the DWO Notice Board in a document dated 23/07/2023 and the allocations publicized are as follows:

1. Extension of Piped water system to Butende Trading Centre in Ngando SC at Ushs.100,000,000.
2. 3 deep Borehole Rehabilitations in the sub counties of Bulu, Kalamba and Budde at a total of Ushs.13,852,383

Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.

Maximum 8 points on this performance measure

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.)

- 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

There was 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.) in the quarterly data update reports provided as seen detailed below:

- 1st quarter data update report signed by CAO on 10/10/2022 and received by the Central Registry of MoWE on 13/10/2022.
- 2nd quarter data update report signed by CAO on 09/01/2023 and received by the Central Registry of MoWE on 30/01/2023.
- 3rd quarter data update report signed by CAO on 13/04/2023 and received by the Central Registry of MoWE on 18/04/2023.
- 4th quarter data update report signed by CAO on 07/07/2023 and received by the Central Registry of MoWE on 14/07/2023.

These contained Form 4s for old facilities, Form 1s for new point water facilities and Form 2s for Piped Water Systems; capturing all the necessary information collected from the quarterly monitoring of these WSS facilities. Therefore, **100%** of all WSS facilities were monitored quarterly.

Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.

Maximum 8 points on this performance measure

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

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 was provided in the minutes below:

1. 1st quarter DWSCC meeting held on 10/08/2022.
2. 2nd quarter DWSCC meeting held on 08/11/2022.
3. 3rd quarter DWSCC meeting held on 31/03/2023.
4. 4th quarter DWSCC meeting held on 16/06/2023.

Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.

Maximum 8 points on this performance measure

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

According to the AWP for the FY 2023/2024, received and signed by the CAO on 11/07/2023 and approved by the Central Registry of the MoWE on 08/08/2023, Butambala district, at the end of FY 2022/2023, The DWO plans to implement the following WSS projects in the current FY:

1. Extension of Piped water system to Butende Trading Centre in Ngando SC at Ushs.100,000,000.
2. 3 deep Borehole Rehabilitations in the sub counties of Bulo, Kalamba and Budde at a total of Ushs.13,852,383.

On the DWO Notice Board, these details were displayed in a document dated 23/07/2023 which is evidence that allocations for the current FY to all LLGs including those with safe water coverage below the LG average have been displayed at notice boards.

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|----|---|--|--|----------|
| 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>According to the AWP for the FY 2022/2023, received and signed by the CAO on 12/05/2022 and approved by the Central Registry of the MoWE on 01/08/2022, the total NWR rural water and sanitation budget was Ushs.43,662,341 out of which a total of Ugx.7,753,341 was allocated towards mobilization activities which is 18% of the total NWR budget.</p> | 0 |
| 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>Under the following software reports provided, there was evidence that WSCs were established and trained on their roles and on O&M of WSS facilities.</p> <ul style="list-style-type: none"> • <i>“Identification and Establishment of Water and Sanitation Committees in the district 1st quarter FY 2022/2023”</i> dated 21/12/2022. • <i>“Establishment and training of water and sanitation committees in the district 2nd quarter FY 2022/2023”</i> dated 29/12/2022. • <i>“Post Construction Support to some established water source Users 3rd quarter FY 2022/2023”</i> dated 29/03/2023. • <i>“Establishment and training of water and sanitation committees in the district 4th quarter FY 2022/2023”</i> dated 29/06/2023. <p>From the projects that were visited, WSCs were found to have been trained and understood their roles. The visited projects were:</p> <ol style="list-style-type: none"> 1. Extension of Piped water system to Bukesa Parish in Ngando SC. 2. A deep Borehole construction in Ndibulungi Village, Ngando SC, DWD 71090, dated 10/02/2023. 3. A deep borehole construction Kifamba Village, Bulo SC, DWD 71090, dated 10/02/2023. | 3 |

Investment Management

11

Planning and Budgeting for Investments is conducted effectively

Maximum 14 points on this performance measure

a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:

Score 4 or else 0

There was evidence of existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG in the following quarterly data update reports:

- 1st quarter data update report signed by CAO on 10/10/2022 and received by the Central Registry of MoWE on 13/10/2022.

- 2nd quarter data update report signed by CAO on 09/01/2023 and received by the Central Registry of MoWE on 30/01/2023.

- 3rd quarter data update report signed by CAO on 13/04/2023 and received by the Central Registry of MoWE on 18/04/2023.

- 4th quarter data update report signed by CAO on 07/07/2023 and received by the Central Registry of MoWE on 14/07/2023.

These contained Form 4s for old facilities, Form 1s for new point water facilities and Form 2s for Piped Water Systems, capturing all the necessary information for all WSS assets of the district local government.

4

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|----|--|---|---|---|
| 11 | <p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p> | <p>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 (LGDPIII) 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 conducted desk appraisal, the investment derived from the LG Development Plan 2020/21-2024/25 (Page 175-208) and was eligible for funding under sector guidelines as indicated in the minutes dated 23/11/2022 for the project implemented in the year 2023/24, the extension of water piped system in Kanyogoga- Butende 3km in Ngando S/C atUgx 120,000,000.</p> <p>..</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>According to the AWP for the FY 2023/2024, received and signed by the CAO on 11/07/2023 and approved by the Central Registry of the MoWE on 08/08/2023, Butambala district, at the end of FY 2022/2023, The DWO plans to implement the following WSS projects in the current FY:</p> <ol style="list-style-type: none"> 1. Extension of Piped water system to Butende Trading Centre in Ngando SC. 2. 3 deep Borehole Rehabilitations. <p>A community application file was availed which contained community applications from beneficiary communities of the current FY's WSS investments. The following are some of the applications:</p> <ul style="list-style-type: none"> • Request for extension of tap water from Kitagobwa to Bugobango and Lwezo by the Chairperson LCIII of Ngando SC, dated 13/03/2023. • A request for maintenance, repair, and provision of new water sources by the SAS of Bulo SC, dated 15/03/2023. • A request for maintenance, repair, and provision of new water sources by the SAS of Kalamba SC, dated 11/03/2023. | 2 |

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| 11 | <p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p> | <p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p> | <p>The LG conducted field appraisals, the investments were technically feasible, environmentally and socially acceptable and were customized for investment as indicated in reports dated 12/12/2022, for the project implemented in the year 2023/24, the extension of water piped system in Kanyogoga- Butende 3km in Ngando S/C at Ugx 120,000,000.</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>There was no evidence that all water infrastructure projects for the Current FY were screened for environmental and social risks before being approved for Construction.</p> | 0 |
| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> | <p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p> | <p>There was evidence that the water infrastructure investments were incorporated in the LG approved. In the approved consolidated plan dated 25th/08/2022 signed by CAO- Mr. Lujunwa Nathan, the water infrastructure was incorporated in the approved plan, the following were the project items incorporated in the procurement plan;</p> <ol style="list-style-type: none"> 1. Construction of 2 DBH, budgeted ta 60,000,000/= 2. Consultancy services, budgeted ta 20,000,000/= 3. Extension of water to supply Bukesa, 125,000,000/=, etc. | 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 were approved by the Contracts Committee before commencement of construction. In CC meeting chaired by Ms. Namutebi Josephine, and recorded by Mr.Ssenyomo Isaac dated 2nd/8/2023.The submitted water projects were all approved under cc minute number: min.003/02/2023.</p> | 2 |
| 12 | <p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p> | <p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p> | <p>There was evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines.</p> <ol style="list-style-type: none"> 1. Mr. Kayinga Geoffrey - DWO-Project manager. 2. Ms. Naigemebe Jesca-Ag.DE -supervisor 3.Hajjat Wamala Sarah -CDO 4. Ms.Nakawungu Mastula -EO 5. Mr. Muwagga Fred-DIA. These were established and ppointed by Mr. Lujunwa Nathan-CAO dated 20th/10/2022. | 2 |

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

Maximum 14 points on this performance measure

d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2

The following contracts were provided and the Standard Technical Designs for those projects reviewed:

Contract Agreement for Drilling, Casting, and Installation of 2 No. Deep Boreholes at Kifampa Village, Bulo Sub-County and Kasansala-Bwesinza Village Ngando Sub-county, between Butambala DLG and Ms. East Africa Boreholes Limited, Buta827/Wrks/22-23/00005.

Contract Agreement for Extension of Piped Water 3.5km to Bukesa Village, Ngando SC in Butambala DLG, between Butambala DLG and Ms. Kanyeenya Engineering Works Limited, Buta827/Wrks/22-23/00004.

The following facilities were visited and found to be constructed as per technical design specifications.

1. Extension of Piped water system to Bukesa Parish in Ngando SC.

2. A deep Borehole construction in Ndibulungi Village, Ngando SC, DWD 71090, dated 10/02/2023.

3. A deep borehole construction Kifamba Village, Bulo SC, DWD 71090, dated 10/02/2023.

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 evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects. Refer to the sampled project below.

The rehabilitation of water sources within the district for both deep boreholes, swallow wells, springs, rain water harvesting tanks and eight water supply systems. this was dated 30th/06/2023 and 8/7/2023. For a project duration of 2 months. This was attended by Mr. Kayinga Geoffrey - DWO-Project manager, Ms. Naigemebe Jesca-Ag.DE - supervisor, Ms. Hajjat Wamala Sarah -CDO and Ms. Nakawungu Mastula -EO.

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

There was evidence that the DWO verified works and initiated payments of contractors within specified timeframe. The sampled projects were:

1.Works by Kanyenya services ltd on the extension of piped water to Bukesa, Ngando sub county worth Ugx117,500,000 submitted on 9/3/2023 were verified works and initiated for payments by the DWO on 13/3/2023 (4 days) and paid on 3/5/2023;

2.Works by East Africa services ltd on the installation of boreholes at Kifamba village in Bulu sub county worth Ugx53,572,400 submitted on 15/5/2023 were verified works and initiated for payments by the DWO on 16/5/2023 (1 day) and paid on 18/6/2023; and

3.Works by Horse services ltd on supervision of water extension of piped water to Bukesa, Ngando sub county worth Ugx17,864,000 submitted on 15/5/2023 were verified works and initiated for payments by the DWO on 16/5/2023 (1 day) and paid on 28/6/2023.

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 is in place for each contract with all records as required by the PPDA Law. Refer to the sampled file below.

The following companies were invited dated 2nd/8/2022 and the companies responded on 24th/8/2022 as follows.

1. M/s Mulstar technical services Ltd -85,000,000/=

2. M/s Enve Engineerin Consults Ltd - 83,485,000/=

3. M/s Kanyenya Engineering Works - 84,000,000/=

In the evaluation report dated 24th/8/2022, M/s Kanyenya Engineering Works with a bid price of 84,000,000/= was evaluated as the best bidder after M/s Enve Engineerin Consults Ltd

was eliminated at the technical experience and financial capacity under minute number:003/08/2022. The meeting was chaired by Mr. Kayinga Geoffrey- Asst. DE, Ms. Nansubuga Olive and Ms. Naigembe Jesca - Ag. DE.

Under CC meeting minute number 003/09/2022, the evaluation report was approved after the correction of the arithmetic error and a contract sum of Ugx.117,500,000. This was chaired by Ms. Namutebi Josephine dated 29th/9/2022.

Work contract was awarded to M/s Kanyenya Engineering Works, dated 13th/10/2022, signed by Mr. Lujunwa Nathan- CAO and the CEO - M/s Kanyenya Engineering Works.

| | | | | |
|----|---|--|---|----------|
| 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>Score 3, If not score 0</p> | <p>There was evidence that evidence that the DWO In Liaison with the District Grievances Redress Committee recorded grievances as per LG Grievance redress framework.</p> <p>There was an entry was dated 17/10/2023 and was that of non-functionality of borehole in Kibibi Mugombe. The Complaint was recorded not to have been resolved yet because the community was said to have lacked funds.</p> | 3 |
| 14 | <p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p> | <p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs:</p> <p>Score 3, If not score 0</p> | <p>There was no evidence that the DWO and the Environment Officer disseminated guidelines on water source & catchment protection and natural resource management to CDOs.</p> | 0 |
| 15 | <p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p> | <p>a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0</p> | <p>There was no evidence that water source protection plans and Natural resource management plans for WSS Facilities constructed in the previous FY were prepared and implemented.</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 WSS projects are implemented on land where the LG has proof of ownership. A sample of 3 WSS projects constructed in the previous FY was taken and their land agreements seen and examined as detailed below:

1. Land Agreement between the children of The Late Alex Kyambadde and the LC1 Chairperson of Kisongoza/Kifampa Village for land of size 20ft by 45ft for construction of a borehole, dated 15/11/2022.

2. Land Agreement between Mr. Basiimaki George and the LC1 Chairperson of Ndibulungi 'A' Village for land of size 20ft by 20ft for construction of a borehole, dated 14/11/2022.

3. Land Agreement between Mr. Kafeero Paulo and the LC1 Chairperson of Bukesa 'A' Village for land of size 7ft by 6ft for construction of a borehole, dated 14/09/2022.

Safeguards in the
Delivery of Investments

*Maximum 10 points on
this performance
measure*

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:

Score 2, If not score 0

There was evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices on the following:

1.Works by Kanyenya services ltd on the extension of piped water to Bukesa, Ngando sub county worth Ugx117,500,000 submitted on 9/3/2023, E&S Certification forms were completed and signed by Environmental Officer and CDO on 13/3/2023 before payment on 3/5/2023;

2.Works by East Africa services ltd on the installation of boreholes at Kifamba village in Bulu sub county worth Ugx53,572,400 submitted on 15/5/2023, E&S Certification forms were completed and signed by Environmental Officer and CDO on 16/5/2023 before payment on 18/6/2023; and

3.Works by Horse services ltd on supervision of water extension of piped water to Bukesa, Ngando sub county worth Ugx17,864,000 submitted on 15/5/2023, E&S Certification forms were completed and signed by Environmental Officer and CDO on 16/5/2023 before payment on 28/6/2023.

Safeguards in the
Delivery of Investments

*Maximum 10 points on
this performance
measure*

d. Evidence that the CDO and
environment Officers undertakes
monitoring to ascertain compliance with
ESMPs; and provide monthly reports:

Score 2, If not score 0

There was evidence that
Butambala DLG CDO and
Environment Officers
undertook monitoring to
ascertain compliance with
ESMPs. Three Monitoring
reports were availed for:

1) Construction of borehole at
Ndibulungi 'A' and Kifampa
villages in Ngando sub county
dated 16/03/2023;

2) Borehole construction at
Kisoba in Ngando sub county
dated 21/03/2023; and

3) Piped water extension in
Bukesa, Ngando Sub County
dated 21/03/2023.

The reports were written by
District Environmental Officer
- Nakawungu Mastula, and
Senior Community
Development Officer -
Kayongo Sam.

**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>Butambala district LG has Up-to date data on irrigated land for the 2021/2022 and 2022/2023. In 2021/2022, the total irrigated land was 184 acres while in 2022/2023, the total land under irrigation was 224.5 acres as per the data sheet prepared by the Senior Agricultural Engineer (Water for Production) and received by the District Agricultural Officer on 30/06/2023. In 2021/2022 28 acres were micro-scale irrigation grant beneficiaries and 156 acres were non beneficiaries. In FY 2022/2023, 27.5 acres were beneficiaries of micro-scale irrigation grant and 169 acres were non beneficiaries.</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>Irrigated land in Butambala district LG increased from 184 acres in the FY 2021/2022 to 224.5 acres in FY 2022/2023 which translates into acres increase. The percentage increase was 20.01% as per the data sheet prepared by the Senior Agricultural engineer (Water for production) on 30/06/2023.</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 average score in the micro-scale irrigation for LLG performance assessment was 91%.</p> <table border="1" data-bbox="770 1529 1034 1955"> <thead> <tr> <th data-bbox="770 1529 839 1559">Year</th> <th data-bbox="962 1529 1034 1559">2023</th> </tr> </thead> <tbody> <tr> <td data-bbox="770 1581 951 1610">KIBIBI T/C</td> <td data-bbox="930 1581 959 1610">100</td> </tr> <tr> <td data-bbox="770 1637 975 1666">NGANDO S/C</td> <td data-bbox="930 1637 959 1666">80</td> </tr> <tr> <td data-bbox="770 1693 951 1722">BULO S/C</td> <td data-bbox="930 1693 959 1722">100</td> </tr> <tr> <td data-bbox="770 1749 951 1778">BUDDE S/C</td> <td data-bbox="930 1749 959 1778">60</td> </tr> <tr> <td data-bbox="770 1805 1002 1834">KALAMBA S/C</td> <td data-bbox="930 1805 959 1834">100</td> </tr> <tr> <td data-bbox="770 1861 1002 1890">KALAMBA T/C</td> <td data-bbox="930 1861 959 1890">100</td> </tr> <tr> <td data-bbox="770 1917 975 1946">GOMBE T/C</td> <td data-bbox="930 1917 959 1946">100</td> </tr> <tr> <td data-bbox="770 1973 922 2002">Total</td> <td data-bbox="874 1973 930 2002">640</td> </tr> <tr> <td data-bbox="770 2029 951 2058">Average</td> <td data-bbox="914 2029 951 2058">91</td> </tr> </tbody> </table> | Year | 2023 | KIBIBI T/C | 100 | NGANDO S/C | 80 | BULO S/C | 100 | BUDDE S/C | 60 | KALAMBA S/C | 100 | KALAMBA T/C | 100 | GOMBE T/C | 100 | Total | 640 | Average | 91 | 4 |
| Year | 2023 | | | | | | | | | | | | | | | | | | | | | | | |
| KIBIBI T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| NGANDO S/C | 80 | | | | | | | | | | | | | | | | | | | | | | | |
| BULO S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| BUDDE S/C | 60 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA S/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| KALAMBA T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| GOMBE T/C | 100 | | | | | | | | | | | | | | | | | | | | | | | |
| Total | 640 | | | | | | | | | | | | | | | | | | | | | | | |
| Average | 91 | | | | | | | | | | | | | | | | | | | | | | | |

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| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines | 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 | The development component of micro-scale irrigation grant was used on eligible activities. These included procurement and installation of 11 micro-scale irrigation systems which costed 246,026,892/- for the 11 approved farmers as per the Budget performance report for the FY 2022/2023 prepared by the Senior Agricultural Engineer (Water for Production) on 18/08/2023 and the grant guidelines for the FY 2022/2023. The approved farmers include Ntale muhamad in Kalamba S/C, Kuhingana Emmanuel Ngando S/C and Ggoobi Ramathan in Ngando S/C among others | 2 |
| Maximum score 6 | | | | |
| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines | 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 | <p>There was evidence that the approved farmer signed an Acceptance Form confirming that equipment was working well, before the LG made payments to the suppliers: These included the following payments:</p> <ol style="list-style-type: none"> 1. Bata ltd Ugx 23,652,786 for the design and supply of installation for Mulika Paul who signed the acceptance letter on 5/6/2023 before payment was made on 28/6/2023; 2. Bata ltd Ugx 39,822,548 for the design and supply of installation for Kwehangana Emanuel who signed the acceptance letter on 2/6/2023 before payment was made on 28/6/2023; and 3. Bata ltd Ugx 25,911,864 for the design and supply of installation for Nsubuga Tom who signed the acceptance letter on 19/5/2023 before payment was made on 28/6/2023. | 1 |
| Maximum score 6 | | | | |

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|---|---|--|---|---|
| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines | Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0 | There was evidence that the variations in the contract price for establishment of irrigation sites are within +/-20% for example according the supplier contracts for Mr. Kwihingana Emmanuel Ngando S/C contract No. BUTA827/WKS/22-23/00008 whose contract quote was 41,955,900/ as per the contract signed between the CAO on 03/05/2023 and the Baata Engineering Co. LTD on 10/05/2023 and Engineer's estimated of 41,100,000 from the Irritrack Designs and cost estimate dated 12/01/2023 resulting into a variation of 2.08% and Mr. Ggoobi Ramathan, Ngando S/C Contract No. BUTA827/WKS/22-23/00008 whose suppler quote was 42,026,100/- as per the contract signed by the CAO on 12/01/2023 and Baata Engineerint Co. LTd on 2/05./2023 and Engineer's estimated of 41,250,000 from the Irritrack Designs and cost estimate dated 24/02/2023 resulting into a variation of 1.88%. Mr. Ntale Muhamad in Kalamba S/C contract no. BUTA827/WKS/22-23/00008 whose contract quote was 41,926,100/- as per the contract signed by CAO on 08/05/2023 and Baata Engineering Co. LTD on 10/05/2023 and engineers estimate was 41,250,000 resulting into a variation of 1.63% as per Irritrack information dated 17/10/2022. | 1 |
| | Maximum score 6 | | | |
| 3 | Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines | d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY | There was evidence that the planned irrigation sites where contracts were signed in the FY 2022/2023 were completed within the FY that is all the 11 irrigation sites whose contracts were signed within FY 2022/2023, all the 11 irrigation sited were completed with the FY as per the Budget performance report for the FY 2022/2023 prepared by the Senior Agricultural Engineer (Water for Production) on 18/08/2023 Examples of the supplier contracts are; for Mr. Kwihingana Emmanuel Ngando S/C contract No. BUTA827/WKS/22-23/00008 Mr. Ggoobi Ramathan, Ngando S/C Contract No. BUTA827/WKS/22-23/00008 and Mr. Ntale Muhamad in Kalamba S/C contract no. BUTA827/WKS/22-23/00008 Examples of Completion certificates are for; Mr. Kwihingana Emmanuel Nganda S/C whose site was completed on 31/05/2023 according the completion certificate that was signed Ag. Senior Agricultural Engineer (Water for Production) on 02/06/2023, Mr. Ggoobi Ramathan whose site was completed on 16/06/2023 as per the completion certificate signed by Senior Agricultural Engineer (Water for Production) on 11/06/2023 and Ntale Muhamad whose sites was completed on 01/06/2023 as per the completion certificate signed by Senior Agricultural Engineer (Water for Production) on 11/06/2023. | 2 |
| | Maximum score 6 | <ul style="list-style-type: none"> • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0 | | |

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|---|---|---|--|---|
| 4 | 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 | There was no evidence at the time of assessment that the LG had recruited LLG extension workers as per staffing structure. Out of the 39 approved structure only 23 extension workers (58%) had been recruited. | 0 |
| 4 | 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 | There was evidence that the micro-scale irrigation equipment installed at the three sampled irrigation sites of Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhammad in Kalamba S/C meet the standards as defined by MAAIF according to their respective inventory of irrigation equipment for micro-scale irrigation sites developed by the Senior Agricultural Engineer dated 30/06/2023. | 2 |
| 4 | Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6 | b) Evidence that the installed micro-scale irrigation systems during last FY are functional • If 100% are functional score 2 or else score 0 | The three sampled irrigation systems of Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhammad in Kalamba S/C were 100% functional at the time of assessment | 2 |

Performance Reporting and Performance Improvement

| | | | | |
|---|---|---|---|---|
| 5 | Accuracy of reported information: The LG has reported accurate information Maximum score 4 | a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0 | There was evidence that information on positions of extension workers filled was accurate as detailed below from the sampled 3 LLG of Ngando scty, Gombe Town council and Bulu scty; In Ngando scty, the following officers who had been posted there were working; 1. Matovu Tonny VET. officer. 2. Wafula Michael assistant VET. officer. 3. Kiwanuka Shimoni agricultural officer. Gombe Town council- 1. Kijjambu Timothy Mukalazi agricultural officer. 2. Kawera Twaha assistant VET. officer. Bulu scty - 1.Mwanga Mohamed agricultural officer, 2. Mpungu Abudul Vinyi assistant VET. officer. 3. Seremba Stephen | 2 |
|---|---|---|---|---|

| | | | | |
|---|---|---|---|---|
| 5 | <p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p> | <p>b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0</p> | <p>There was evidence that the information on microscale irrigation system installed and function was accurate according to the inventory of micro-scale irrigation equipment dated 30/06/2023 for Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhammad in Kalamba S/C.</p> | 2 |
| 6 | <p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p> | <p>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</p> | <p>The information on new irrigated land functionality of irrigation equipment installed (Mr. Kuhingana Emmanuel BUTambala/2022-07-30/male/27251 Ngando S/C, Mr. Ggoobi Ramathan Butambala/2023/01-10/Male/30745, Ngando S/C and Mr. Ntale Muhamad Butambala/2022-10-17/Male/28255 in Kalamba S/C), provision of complementary services like farmer field days, awareness raising for leaders, farmer exchange visit and expression of interest was collected on a quarterly basis as per the Quarter 2, Quarter 3 and Quarter 4 reports prepared by the Senior Agricultural Engineer (Water for Production) and endorsed by CAO on 10/01/2023, 02/05/2023, 20/07/2023 respectively.</p> | 2 |
| 6 | <p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p> | <p>b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0</p> | <p>Butambala district LG has entered up-to-date LLG information into MIS/Irritrack which has 292 expression of interests and 132 farm visits as per the data for MIS reports on 30/06/2023 that were collected from the following LLGs: NgandoS/C, Bulo S/C, Gombe T/C, Kibibi T/C, Kalamba S/C and Budde S/C.</p> | 1 |
| 6 | <p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</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>Butambala district LG has prepared quarterly reports using information compiled from LLGs in the MIS/Irritrack as per Quarter 1, Quarter 2, Quarter 3 and Quarter 4 reports prepared by the Senior Agricultural Engineer (Water for Production) and endorsed by the CAO on 10/01/2023, 02/05/2023, 20/07/2023 respectively. The LLGs that compiled performance information for submission in MIS were NgandoS/C, Bulo S/C, Gombe T/C, Kibibi T/C, Kalamba S/C and Budde S/C.</p> | 1 |

| | | | | |
|---|---|---|---|---|
| 6 | <p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p> | <p>d) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0</p> | <p>There was no evidence the Butambala DLG had an approved Performance Improvement Plan at the time of assessment.</p> | 0 |
| 6 | <p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p> | <p>ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0</p> | <p>There was no evidence that Butambala DLG had implemented a PIP for the lowest performing LLGs at the time of assessment. There were no PIP implementation reports.</p> | 0 |

Human Resource Management and Development

| | | | | |
|---|---|--|--|---|
| 7 | <p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines</p> <p>Maximum score 6</p> | <p>a) Evidence that the LG has:</p> <p>i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0</p> | <p>Butambala district LG budgeted for extension workers as per the wage bill of 742,587,000/- from the annual workplan for district extension grant date prepared by DPO and approved by CAO on 04/10/2023 and according to the performance contract for FY 2023/2024 signed by the CAO and the DPO on 04/08/2023 where it is indicated that extension workers from all the four sections of production department (crop, veterinary, fisheries and entomology) budgets and workplans were developed in line with government policies.</p> | 1 |
|---|---|--|--|---|

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

There was evidence that Butambala DLG deployed extension workers as per the guidelines forexample according to the staff register developed by the District Production Officer, all the 23-extension workers in the district were deployed according. These include; among others, Ssentongo Robert (District headquarters), Sserwanako Kafeero Fred (District headquarters), Birigenda Julius (District headquarters), Kiwewa Rashid (District headquarters), Bakyayita Henry (District headquarters), Kabogoza John (District headquarters), Nakate Ruth (Budde S/C), Nyeko Tom (Kalamba S/C), Ssimbwa Alex (Budde S/C), Mubiru Bashir (Kalamba S/C), Kijjambu Timothy (Gombe T/C), Mpungu Abdu Busti Vinyi (Bulo S/C), Kiwanuka Shimoni (Budde S/C), Sseremba Steven (Bulo S/C), Wanyama Emmanuel (Kalamba S/C), Muwanga Muhamad (Bulo S/C), Sseguya JB (Kibiki T/C), Luyinda Joseph (kalimba S/C), Matovu Tonny (Ngando S/C), Kawere Twaha (Gombe T/C), Ssubunya Rinus (District headquarter), Bakamabwe Augustine (District headquarter), Wafula Micheal (Ngando S/C) and Sebatika Badru Bukendeko (Kibibi T/C).

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

There was evidence at the time of assessment that extension workers were working in LLG where they were deployed as evidenced from the staffing list and the daily attendance registers of the three sampled LLGs of Gombe Town Council, Ngando Sub County and Bulo Sub County. All the extension workers on the staffing list from Butambala DLG Human Resources department dated 30th June 2023 were on the daily attendance lists of November 2023 for Gombe. Details of the extension workers are as follows:

1. For Ngando Sub County they included; Matovu Tonny, Veterinary Officer; and Wafula Micheal, an Assistant Veterinary Officer;

2. For Gombe Town Council, they included; Kijjambu Timothy Mukalazi, an Agricultural Officer; and Kawere Twaha, an Assistant Veterinary Officer; and

3. For Bulo Sub County, they included; Muwanga Muhammad, an Agricultural Officer; Mpungu Abdul Vinyi, an Assistant Veterinary Officer; and Sseremba Stephen, an Assistant Veterinary Officer.

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

There was evidence that extension workers' deployment had been publicised and disseminated to LLGs by displaying staff lists on the notice boards of the three sampled LLGs as shown below:

1. The staff list for Bulu Sub County dated 2nd July 2023 and had three extension workers including included; Muwanga Muhammad, an Agricultural Officer; Mpungu Abdul Vinyi, an Assistant Veterinary Officer; and Sseremba Stephen, an Assistant Veterinary Officer;

2. The staff list for Ngando Sub County had no date with two extension workers including; Matovu Tonny, Veterinary Officer; and Wafula Micheal, an Assistant Veterinary Officer; and

3. The staff list for Gombe Town Council had no date with two extension workers including; Kijjambu Timothy Mukalazi, an Agricultural Officer; and Kawere Twaha, an Assistant Veterinary Officer

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

There was no evidence that at the time of assessment the LG had conducted annual appraisal of all extension workers within the prescribed deadline of 30th June. Out of a sample of 10 extension workers only 5 extension workers had been appraised by PAS (Mukasa Gabriel) on 30th June 2023 as detailed below;

1. Seremba Stephen assistant agricultural officer Bulu scty.

2. Nakatte Ruth Agricultural officer Budde scty.

3. Mubiru Bashir agricultural officer Kalamba scty.

4. Kiweewa Rashid fisheries officer district hqs

5. Sseguya John Bosco assistant VET officer. KibibiTown council

The rest of the 5 extension workers were appraised by PAS as detailed below;

1. Luyinda Joseph assistant VET officer Kalamba Town council was appraised on 5/7/2023

2. Kaboggoza John senior agricultural officer was appraised on 5/7/2023

3 Kijjambu Timothy agricultural officer Gombe Town council was appraised on 5/7/2023.

4. Simbwa Alex assistant VET. officer Budde sct was appraised on 17/7/2023.

5. Kiwanuka Shimoni agricultural officer Ngando scty. was appraised on 25/7/2023.

| | | | | |
|---|---|--|--|---|
| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p> | <p>a) Evidence that the District Production Coordinator has;</p> <p>Taken corrective actions: Score 1 or else 0</p> | <p>There was no evidence that the District Production Coordinator had taken actions on the issues raised by the sampled extension workers in their appraisal reports.</p> | 0 |
| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p> | <p>b) Evidence that:</p> <p>i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0</p> | <p>Training activities were conducted in accordance to the training plans at the district level for example agricultural officers like Agricultural officer-Gombe S/C, Assistant Agricultural Officer-Bulo S/C, Agricultural Officer-Kalamba S/C, Agricultural Officer -Budde S/C, Assistant Agricultural Officer-Kalamba S/C Assistant Agricultural officer-Kibibi S/C a one-day training on management of parish development model program on 16/06/2023 by the District Agricultural Officer as per the training report developed by the District Agricultural Officer dated 26/06/2023 and the attendance register 13/06/2023 in Gomber T/C. The other report is on attended by the same extension officer by the district agricultural officer on needs assessment of farmers and identifying gaps hindering their performance on selected enterprises in Bulo S/C on 17/05/2023.</p> | 1 |
| 8 | <p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p> | <p>ii Evidence that training activities were documented in the training database: Score 1 or else 0</p> | <p>There was evidence training activities were documented in the training data base as per Crop sector file. One training was conducted on 13/06/2023. The other report was conducted on 17/05/2023.</p> | 1 |

Management, Monitoring and Supervision of Services.

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| 9 | <p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> | <p>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</p> | <p>There was evidence that the LG allocated the micro scale irrigation grant between 75% capital development; and 25% complementary services;</p> <p>Total grant was Ugx187m (page 18 of the LG Work Plan), out of this only 75% (Ugx140mm) was allocated to capital development and 25% (Ugx47m)to complementary services.</p> | 2 |
| Maximum score 10 | | | | |
| 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>There was evidence that the 25% for complementary services were allocated in line with guide lines as below:-</p> <p>Out of the Ugx47m for complementary Ugx 7m (15%) was on awareness, procurement was Ugx5m (10%) and Ugx35m(75%). Page 18 of Butambala Work Plan.</p> | 2 |
| Maximum score 10 | | | | |

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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>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p> | <p>There was evidence that the co-funding was reflected in the 2023/24 LG Budget(page 18)and allocated as per guidelines. Ugx100m was budgeted for the total development grant of Ugx187m, which was more than the minimum requirement of 25%.</p> | 2 |
| Maximum score 10 | | | | |
| 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>There was evidence that the LG used the farmer co-funding following the same rules applicable to the micro scale irrigation grant, Co farmers contributed Ugx 100m on the grant of Ugx328m used in the year 2022/23.</p> | 2 |
| Maximum score 10 | | | | |
| 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>Butambala DLG has disseminated the information on use of the farmer co-funding through distribution a brochure titled “a guide for smallholder farmers”. The DPO also held a meeting with the DTPC and the LLGs where DPO, DTPC and LLGs representatives attended chaired by the CAO according to the minutes that were prepared by the Planner on 18/01/2023 where irrigation information was shared.</p> | 2 |
| Maximum score 10 | | | | |

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| 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>There is evidence that the DPO has monitored the installation of equipment for the irrigation demonstration sites in the key areas of functionality of equipment, environment and social safeguards including adequacy of water source but on a quarterly basis the quarterly monitoring report done by the DPO dated 08/01/2023 and another monitoring report done by the DPO dated 28/09/2023 and Inventory of Irrigation equipment dated 30/06/2023 for Mr. Kuhingana Emmanuel BUtambala/2022-07-30/male/27251 Ngando S/C, Mr. Ggoobi Ramathan Butambala/2023/01-10/Male/30745, Ngando S/C and Mr. Ntale Muhamad Butambala/2022-10-17/Male/28255 in Kalamba S/C among others.</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>Butambala district LG has overseen technical training and support to the approved farmers to achieve servicing and maintenance during the warranty period as per the field monitoring and supervision report written by the Senior Agricultural Engineer (Water for Production) dated 13/10/2023 for approved farmers like Ntayi Richard Raymond-Budde S/C, Namarwa Ruth-Kalamba S/C, Yiga Frunk-Ngando S/C and Aryatugumwa Mary Beatrice-Gombe S/C. The other supervision and monitoring report written by the Senior Agricultural Engineer (Water for Production) dated 20/07/2023 for approved farmers like Kwihingana Emmanuel-Ngando S/C, Mulika Paul-Kalamba S/C, Nsubuga Tom-Kalamba S/C, Ntale Muhamad -Kalamba S/C among others</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>Butambala district LG provided hands-on support to the LLG extension workers during the implementation of complementary services as per the guidelines according the supervision report written by Agricultural Officer Ngnando S/C dated 26/06/2023. The hand-on training was conducted Agricultural officer Budde S/C dated 18/06/2023.</p> | 2 |

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| 10 | Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8 | d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0 | Butambala District LG had established and run one farmer field school as per the guidelines according to the farmer field school report prepared by the District Production Officer on 05/07/2023 for the farmer field school in Kalanga S/C. Butambala DLG was assigned one (1) farmer field school as per the letter by the permanent secretary MAAIF to all LG CAOs dated 28/04/2022. | 2 |
| 11 | Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4 | a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0 | The LG has conducted activities to mobilize and sensitize farmers as per the guidelines according to attendance sheet for sensitizing farmers about micro-scale irrigation project in Gombe T/C, Kalamba S/C, Budde S/C, Ngando S/C and Kibibi T/C on 9/11/2022 where 195 farmers attended according to the attendance sheets dated 9/11/22 and the awareness creation field-based photos as per the report made by DPO on 12/12/22. The district also conducted a radio show in Buwama fm as per receipt serio no. 974 dated 10/03/2023. | 2 |
| 11 | Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4 | b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0 | Butambala district LG has trained staff and sensitized political leaders at district and LLG levels according to the training report prepared the District Production Officer dated 15/03/2023. The first training was conducted at the district headquarters on 7/03/2023 and by the district production Officer on 30/07/2023 where 16 staff and 10 political leaders at the district. Another training was conducted at Kalamba S/C on 8/03/2023 where 17 political leaders and 9 staff attended. | 2 |
| Investment Management | | | | |
| 12 | 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 | There is evidence that Butambala DLG has an updated register of micro-scale irrigation equipment supplied to farmers in the FY year 2022/2023 as per the inventory of irrigation equipment for the 22 micro-scale irrigation sites dated 30/06/2023 as per the approved beneficiary farmer files for example Mr. Kuhingana Emmanuel BUtambala/2022-07-30/male/27251 Ngando S/C, Mr. Ggoobi Ramathan Butambala/2023/01-10/Male/30745, Ngando S/C and Mr. Ntale Muhamad Butambala/2022-10-17/Male/28255 in Kalamba S/C among others. | 2 |

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| 12 | <p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> | <p>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>Butambala District LG keeps an up-to-date data of applications in its data base as per the copies of applications from LLGs availed at the time of applications for example Kamoga Hakimu in Kalamba S/C, Namalwa Ruth in Kalamba S/C and Aliyatugumya Mary Beatrice in Gombe T/C among others for the FY 2021/2022; Musajjaagulanyago Ronald Kibibi S/C, Mulika Paul Kalamba S/C, Luzze Abbey Ngando S/C, Ggoobi Ramathan Ngando S/C, Ntale Muhammad Kalamba S/C among others for the FY 2022/2023 as per the forms to express interest in the micro-scale irrigation program according to the farmer application database. All the above farmers were part of the database. The last date of update was 28/11/2023 by the time of assessment.</p> | 2 |
| Maximum score 8 | | | | |
| 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>Butambala DLG has carried out farm visits to farmers that submitted complete Expression of Interests as per the Agreements to proceed to quotations provided for example the one for Mulika Paul in Kalamba S/C signed by Senior Agricultural Engineer and the farmer on 08/11/2023, another one signed by Musajjaagulanyago Ronald (farmer) in Kibibi S/Cand Senior 13/04/2023 and another one signed by Luzze Abby (farmer) in Ngando S/C and the Senior Agricultural Engineer on 12/01/2023. Farm visit reports for example farm visit reports for Kalibwami David BUTAMBALA/2022-01-24/Male/23315 in Budde S/C on 02/03/2023, Kabanda Herman BUTAMBALA/2022-11-18/Male/28810 in Bulu S/C on 16/05/2023 and Mulindwa Mose BUTAMBALA/2023-03-20/MALE/45767 in Gombe S/C on 20/03/2023.</p> | 2 |
| Maximum score 8 | | | | |
| 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>The was evidence that Butambala DLG Senior Agricultural Engineer publicized the eligible farmers that have been approved by posting on the district and LLG notice board for example a list of 11 eligible farmers for the FY 2022/2023 as at 29/02/2023 prepared by the Ag. Senior Agricultural Engineer (water for production) on 29/02/2023 was pinned on the CAO's noticeboard, Production department noticeboard, Agricultural Engineering noticeboard and the LLGs Kalamba S/C, Gombe S/C, Budde S/C, Kibibi T/C and Bulu S/C.</p> | 2 |
| Maximum score 8 | | | | |

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| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | 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. | There was evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY. Refer to the approved FY23/24 procurement plan. | 1 |
| | Maximum score 18 | | In the letter dated 01st/8/2023, signed by Mr.Lujunwa Nathan-CAO, the following sampled Micro-irrigation scheme projects were incorporated; | |
| | | | 1. Design, supply and installation of irrigation equipment to farmers with CO-paid funds, 380,000,000/= | |
| | | | 2. Supply of food and drinks to sectors, 8,000,000/=, etc, this was signed by Mr. Ssenyomo Isaac-SPO dated 20th/7/2023. | |
| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | 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 (MAAIF). The list included the following firms; | 2 |
| | Maximum score 18 | | <ol style="list-style-type: none"> 1. Ms,Rima East Africa Ltd 2. Ms Baata Engineering Company Ltd 3. Ms AKVO Internation Ltd 4. MsAnjan Projects Ltd | |
| | | | Ms.Solar Now Ltd, dated 27th/1/2023, signed by Mr.Ssenyomo Isaac. | |
| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0 | There was evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria. The request for quotation dated 27th/1/2023 was sent to the following pre-qualified firms. And the following firms responded as follows, | 2 |
| | Maximum score 18 | | 1. Ms,Rima East Africa Ltd -Ugx.223,130,300 | |
| | | | 2. Ms Baata Engineering Company Ltd - Ugx.793,012,500 | |
| | | | 3. Ms AKVO International Ltd - Ugx.844,928,00 | |
| | | | Evaluation process took place dated 18th/1/2023 and Ms.Baata. Ms Baata Engineering Company Ltd was evaluated as the BEB with a bid price of Ugx.793,012,500 and the communication was sent to the firm confirming acceptance of the bid dated 10th/03/2023. | |

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| 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 the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee. The CC meeting dated 22nd/2/2023 Chaired by Ms. namutebi Josephine, Mr.Sebakumba John, Ms.Namuli Winfred and recorded by Mr.Ssenyomo Isaac-SPO approved the micro - irrigation systems under CC minute number 003003/02/2023.</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>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</p> | <p>There was no 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. Since the two firms that responded to the bid dated 17th/2/2023 were eliminated at the stage of technical and financial capacity in the evaluation meeting dated 27th/1/2023.</p> | 0 |
| 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>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</p> | <p>There was evidence that the micro-scale irrigation equipment installed by Butambala DLG in the FY 2022/2023 were in line with in line with the design design output sheet forexample generated by the MIS/IrriTract App for example technical design developed by Baata Engineering Co. LTD on Jan/2023 for Luzze Abby irrigation site in Ngando S/C was in line with his corresponding design output sheet dated 12/03/2023, the technical design for Muliika Paul irrigation site in Kalamba S/C developed by Baata Engineering Co. LTD dated Jan/2023 was in line with the corresponding design output sheet dated 08/11/2022 and the technical design for Lule Ibrahim irrigation in Kibibi T/C developed by Baata Engineering Co. LTD dated Feb/2023 was in line with the corresponding data output sheet dated 28/11/2022. Submission letters to MAAIF 25/08/2023 for Quarter 4, 22/05/2023 for Quarter 3 and 19/01/2023 for Quarter 2.</p> | 2 |

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

Maximum score 18

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

There was evidence that Butambala district LG has conducted regular technical supervision by the Senior Agricultural Engineer (Water for Production). For example, the supervision and monitoring report of UgIFT micro-scale irrigation systems installations for farmer beneficiaries forexample Ntayi Richard Raymond in Budde S/C, Namarwa Ruth Kulabako in Kalamba S/C, Musa Numba in kalimba S/C, Kamoga Hakim in Kalamba S/C, Yiga Frank in Ngando S/C and Aryatugumwa Mary in Gombe T/C as per the supervision report written by Senior Agricultural Engineer (Water for Production) on 13/10/22 12/06/2023.

Another one written by Senior Agricultural Engineer (Water for Production) for beneficiary farmers forexample Kwihingana Emmanuel in Ngando S/C, Luzze Abby in Ngando S/C, Mulika Paul in Kalamba S/C, Nsubuga Tom in Kalamba S/C, Ntale Muhammad in Kalamba S/C, Musajjaagulanyago Ronald in Kibibi S/C among others.

Additionally, according to the site books of the three sampled irrigation systems of Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhamad in Kalamba S/C, there is evidence that the relevant technical officers conducted regular technical supervision of micro-scale irrigation sites for example on 25/05/2023, the District Production officer, Senior Agricultural Engineer and Inventory Officer conducted a supervision exercise to Kwihingana Emmanuel site. The Agricultural Officer Ngando visited Ggoobi Ramathan on 30/06/2023, 13/08/2023, 18/08/2023, 17/09/2023 and 02/10/2023. The Senior Agricultural Engineer visited on 25/05/2023, 16/06/2023, 30/06/2023, 12/07/2023 and 05/06/2023. The district production officer visited on 25/05/2023.

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| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | h) Evidence that the LG has overseen the irrigation equipment supplier during: | There was evidence that Butambala District LG has overseen irrigation equipment supplier during testing of the three samples irrigation sites Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhammad in Kalamba S/C. | 1 |
| | Maximum score 18 | i. Testing the functionality of the installed equipment: Score 1 or else 0 | According to the site books of the three sampled irrigation systems, there was evidence that the relevant technical officers conducted regular technical supervision of micro-scale irrigation sites for example on 25/05/2023, the District Production officer, Senior Agricultural Engineer and Inventory Officer conducted a supervision exercise to Kwihingana Emmanuel site. The Agricultural Officer Ngando visited Ggoobi Ramathan on 30/06/2023, 13/08/2023, 18/08/2023, 17/09/2023 and 02/10/2023. The Senior Agricultural Engineer visited on 25/05/2023, 16/06/2023, 30/06/2023, 12/07/2023 and 05/06/2023. The district production officer visited on 25/05/2023. | |
| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | 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 | There was no evidence that the sampled three irrigation sites of Kwihingana Emmanuel in Ngando S/C, Ggoobi Ramathan in Ngando S/C and Ntale Muhammad in Kalamba S/C. had been handed over to the approved farmers according to the site books. | 0 |
| | Maximum score 18 | | | |
| 13 | Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines | 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 | There was evidence that the Local Government made payment of the supplier within specified timeframes as below: 1. Bata ltd Ugx 23,652,786 for the design and supply of installation for Mulika Paul who signed the acceptance letter on 5/6/2023, invoice submitted on 15/6/2023, payment was made on 28/6/2023 (13 days); 2. Bata ltd Ugx 39,822,548 for the design and supply of installation for Kwehangana Emanuel who signed the acceptance letter on 2/6/2023, invoice was submitted on 15/6/2023, payment was made on 28/6/2023 (13 days); and 3. Bata ltd Ugx 25,911,864 for the design and supply of installation for Nsubuga Tom who signed the acceptance letter on 19/5/2023, invoice submitted on 15/6/2023, payment was made on 28/6/2023 (13 days). | 2 |
| | Maximum score 18 | | | |

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| 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>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</p> | <p>There was evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law. refer to the sample files below.</p> <p>1. Design , supply and installation of Micro-Irrigation System in Butamabala LG. Procurement number;Buta/827/works/22-23/00008.</p> <p>Evaluation was done 27th/1/2023, Chaired by Ms.Namutebi Josephine and recorded by Mr. SSenyomo Isaac.</p> <p>Ms. Baata Engineering services was evaluated as the best bidder after the elimination of Ms.Rima EA and Ms.AKVO International Ltd on Technical and financial perspective. A bid of Ugx.29,067,000 was approved for Mr.Luzze Abbey-Farmer.</p> <p>This was approved in a CC meeting dated 22nd/2/2023 under minute number:003/02/2023 chaired Ms. Namutebi Josephine and recorded by Mr.Ssenyomo Isaac -SPO.</p> <p>Work contract was signed between Butambala LG and Ms.Baata Engineering services Ltd dated 13th/3/2023, signed by Mr. Lujunwa Nathan-CAO.</p> | 2 |
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Environment and Social Safeguards

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| 14 | <p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p> | <p>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</p> | <p>There was evidence that the local government had displayed details of the Nature and avenues to address grievances in public areas as per the Grievance Redress Mechanism dated 29/07/2023 pinned on Department of Production Notice board. The GRM has also been pinned on Ngando S/C, Kalamba S/C, Gombe S/C, Budde S/C, Kibibi T/C and Bulu S/C.</p> <p>Example the two grievances include delayed installation equipment reported by Ntale Muhammad I Kalamba, Failure of the pump to raise water to the tank. It was raised by Luze Abby of Ngando S/C among others.</p> | 2 |
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| 14 | <p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> | <p>b) Micro-scale irrigation grievances have been:</p> <p>i). Recorded score 1 or else 0</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> | <p>There was evidence that Micro-scale irrigation grievances had been recorded, investigated and responded to. There was an entry in the Complaints Log dated 07/08/2022 and was that of Pump failure at Musa Numba of Butawuka, Bulo sub county. The matter was reported to the Senior Agricultural Engineer who is recorded to have visited the site and resolved the matter (which was a loose pump connection).</p> | 1 |
| Maximum score 6 | | | | |
| 14 | <p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> | <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> | <p>There was evidence that Micro-scale irrigation grievances had been recorded, investigated and responded to. There was an entry in the Complaints Log dated 07/08/2022 and was that of Pump failure at Musa Numba of Butawuka, Bulo sub county. The matter was reported to the Senior Agricultural Engineer who is recorded to have visited the site and resolved the matter (which was a loose pump connection).</p> | 1 |
| Maximum score 6 | | | | |
| 14 | <p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> | <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> | <p>There was evidence that Micro-scale irrigation grievances had been recorded, investigated and responded to. There was an entry in the Complaints Log dated 07/08/2022 and was that of Pump failure at Musa Numba of Butawuka, Bulo sub county. The matter was reported to the Senior Agricultural Engineer who is recorded to have visited the site and resolved the matter (which was a loose pump connection).</p> | 1 |
| Maximum score 6 | | | | |

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| 14 | Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6 | b) Micro-scale irrigation grievances have been: iv. Reported on in line with LG grievance redress framework score 1 or else 0 | There was evidence that Micro-scale irrigation grievances had been recorded, investigated and responded to. There was an entry in the Complaints Log dated 07/08/2022 and was that of Pump failure at Musa Numba of Butawuka, Bulu sub county. The matter was reported to the Senior Agricultural Engineer who is recorded to have visited the site and resolved the matter (which was a loose pump connection). | 1 |
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Environment and Social Requirements

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| 15 | Safeguards in the delivery of investments Maximum score 6 | a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc. score 2 or else 0 | Butambala district LG have disseminated micro-scale irrigation guidelines to provide for proper siting, land access (without encumbrances), proper use of agro-chemicals and safe disposal of chemical waste containers according to farm visit reports for Kalibwami David BUTAMBALA/2022-01-24/Male/23315 in Budde S/C on 02/03/2023, Kabanda Herman BUTAMBALA/2022-11-18/Male/28810 in Bulu S/C on 16/05/2023 and Mulindwa Mose BUTAMBALA/2023-03-20/MALE/45767 in Gombe S/C on 20/03/2023. among others. Butambala DLG also has sector guidelines on micro-scale irrigation, for September 2020 and has signed MOUs with the beneficiary farmers. For example, an MOU Between Butambala DLG and Kwihangana Emmanuel BUTAMBALA/2022-07-30/Male/27251 in Ngando S/C, Luzze Abby BUTAMBALA/2023-01-09/Male/30746 in Ngando S/C and Goobi Ramathan BUTAMBALA/2023-01-10/Male/30745 in Ngando among others. | 2 |
| 15 | Safeguards in the delivery of investments Maximum score 6 | b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment. i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0 | There was no evidence that Butambala DLG had costed ESMPs incorporated into designs, BoQs, bidding and contractual documents | 0 |

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| 15 | Safeguards in the delivery of investments Maximum score 6 | ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0 | There was evidence that Butambala DLG did Monitoring of irrigation impacts of adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers. Reports presented included: 1) Monitoring report for micro-scale irrigation Demonstration Farmers at Kabuzi Kinoni dated 17/05/2023; 2) Monitoring report for micro-scale irrigation Demonstration Farmers at Kabalamba Kibibi Town Council dated 10/08/2023; 3) Two Monitoring report for micro-scale irrigation Demonstration Farmers dated 10/05/2023 and 16/08/2023 whose farmer names could not be ascertained; All reports were written by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam. | 1 |
| 15 | Safeguards in the delivery of investments Maximum score 6 | iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0 | There was no evidence that Butambala DLG had Environment and Social Certification forms completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects. | 0 |
| 15 | Safeguards in the delivery of investments Maximum score 6 | iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0 | There was no evidence that Butambala DLG had Environment and Social Certification forms completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects. | 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 | There was evidence that the Local Government (LG) had substantively recruited a Chief Finance Officer (Wandera Joseph), appointed on 5/5/2014 under DSC Minute No. 70 of 2014 as extracted from file No. CR.D10377. | 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. | b. District Planner/Senior Planner, score 3 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a District Planner (Kato Patrick) appointed on 25/06/2018 under DSC Minute No. 83 of 2018 as extracted from file No. CR.D10202. | 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 | There was no evidence at the time of assessment that the Local Government (LG) had substantively recruited nor got secondment for a District Engineer. | 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 | There was no evidence that the Local Government (LG) had substantively recruited nor got secondment for a District Natural Resources Officer. | 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. | e. District Production Officer/Senior Veterinary Officer, score 3 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a District Production Officer appointed (Ssentongo Robert) on 28/6/2018 under DSC Minute No. 138 of 2018 as extracted from file No. CR.D10014 | 3 |

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| 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 | There was evidence that the Local Government (LG) had substantively recruited a District Community Development Officer (Wamala Sarah) appointed on 22/02/2022 under DSC Minute No. 07 of 2022 as extracted from file No. CR.D10614. | 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 | There was evidence that the Local Government (LG) had substantively recruited a District Commercial Officer (Lubega Faisal) appointed on 22/02/2022 under DSC Minute No.02 of 2022 as extracted from file No CR.D10609. | 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. | i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0. | There was evidence that the Local Government (LG) had substantively recruited a Senior Procurement Officer; (Ssenyomo Isaac) appointed on 3/05/2011 under DSC Minute No.88 /2011 as extracted from file No. CR.D10026. | 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 | There was evidence that the Local Government (LG) had substantively recruited a Procurement Officer (Nansubuga Oliver) appointed on 23/05/2017 under DSC Minute No. 85 of 2017 as extracted from file No. CR.D10154 | 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. | i. Principal Human Resource Officer, score 2 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a Principal Human Resource Officer (Nambatya Alice Kivumbi); appointed on 12/10/2017 under DSC Minute No. 170 of 2017 as extracted from file No. CR.D10141. | 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. | j. A Senior Environment Officer, score 2 or else 0 | There was no evidence that the Local Government (LG) had substantively recruited nor got secondment for a Senior Environment Officer. | 0 |

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| 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. | k. Senior Land Management Officer /Physical Planner, score 2 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a Senior Lands Management Officer (Mubiru Farouk); appointed on 13/01/2020 under DSC Minute No. 14 of 2020 as extracted from file No. CR.D10145. | 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. | l. A Senior Accountant, score 2 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a Senior Accountant (Haumba Naome Musoke); appointed on 5/05/2014 under DSC Minute No.61 of 2014 as extracted from file No. CR.D10021 | 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. | m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0 | There was evidence that the Local Government (LG) had substantively recruited a Principal Internal Auditor (Muwanga Fred); appointed on 26/06/2017 under DSC Minute No. 127 of 2017 as extracted from file No. CR.D10205. | 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. | n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0 | There was no evidence that the LG had substantively recruited nor got secondment for a Principal Human Resource Officer (Secretary DSC). | 0 |

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

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).

There was no evidence at the time of assessment that the LG had substantively recruited all the 7 Senior Assistant

Secretaries /Town Clerks in the 7 Lower Local Governments.

- **Two (2)** LLGs of Kibibi and Kalamba Town Councils **had not filled** the position of the Town Clerks at the time of assessment.

- **Four Senior Assistant Secretaries and one Town Clerk** were substantively appointed as follows:

- **Nabwami Catherine-Budde S/C** on 10/06/2019 under DSC Min No. 29 of 2019 as extracted from file No. CR.D10382;

- **Nassali Marriam- Ngando S/C** on 30/12/2020 under DSC Min No. 08/12/2020 as extracted from file No. CR.D10o19;

- **Namutebi Josephine-Bulo S/C** on 27/11/2012 under DSC Min No. 57/2012 as extracted from file No. CR.D10278;

- **Nubukera Daulah- Kalamba S/C** on 12/03/2021 under DSC Min No.17 of 2021 as extracted from file No. CR.D10297; and

- **Town Clerk -(Walungembe Idris)- Gombe Town Council** on 15/04/2019 under DSC Min No. 26 of 2019 as extracted from file No. CR.D10294

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.

There was evidence at the time of assessment that the LG had substantively recruited the 7Community Development Officers in all the 7 Lower Local Governments appointed as follows:

- CDO Budde S/C (Namanda Sarah) on 22/02/2022 under DSC Min No.5 of 2022 extracted from file No. CR.D10612;
- CDO-Kalamba S/C (Lubwama Umar) on 8/12/2020 under DSC Min No. 51 of 2020 as extracted from file No.CR.D10480;
- CDO-Gombe Town Council (Ssali Fred) on 12/02/2018 under DSC Min No. 30 of 2018 as extracted from ; file No.CR.D10128;
- CDO-Bulo S/C (Mugerwa Muhammed) on 8/01/2007 under DSC Min No. 61/2006 as extracted from file No. CR.D10282;
- CDO-Kibibi Town Council (Namusoke Irene) on 12/02/2018 under DSC Min No.27/2018 as extracted from file NoCR.D10250;
- CDO-Ngando S/C (Ndawula Amuza) on 12/02/2018 under DSC Min No.30 of 2018) as extracted from file No.CR.D10209; and
- CDO-Kalamba Town Council (Nabiryo Shamila) on 30/06/2016 under DSC Min No. 79/2010 file No. CR.D10250;

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

c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.

There was evidence at the time of assessment that the LG had substantively recruited the 7 Senior Accounts Assistants in all the 7 Lower Local Governments appointed as follows:

- Senior Accounts Assistant-Kibibi T/C (Kigozi Daniel) on 4/07/2011 under DSC Min No.150/2011as extracted from file No. CR.D10151;

- Senior Accounts Assistant-Bulo S/C (Mugamba Ronald) on 12/02/2018 under DSC Min No. 38 of 2018 as extracted from file No. CR.D10280;

- Senior Accounts Assistant-Budde S/C (Sibwomu Nancy) on 17/01/2008 under DSC Min No. 05/2008 as extracted from file No. CR.D10023;

- Senior Accounts Assistant-Ngando S/C (Kawooya Henry) on 08/12/2020 under DSC Min No. 45 of 2020 as extracted from file No. CR.D10564;

- Senior Accounts Assistant-Gombe Town Council (Bakabulindi David) on 29/06/2011 under DSC Min No.156/2011 as extracted from file No CR.D10017;

- Senior Accounts Assistant-Kalamba T/C (Nakanwagi Jauhara) on 12/02/2018 under DSC Min No.38 of 2018 as extracted from file No. CR.D10380; and

- Senior Accounts Assistant-Kalamba S/C (Kalibwami David) on 12/02/2018 under DSC Min No. 23 of 2018 as extracted from file No CR.D10133;

Environment and Social Requirements

Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.

Maximum score is 4

If the LG has released 100% of funds allocated in the previous FY to:

a. Natural Resources department,

score 2 or else 0

Butambala LG released 100% of funds received from government in the year 2022/23 to Natural Resources Department. The LG received Ugx 495,459,356 and released Ugx 495,459,356 to Natural Resources Department (LG draft Financial statements for the year 2022/23 page 14).

| | | | | |
|---|---|---|--|---|
| 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: | The LG released 100% of funds allocated in the year 2022/23 to Community Based Services Department. The LG received Ugx 160,669,468 and released Ugx160,669,468 to the Community Based Services Department (LG draft Financial statements for the year 2022/23 page 14). | 2 |
| | Maximum score is 4 | b. Community Based Services department. | | |
| | | score 2 or else 0. | | |
| 4 | 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. | a. If the LG has carried out Environmental, Social and Climate Change screening, | There WAS Evidence that Butambala DLG carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG) for the previous FY (2022-2023 FY) as exemplified by the following projects that were funded under DDEG in the previous FY and that also had completed Environmental and Social Screening Forms (ESSFs) and Costed ESMPs: | 4 |
| | Maximum score is 12 | score 4 or else 0 | - Butambala DLG Department of Environment and Natural Resources presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Construction of Four (4) Stance Lined Pit Latrine at Mayungwe P/S in Kyerima Village, Bulu Sub-county under DDEG Funding, ESSF and Costed ESMP dated 1st/June/2023, Signed by District Environmental Officer - Nakawungu Mastula, Signed by Senior Community Development Officer - Kayongo Sam. | |
| 4 | 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. | 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), | Screening results showed no need for ESIA. | 4 |
| | Maximum score is 12 | score 4 or 0 | | |

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| 4 | <p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p> | <p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;</p> <p>score 4 or 0</p> | <p>There was evidence that Butambala DLG had Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG).</p> <p>Butambala DLG Department of Environment and Natural Resources presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Construction of Four (4) Stance Lined Pit Latrine at Mayungwe P/S in Kyerima Village, Bulo Sub-county under DDEG Funding, ESSF and Costed ESMP dated 1st/June/2023, Signed by District Environmental Officer - Nakawungu Mastula, Signed by Senior Community Development Officer - Kayongo Sam.</p> | 4 |
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Financial management and reporting

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|---|--|--|---|----|
| 5 | <p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p> | <p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p> | <p>Butambala LG had a clean audit opinion from the Auditor General for the Financial Year 2022/23.</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 status of implementation of Internal Auditor General and Auditor General audit issues for the year 2021/22 on 23 December 2022 and 13 March 2023 respectively to PS/ST, after the February 2023 deadline.</p> | 0 |

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| 7 | Evidence that the LG has submitted an annual performance contract by August 31st of the current FY Maximum Score 4 | If the LG has submitted an annual performance contract by August 31st of the current FY, score 4 or else 0. | Butambala LG submitted an annual performance contract of 2023/24 on 3 July 2023 before the deadline of August 31st, 2023. | 4 |
| 8 | Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year maximum score 4 or else 0 | If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year, score 4 or else 0. | The LG submitted the Annual Performance Report for the year 2022/23 on 8/8/2023 before the deadline of August 31, 2023. | 4 |
| 9 | 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 Maximum score is 4 | 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, score 4 or else 0. | Butambala LG did submit all the quarterly budget Performance Reports for the year 2022/23 by the deadline of August 31,2023: Q1 was submitted on 28/10/2022 ; Q2 was submitted on 25/1/2023; Q3 was submitted on 28/4/2023 ; and Q4 was submitted on 8/8/2023. | 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. | a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0 | There was evidence that at the time of assessment the LG had substantively recruited a District Education Officer (Ssebakumba John), appointed on 5/05/2014 under DSC Min No. 63/2014 as extracted from file No. CR.D10375 | 30 |
| <i>The Maximum Score of 70</i> | | | | |
| 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. | b) All District/Municipal Inspector of Schools, score 40 or else 0. | There was no evidence at the time of assessment that the LG had substantively recruited nor got secondment for a District Inspector of Schools. | 0 |
| <i>The Maximum Score of 70</i> | | | | |
| 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 Butambala DLG carried out Environmental, Social and Climate Change screening for all education projects implemented the previous FY. Screening was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.: Screening was done for the following Education projects namely: 1) Construction of Mabanda Islamic primary school done on 07/03/2023; 2) Construction of 4-stance lined pit latrine at Bukesa Primary school done on 30/11/2022; 3) Construction of 4-stance lined pit latrine at Kinoni primary school done 02/12/2022; and 4) Construction of classroom block at Kibibi UMEA primary school done on 02/12/2022. | 15 |
| <i>The Maximum score is 30</i> | | | | |

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.

Screening results showed no need for ESIA.

15

The Maximum score is 30

**Health Minimum
Conditions**

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score |
|--|---|---|---|--------------|
| Human Resource Management and Development | | | | |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.</p> | <p>There was evidence at the time of assessment that the LG had recruited a substantive District Health Officer (Sekamate Samuel); appointed on 2/01/2018 under DSC Minute No 180 of 2017 as extracted from file No CR.D10308</p> | 10 |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0</p> | <p>There was evidence at the time of assessment that the LG had recruited a substantive Assistant District Health Officer Maternal, Child Health and Nursing (Namuli Winfred), appointed on 25/06/2018 under DSC Minute No. 120 of 2018 as extracted from file No. CR.D10273.</p> | 10 |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>c. Assistant District Health Officer Environmental Health, score 10 or else 0.</p> | <p>There was evidence at the time of assessment that the LG had recruited a substantive Assistant DHO Environmental Health (Nanyanzi Farida); appointed on 25/06/2018 under DSC Minute No. 121 of 2018 as extracted from file No. CR.D10040.</p> | 10 |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.</p> | <p>There was no evidence at the time of assessment that the LG had recruited a substantive Principal Health Inspector and no staff secondment.</p> | 0 |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>e. Senior Health Educator, score 10 or else 0.</p> | <p>There was evidence at the time of assessment that the LG had recruited a substantive Senior Health Educator (Kakeeto Savio), appointed on 10/9/2020 under DSC Minute Number 18 of 2020 as extracted from file No. CR.D10043</p> | 10 |

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|---|--|--|--|-----------|
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>f. Biostatistician, score 10 or 0.</p> | <p>There was no evidence at the time of assessment that the LG had recruited a substantive Senior Health Educator and no staff secondment.</p> | 0 |
| 1 | <p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p> | <p>g. District Cold Chain Technician, score 10 or else 0.</p> | <p>There was evidence that at the time of assessment the LG had a Cold Chain Technician (Bylon Baguma Paul), on secondment by the Ministry of Health as per secondment letter dated 30/1/2023.</p> | 10 |
| 1 | <p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p> | <p>h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.</p> | | |
| 1 | <p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p> | <p>i. Principal Health Inspector, score 20 or else 0.</p> | | |
| 1 | <p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p> | <p>j. Health Educator, score 20 or else 0</p> | | |

Environment and Social Requirements

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|---|---|---|---|-----------|
| 2 | <p>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)</p> <p>Maximum score is 30</p> | <p>If the LG carried out:</p> <p>a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.</p> | <p>There was evidence that Butambala DLG carried out Environmental, Social and Climate Change screening for all Health projects implemented the previous FY. Screening was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.</p> <p>Screening was done for the following projects namely:</p> <p>1) Construction of District Health Office at District Headquarters done on 10/05/2023.</p> | 15 |
| 2 | <p>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)</p> <p>Maximum score is 30</p> | <p>b. Social Impact Assessments (ESIAs) , score 15 or else 0.</p> | <p>Screening results showed no need for ESIA.</p> | 15 |

**Micro-scale Irrigation
Minimum Conditions**

| No. | Summary of requirements | Definition of compliance | Compliance justification | Score |
|-----|-------------------------|--------------------------|--------------------------|-------|
|-----|-------------------------|--------------------------|--------------------------|-------|

Human Resource Management and Development

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|---|--|--|--|-----------|
| 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 | If the LG has recruited; a. the Senior Agriculture Engineer | There was evidence at the time of assessment that the LG had recruited a substantive Senior Agriculture Engineer appointed on 07/06/2017 under DSC Minute No. 07/2017 as extracted from file No. CR.D10494 | 70 |
| | <i>Maximum score is 70</i> | <i>score 70 or else 0.</i> | | |

Environment and Social Requirements

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| 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. | If the LG: Carried out Environmental, Social and Climate Change screening score 30 or else 0. | <p>There was evidence that Butambala DLG carried out Environmental, Social and Climate Change screening for all Irrigation projects implemented the previous FY. Screening was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.</p> <p>Screening was done for the following micro-scale irrigation projects namely:</p> <p>1) Muliika Paul of Seeta village, Kalamba Parish, Kalamba sub county, done on 03/07/2023;</p> <p>2) Nsubuga Tom of Kakonga village, Kalamba Parish, Kalamba sub county, done on 03/07/2023;</p> <p>3) Namalwa Ruth of Kakonge village, Kalamba Parish, Kalamba sub county done on 03/0/2023; and</p> <p>4) Ggoobi Ramadhan of Kizama village, Ngando sub county, done on 13/07/2023.</p> <p>Screening results showed no need for ESIA.</p> | 30 |
| | <i>Maximum score is 30</i> | | | |

**Water & Environment
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. <i>Maximum score is 70</i> | a. 1 Civil Engineer (Water), score 15 or else 0. | There was evidence that at the time of assessment the LG had substantively recruited Civil Engineer (water) (Naigembe Jesca), appointed on 20/06/2019 under DSC. Min No. 37/2019 as extracted from file No CR.D10152 | 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. | There was no evidence at the time of assessment that the LG had substantively recruited an Assistant Water Officer for mobilization and no staff secondment. | 0 |
| 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. | There was evidence that at the time of assessment the LG had substantively recruited Borehole Maintenance Technician/Assistant Engineering Officer, (Kasujja Disan, appointed on 10/09/2020 under DSC. Min No.27 of 2020 as extracted from file No . CR.D10191. | 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. | There was no evidence at the time of assessment that the LG had substantively recruited a Natural Resources Officer and no staff secondment. | 0 |
| 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. | There was evidence that at the time of assessment the LG had substantively recruited Environment Officer (Nakawungu Masitula), appointed on 20/06/2019 under DSC. Min No. 32 of 2019 as extracted from file No CR.D10520. | 10 |

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|---|---|---|--|-----------|
| 1 | <p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p> | <p>f. Forestry Officer, score 10 or else 0.</p> | <p>There was evidence that at the time of assessment the LG had substantively recruited Forestry Officer Namayengo Sarah), appointed on 22/02/2022 under DSC. Min No. 03 of 2022 as extracted from file No CR.D10610</p> | 10 |
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Environment and Social Requirements

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|---|--|---|---|-----------|
| 2 | <p>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</p> | <p>If the LG:</p> <p>a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.</p> | <p>There was evidence that Butambala DLG carried out Environmental, Social and Climate Change screening for all Water and Environment projects implemented the previous FY. Screening was done by District Environmental Officer - Nakawungu Mastula, and Senior Community Development Officer - Kayongo Sam.:</p> <p>Screening was done for the following Water and Environment projects namely:</p> <p>1) Borehole construction at Kasansala Bwesinza in Ngando sub county done on 12/01/2023;</p> <p>2) Borehole construction at Kifampa in Bulu sub county done on 18/01/2023; and</p> <p>3) Extension of piped water system at Bukesa in Ngando sub county done on 12/01/2023.</p> | 10 |
| 2 | <p>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</p> | <p>b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.</p> | <p>Screening results showed no need for ESIA.</p> | 10 |

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

c. Ensured that the LG got abstraction permits for all piped water systems issued by DWRM, score 10 or else 0.

The DWO only implemented an Extension of Piped Water System from an existing Piped water system that was implemented directly under the MoWE. Therefore, the implementation entity (MoWE) is the one supposed to have an abstraction permit for that scheme.