



## **LGMSD 2022/23**

Kapchorwa Municipal Council

(Vote Code: 790)

<b>Assessment</b>	<b>Scores</b>
Crosscutting Minimum Conditions	72%
Education Minimum Conditions	70%
Health Minimum Conditions	100%
Water & Environment Minimum Conditions	0%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	83%
Educational Performance Measures	85%
Health Performance Measures	80%
Water & Environment Performance Measures	0%
Micro-scale Irrigation Performance Measures	0%

**Crosscutting  
Performance  
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s):</li> <li>• If so: Score 4 or else 0</li> </ul>	<p>The MLG implemented three projects that were funded by DDEG during FY 2022/2023.</p> <p>(i) Titling of land which was budgeted for shs 20,000,000 as per approved MLG budget for FY 2022/2023 page 34. The project was captured on page 61 of the MDP III and AWP page 10. Total expenditure on the project during FY 2022/2023 amounted to shs 20,000,000 as per page 58 of the Annual Performance Report for FY 2022/2023.</p> <p>The project was functional and used for the purpose intended.</p> <p>(ii) Refurnishing of the administration office block which was budgeted for shs 12,174,000 as per approved MLG budget for FY 2022/2023 page 8. The project was captured on page 84 of the MDP III and AWP page 3. Total expenditure on the project during FY 2022/2023 amounted to shs12,174,000 as per page 9 of the Annual Performance Report for FY 2022/2023.</p> <p>The project was functional and used for the purpose intended.</p> <p>(iii) Titling Mayor's Office which was budgeted for shs 12,000,000 as per approved MLG budget for FY 2022/2023 page 15. The project was captured on page 84 of the MDP III and AWP page 5. Total expenditure on the project during FY 2022/2023 amounted to shs12,000,000 as per page 13 of the Annual Performance Report for FY 2022/2023.</p> <p>The project was functional and used for the purpose intended.</p>	<b>4</b>

2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> <li>• By more than 5%, score 3</li> <li>• 1 to 5% increase, score 2</li> <li>• If no increase, score 0</li> </ul> <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>In 2022, the average performance by Kapchorwa Municipal Lower Local Government was 86% and in 2023, the average performance reduced to 76% giving a percentage reduction of -10%.</p>	0
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"> <li>• If 100% the projects were completed : Score 3</li> <li>• If 80-99%: Score 2</li> <li>• If below 80%: 0</li> </ul>	<p>All the three DDEG funded investment projects implemented during FY 2022/2023 were 100% completed as per performance contract (with AWP) as on 30th June, 2023 as detailed below:</p> <p>(i) Titling of land which was budgeted for shs 20,000,000 as per approved MLG budget for FY 2022/2023 page 34. Total expenditure on the project during FY 2022/2023 amounted to shs 20,000,000 as per page 58 of the Annual Performance. The project was 100% completed.</p> <p>(ii) Refurnishing of the administration office block which was budgeted for shs 12,174,000 as per approved MLG budget for FY 2022/2023 page 8. Total expenditure on the project during FY 2022/2023 amounted to shs 12,174,000 as per page 9 of the Annual Performance Report for FY 2022/2023. The project was 100% completed.</p> <p>(iii) Titling Mayor's Office which was budgeted for shs 12,000,000 as per approved MLG budget for FY 2022/2023 page 15. Total expenditure on the project during FY 2022/2023 amounted to shs 12,000,000 as per page 13 of the Annual Performance Report for FY 2022/2023. The project was 100% completed.</p>	3

3	Investment Performance  Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:	Kapchorwa MLG budgeted and spent all the DDEG funds in FY 2022/2023 on eligible projects/activities as per the DDEG grant, budget and implementation guidelines. The three projects were: (i) Titling of land (ii) Refurnishing of the administration office block and (iii) Titling Mayor's Office.	2
		Score 2 or else score 0.		
3	Investment Performance  Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates,	Kapchorwa MLG had four (4) DDEG infrastructure investments in the FY 2022/2023 and all the three sampled DDEG Funded infrastructure project contracts had percentage contract price variations within +-20% as shown below for the respective projects;	2
		score 2 or else score 0	<p>1. Project contract for the tiling and painting of Mayor's office (KMC710/Wrks/22-23/00008) awarded at a contract price of 11,980,000 and an Engineers estimate of 12,000,000 giving a percentage contract variation of -0.17%.</p> <p>2. Project contract for the painting of an administration block at the municipal headquarters (KMC710/Wrks/22-23/00020) awarded at a contract price of 5,473,700 and an Engineer's estimate of 6,000,000 giving a percentage contract variation of -8.77%.</p> <p>3. Project contract for the design of the municipal administration block (KMC710/Wrks/22-23/00011) awarded at a contract price of 510,000,000 and an Engineer's estimate of 10,000,000 giving a percentage contract variation of 0%.</p>	

**Performance Reporting and Performance Improvement**

4	Accuracy of reported information  Maximum 4 points on this Performance Measure	a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,	<p>There was evidence that information on the positions filled in Divisions as per minimum staffing standards was accurate. Two (2) divisions were visited and below were the findings;</p> <p>1. In East Division, the approved staff structure provided for SATC and as per the staff list, the position was filled by Amuri Felister</p> <p>2. In Central Division, the approved structure provided for CDO and as per the staff list, the position was filled by Chelangat Nancy</p> <p>3. In West Division, the approved staff structure provided for SAA and as per the staff list, the position was filled by Makwila Isaac.</p>	2
		score 2 or else score 0		
4	Accuracy of reported	b. Evidence that	Kapchorwa MLG budgeted and spent all the	2

information  
Maximum 4 points on  
this Performance  
Measure

infrastructure  
constructed using the  
DDEG is in place as per  
reports produced by  
the LG:

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

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

DDEG for FY 2022/2023 on eligible  
projects/activities as per the DDEG grant,  
budget and implementation guidelines.

The MLG implemented three projects that were  
funded by DDEG during FY 2022/2023 were  
100% in place and completed. The three  
projects were as detailed below:

(i) Titling of land which was budgeted for shs  
20,000,000 as per approved MLG budget for FY  
2022/2023 page 34. Total expenditure on the  
project during FY 2022/2023 amounted to shs  
20,000,000 as per page 58 of the Annual  
Performance. The project was 100%  
completed.

(ii) Refurnishing of the administration office  
block which was budgeted for shs 12,174,000  
as per approved MLG budget for FY 2022/2023.  
Total expenditure on the project during FY  
2022/2023 amounted to shs12,174,000 as per  
page 9 of the Annual Performance Report for  
FY 2022/2023. The project was 100%  
completed.

(iii) Titling Mayor's Office which was budgeted  
for shs 12,000,000 as per approved MLG  
budget for FY 2022/2023 page 15. Total  
expenditure on the project during FY  
2022/2023 amounted to shs12,000,000 as per  
page 13 of the Annual Performance Report for  
FY 2022/2023. The project was 100%  
completed.

The four Quarterly Budget Performance  
Reports produced by the MLG in FY 2022/2023  
periodically reported on the three DDEG  
projects as follows:

Quarter One on 9th December, 2022;

Quarter Two on 13th January, 2023;

Quarter Three on 23rd April, 2023;

Quarter Four on 25th July, 2023.

The Quarterly Budget Performance

Reports were submitted by 31st August, 2023  
in FY 2023/2024 as required.

In addition to the reports above were Municipal  
Engineer's reports in respect of the three  
DDEG projects as detailed below:

ME's report dated 25th March, 2023 under  
reference KMC/200.

ME's report dated 24th May, 2023 under  
reference KMC/201

ME's report dated 30th June, 2023 under  
reference KMC/1200.

5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs</p> <p>score 4 or else 0</p> <p><b>NB: The Source is the OPAMS Data Generated by OPM.</b></p>	<p>The LG did not conduct a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise. One LLG (Western Division) had a deviation greater than +/-10%, as indicated below.</p> <p>Central Division scored 83% as per the LG, 82% as per the IVA and gave a variance of 1%.</p> <p>Eastern Division scored 75% as per the LG, 79% as per the IVA and gave a variance of 4%.</p> <p>Western Division scored 70% as per the LG, 88% as per the IVA and gave a deviation of 18% greater than 10%.</p>	0
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.</p> <p>Score: 2 or else score 0</p>	<p>There was evidence that Kapchorwa MC developed PIPs. The document was names: KAPCHORWA MC CONSOLIDATED PERFORMANCE PLAN FOR LLG 2022/2023-4 dated 28/7/2023. The LLG performance FY 2021/2022 was as below;</p> <p>Central Division 83%</p> <p>East Division 86%</p> <p>West Division 87%</p> <p>Some of the issues that caused such a performance were limited knowledge on performance appraisal, records management, reporting etc.</p> <p>Some of the PIPs were to train all LLGs staff in records management, reporting, staff appraisal etc.</p>	2
5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY:</p> <p>Score 2 or else score 0</p>	<p>There was no evidence of implemented PIPs and as a result performance went down as shown below;</p> <p>Division 2021/22 2022/23</p> <p>Central 83% 83%</p> <p>East Div 86% 75%</p> <p>West Div 87% 70%</p>	0

**Human Resource Management and Development**

6	<p>Budgeting for and actual recruitment and deployment of staff</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED.</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the MC consolidated and submitted the staffing requirements for the coming FY 2024/25 to the MoPS by 30th September of the current FY. Evidence obtained from HRM revealed that the recruitment plan and requisition of wage funds worth 788,071,488/= dated 26/9/2023 was prepared and submitted to different Ministries on 29/9/2023.</p>	2
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the MC conducted tracking and analysis of staff attendance. Accordingly, Mr. Siwa Dan Principal Education Officer reported for duty at 7:25am on 11/7/2023. The HRO prepared staff attendance analysis dated 31/10/2023 for the month of October and submitted the analysis report to Town Clerk. According to analysis report of October, Ongor Joseph (Accountant) was absent for the whole month and it was recommended that he gives an explanation.</p>	2
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>i. Evidence that the LG has conducted an appraisal with the following features:</p> <p>HODs have been appraised as per guidelines issued by MoPS during the previous</p> <p>FY: Score 1 or else 0</p>	<p>There was no evidence that the MC conducted appraisal for all HODs as per guidelines. Below were the details of findings;</p> <ol style="list-style-type: none"> <li>1. Etyang Julius Obita (Ag.Head Natural Resource) wasn't appraised</li> <li>2. Cheshari Joseph (Ag.Principal CO) was appraised on 5/7/2023</li> <li>3. Cherop Bob (Ag.Municipal Eng) was appraised on 4/7/2023</li> <li>4. Chepkurui Michael (Ag.Principal FO) was appraised 4/7/2023</li> <li>5. Dr. Chemutai Kenneth (PMO) was appraised on 3/7/2023</li> <li>6. Cherop Sande (Ag, SVO) was appraised on 30/6/2023</li> <li>7. Yesho Jimmy Chemutai (SIA) was appraised on 30/6/2023</li> <li>8. Alilo Betty (Principal CDO) was appraised on 30/6/2023</li> <li>9. Mutebi Ronald (Ag.SP) was appraised on 30/6/2023</li> <li>10. Chemutai Hellen (SHRO) was appraised on 30/6/2023</li> </ol>	0

7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>ii. (in addition to “a” above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:</p> <p>Score 1 or else 0</p>	<p>The MC implemented administrative rewards and sanctions. The rewards and sanctions Committee was established and composed of six members as indicated below;</p> <ol style="list-style-type: none"> <li>1. Mangusho Delmark (chairperson)</li> <li>2. Siwa Dan</li> <li>3. Amuri Felister</li> <li>4. Chemutai Hellen</li> <li>5. Alilo Betty</li> <li>6. Dr. Chemutai Kenneth</li> </ol> <p>The committee held a meeting on 24/4/2023 in the office of TC. The meeting was convened to discuss cases of a abscondment by staff including Chelimo Erisa Assistant Education Officer</p>	<b>1</b>
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>	<p>There was evidence that the MC had an established and functional consultative committee to deal with staff grievances. Members included;</p> <ol style="list-style-type: none"> <li>1. Amuri Felister chairperson</li> <li>2. Twoyem Nelson</li> <li>3. Chemutai Hellen</li> <li>4. Alilo Betty</li> <li>5. Kaptire Brahan</li> <li>6. Kulany Robinson</li> <li>7. Nafuna Florence</li> </ol> <p>The committee was functional and on 23/6/2023 it held a meeting simply to discuss disciplinary issues which wasn't in its mandate.</p>	<b>1</b>
8	<p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p>	<p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>	<p>The MC didn't recruit any staff in FY 2022/23</p>	<b>1</b>



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.

The MC retired 7 staff and all accessed pension payroll within the recommended timeline. They included;

1. Soyekwo Adolphus (PEO) retired on 14/12/2022 and accessed pension in January 2023
2. Mutai Nathan Kenneth (SEA) retired 1/9/2022 and accessed pension in October 2022
3. Karenget Michael (EA) retired 8/12/2022 and accessed pension in January 2023
4. Cheboriot Newton (HT) retired on 15/8/2022 and accessed pension in September 2022
5. Chebet Ruth (EA) retired 1/9/2022 and accessed pension in October 2022
6. Chebet Christine (EA) retired on 1/9/2022 and accessed pension in October 2022
7. Cherop Michael (EA) retired on 2/4/2023 and accessed pension in April 2023

### Management, Monitoring and Supervision of Services.

N23\_Effective Planning, Budgeting and Transfer of Funds for Service Delivery

Maximum 6 points on this Performance Measure

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

Score 2 or else score 0

Direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in FY 2022/2023.

The MLG received DDEG funds in two quarters only; quarter two and quarter three. The total amount that was received during FY 2022/2023 amounted to shs 160,570,000 as per page 2 of the approved budget of the MLG for FY 2022/2023 out of which shs 83,356,875 was transferred to the LLGs.

Examples of DDEG transfers to the East, West and Central Divisions during FY 2022/2023:

- (i) Shs 23,480,186 was transferred to West Division on payment voucher number 4278404 dated 16th March, 2023 in quarter two and three.
- (ii) Shs 15,333,588 was transferred to East Division on payment voucher number 4269052 dated 16th March, 2023 in quarter two and three.
- (iii) Shs 16,757,346 was transferred on payment voucher number 4268535 dated 16th March, 2023 in quarter two and three.

10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:Note: Timely warranting for a LG means: 5 working days from the date of upload of releases by MoFPED).</p> <p>Score: 2 or else score 0</p>	<p>Kapchorwa MLG did not receive funding from DDEG during quarter one and quarter four in FY 2022/2023. In quarter two, the MLG received communication from PS/ST on cash limits on 1st October, 2022 under reference BPD/102/1/55/01. Warranting was done on 16th October, 2022. Invoicing was done on 19th October, 2022. Transfers to LLGs was done on 19th October, 2022. Communication to LLGs by the TC was done on 12th October, 2022.</p> <p>In quarter three, the DLG received communication from PS/ST on cash limits on 1st January, 2023 under reference BPD/102/1/55/01. Warranting was done on 15th January, 2023. Invoicing was done on 6th March, 2023. Transfers to LLGs was done on 6th March, 2023. Communication to LLGs by the TC was done on 9th January, 2023.</p> <p>The MLG did timely (5 working days from the date of receipt of releases from MoFPED) warranting /verification of direct DDEG transfers to LLGs in accordance to their requirements of the budget</p>	2
10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter:</p> <p>Score 2 or else score 0</p>	<p>The MLG invoiced and communicated all DDEG transfers for FY 2022/2023 to LLGs/Divisions within 5 working days from the date of fund release in each quarter as required. Examples: For quarter 2, the release date was October 10th, 2022 and the Town Clerk made the communication to LLG in a letter dated October 12th, 2022, under reference KMC/22/DDEG for shs 33,677,000. For quarter 4, the release date was 5th, April, 2023, and the town clerk made the communication to LLG in a letter dated April 28th, 2023, under reference KMC/18/DDEG for shs 55,091,000 and For quarter 3, the release date was January 9th, 2023, and the town clerk made the communication to LLGTC's letter dated February 12th, 2023, under reference KMC/78/DDEG for shs 85,090,000.</p> <p>There were delays in invoicing, communication regarding DDEG transfers in FY 2022/2023 that exceeded five days from the date of receipt of the funds released contrary to the requirement.</p>	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

Kapchorwa MLG supervised and mentored all LLGs in the MLG at least once per quarter consistent with guidelines. The activity was done on quarterly basis, various issues were discussed and reports accordingly produced.

Mentoring and supervision reports were produced as follows:

The quarter one report was produced and dated 12th July, 2022. Issues discussed covered preparation of quarterly performance reports.

The quarter two report was produced and dated 8th November, 2022. Issues discussed covered planning and budgeting in LGs.

Quarter three report was produced and dated 7th March, 2023. Issues discussed covered preparation of draft estimates for FY 2023/2024

The quarter four report was produced and dated 16th May, 2023. Issues discussed covered preparation of final estimates for FY 2023/2024.

Monitoring reports were equally produced in relation to mentoring of LLGs as detailed below:

In quarter one, the monitoring report was produced on 7th July, 2022 and discussion was about completed projects in the MLG. In quarter two, the monitoring report was dated 8th November, 2022. Issues discussed covered projects and preparation of municipal budgets. As for quarter three, the monitoring report was dated 14th March, 2023 and the discussion centred on road works in the MLG. In quarter four, the monitoring report was dated 13th April, 2023 and discussion covered garbage

management in the MLG as well as un paid contractors for work undertaken in project execution within the MLG.

11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p>	<p>The results/reports of support supervision and monitoring visits were discussed in the MTPC, used by the MLG to make recommendations for corrective actions and followed-up:</p> <p>The MTPC meeting held on 22nd May, 2023 discussed supervision, mentoring and monitoring reports for quarter three and four under minute reference MIN 9/2022 - 2023. The MTPC meeting held on 16th August, 2022 discussed mentoring, supervision and monitoring report for quarter one under minute reference MIN 6/16/2022.</p> <p>The MTPC meeting held on 17th November, 2022 discussed supervision, mentoring and monitoring report for quarter two under minute reference MIN 5/17/11/2022.</p>	2
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### Investment Management

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:</p> <p>Score 2 or else score 0</p> <p><b>Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0</b></p>	<p>Kapchorwa Municipal Local Government maintained an up dated assets register to 30th November, 2023. All categories of assets like buildings, furniture, equipment, land, motor cycles were captured in the computerised assets register under IFMS. Maintenance of the assets register was in compliance with the guidelines that were provided by the Accountant General at MOFPED. Examples: (i) Photo copier machine bought on 27th October, 2022 referenced 76543 in the register valued at shs 4,500,000 for the Administration Department.</p> <p>(ii) Lap Top computer valued at shs 4,780, 000 referenced 848564 in the assets register.</p> <p>(iii) Filing Cabinet valued for shs 4,567,000 for the Health Department bought on 4th April, 2023 referenced 456732.</p>	2
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12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

Score 1 or else 0

The Board of Survey report for the MLG for FY 2021/2022 was submitted to the PS/ST through TC's letter dated 29th August, 2022 under reference KMC/108/1. The TC's letter was copied to the Accountant General, OAG and IAG. The MOFPED acknowledged receipt of the report on 13th December, 2022.

Recommendations that were raised in the Board of Survey Report for FY 2021/2022 included among others engraving of the MLG assets, updating of the assets registers, boarding off old assets in the MLG and divisions, titling of the MLG land. Most of the recommendations had been cleared at the time of the assessment.

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

A Physical Planning Committee was constituted comprising of seven members that were appointed by the TC through letter dated 1st August, 2018 under reference KMC/250/01. In FY 2022/2023, the Physical Planning Committee convened meetings as detailed below:

In quarter one, the meeting was held on 31st August, 2022 and approved minutes were submitted to MLHUD on 27th January, 2023. In quarter two, the Physical Planning Committee held a meeting on 6th November, 2022 and approved minutes of the Committee were submitted to MLHUD on 5th April, 2023. In quarter three, the meeting was held on 29th March, 2023 and approved minutes of the Committee were submitted to MLHUD on 27th July, 2023. In quarter four, the meeting was held on 21st June, 2023 and approved minutes of the Committee were submitted to MLHUD on 27th July, 2023.

#### Physical Planning

Members of the Physical Planning Committee that were appointed by the TC were as detailed hereunder:

1. TC and Chairperson.
2. Physical Planner; Secretary to the Committee
3. Environment Officer;
4. Municipal Engineer;
5. Principal Health Inspector;
6. Lands Supervisor;
7. Architecture. There was no Physical Development Plan in place although arrangements were being made to design and acquire one in FY 2023/2024 through funding by DDEG.

The Building Plan Registration Book was in place and up dated to 14th November, 2023.

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

d. For DDEG financed projects;

Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the 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:

Score 2 or else score 0

The MLG implemented three projects that were funded by DDEG during FY 2022/2023.

(i) Titling of land which was budgeted for shs 20,000,000 as per approved MLG budget for FY 2022/2023 page 34. The project was captured on page 61 of the MDP III and AWP page 10. Total expenditure on the project during FY 2022/2023 amounted to shs 20,000,000 as per page 58 of the Annual Performance.

Desk appraisal report dated 14th March, 2022. Field appraisal report dated 25th June, 2022.

(ii) Refurnishing of the administration office block which was budgeted for shs 12,174,000 as per approved MLG budget for FY 2022/2023 page 8. The project was captured on page 84 of the MDP III and AWP page 3. Total expenditure on the project during FY 2022/2023 amounted to shs 12,174,000 as per page 9 of the Annual Performance Report for FY 2022/2023.

Desk appraisal report dated 17th April

April, 2022. Field appraisal report dated 30th February, 2022.

(iii) Titling Mayor's Office which was budgeted for shs 12,000,000 as per approved MLG budget for FY 2022/2023 page 15. The project was captured on page 84 of the MDP III and AWP page 5. Total expenditure on the project during FY 2022/2023 amounted to shs 12,000,000 as per page 13 of the Annual Performance Report for FY 2022/2023.

Desk appraisal report dated 17th April, 2022. Field appraisal report dated 30th February, 2022

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

For DDEG financed projects:

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:

Score 2 or else score 0

The LG conducted the field appraisal for all the DDEG infrastructure projects implemented in FY 2022/2023, as indicated in the consolidated field appraisal report dated February 30, 2022, to check for technical feasibility, environmental and social acceptability, and, where needed, customize the design to suit the site conditions. Each project was independently evaluated against three criteria checks, and the report indicated that all projects passed the three checks and were fit for implementation.

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>The MLG implemented one project funded by DDEG in FY 2023/2024.</p> <p>Preparation of Physical Development Plan which was budgeted for shs 45,789,000 per page 36 of the approved MLG budget for FY 2023/2024.</p> <p>The project was captured on page 84 of the MDP III and page 13 of the AWP for FY 2023/2024.</p> <p>The desk appraisal report was dated 14th February,2023 and the field appraisal report for the project was dated 18th June, 2023.</p> <p>The project profiles with costing were developed and discussed by the MTPC in a meeting held on 5th March 2023 under minute reference MIN 05/03/2023 project profiles.</p>	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>	<ul style="list-style-type: none"> <li>• MC had screened for environmental and social risks/impact and put mitigation measures were required before being approved for construction using checklists for FY 2023/2024 as evidenced below;</li> <li>• E&amp;S Screening form for the proposed renovation of 2 classroom block by the Ag EO and SCDO on 30/10/2023</li> <li>• E&amp;S Screening form for the proposed construction of twin staff house by the Ag EO and SCDO on 30/10/2023</li> <li>• E&amp;S Screening form for the proposed 5 stance VIP pit latrine at Kaporyikow P/S by the Ag EO and SCDO on 30/10/2023</li> </ul>	2
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>Kapchorwa MLG incorporated all the FY 2023/2024 DDEG infrastructure projects in the LG approved procurement plan approved on 25th/04/ 2023 as indicated on page 4 of the procurement plan. Such projects included the titling of the municipal land at 9,000,000 and preparation of the municipal physical development plan at 40,000,000.</p>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0</p>	<p>The Kapchorwa MLG contracts committee approved all the DDEG infrastructure projects for the FY 2023/2024 under minute Min: 272/3/2023(e) of the minutes of the contracts committee dated 25th/04/2023.</p>	1



13	Procurement, contract management/execution  Maximum 8 points on this Performance Measure	c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:  Score 1 or else 0	Kapchorwa MLG properly established the project implementation team as per the PPDA and DDEG grant requirement. The Town clerk as per the appointment letter dated 12th/04/2023 appointed Mr. Cherop Bob (Municipal Engineer) as the project manager, Ms. Alilo Betty as CDO and Labour officer, Mr. Julius Obita as the Environment officer, Mr Mangusho Delmark as contracts manager, and Mr Silver Chekwurui as the clerk of works.	1
13	Procurement, contract management/execution  Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:  Score 1 or else score 0	All the DDEG implemented projects for the FY 2022/2023 including the tiling and painting of the Mayor's office and Painting of the municipal administration block followed the project specifications. The floor tiles used were those specified in the project contract documents, the wall surfaces were well painted with all the layers as specified in the works contract and there were no wall paint defects like Brush marks, Chalking, Sagging, Peeling, Flaking and Blistering were identified during the field visit of the two projects. For the floor tiles of the administration block, the joints were not splotchy and not stained, the dimensions of the tile joints were not irregular and the floor was well levelled.  The work completion assessment form dated 29th/05/2023 for the painting of the administration block indicated good quality work.	1

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. Score 2 or else score 0</p>	<p>There was evidence that all the technical officers including the Municipal Engineer, CDO and Environment officer provided supervision of each DDEG infrastructure projects as indicated in the following E &amp;S monitoring reports by DCDO and Environment officer and inspection/progress reports by the Municipal Engineer;</p> <ul style="list-style-type: none"> <li>• Supervision report dated 24th/5/2023 for the painting of an administration block prepared by the Municipal Engineer.</li> <li>• Technical supervision report dated 25th/3/2023 for the tiled and painted mayor's office prepared by the Municipal Engineer</li> <li>• Activity monitoring report dated 28th/4/2023 for Environment and Social screening for painting of an administration block at the municipal council by CDO and Environment Officer.</li> <li>• Monitoring report dated 29th/05/2023 for Environment and Social compliance for painting of an administration block at the municipal council by CDO and Environment Officer.</li> <li>• Activity monitoring report dated 16th/01/2023 for Environment and Social screening for the tiling of Mayor's office by CDO and Environment Officer.</li> <li>• Monitoring report dated 2nd/02/2023 for Environment and Social compliance for tiling of Mayor's office by CDO and Environment Officer.</li> <li>• Progress report for the survey and titling of municipal land dated 30th/6/2023 by CDO and Environment officer</li> </ul>
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>Score 1 or else score 0</p>	<p>The LG verified works (certified) and initiated payments of contractors within specified time frames of not late than two months from the time of payment request as indicated below for the respective projects;</p> <ul style="list-style-type: none"> <li>• The payment request for the survey and titling of Municipal land was made on 10th/02/2023 and the payment was made on 21st/02/2023 as per the payment certificate.</li> <li>• The payment request for tiling and painting of the Mayor's office was made on 21st/3/2023 and the payment was made on 27th/3/2023 as per the payment certificate.</li> <li>• The payment request for the painting of the municipal administration block was made on 16th/05/2023 and the payment was made on 29th/5/2023 as per the payment certificate</li> </ul>

13

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

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

Score 1 or else 0

There were complete procurement files for all the implemented DDEG infrastructure project contracts as per the PPDA requirements as indicated below for the respective contract;

- Procurement file for the Tiling and Painting of Mayor's office (KMC710/WRKS/22-23/00008) had an evaluation report dated 15th/11/2022 with Reberon Investment Co. Ltd as the best evaluated bidder at a cost of 11,980,000, Minutes of contract committee decision dated 28th/11/2022 and Works contract signed on 13th/01/2022.
- Procurement file for the Painting of the municipal administration block (KMC710/WRKS/22-23/00020) had an evaluation report dated 9th/02/2023 with Philaro Services Ltd as the best evaluated bidder at a cost of 5,473,700, Minutes of contract committee decision dated 16th/03/2023 and Works contract signed on 16th/03/2023.
- Procurement file for the Survey work and Titling of the Municipal land (KMC710/SRVCS/22-23/00009) had no evaluation report since the direct procurement/single-source procurement method was used to select the contractor, the file had minutes of contract committee dated 28th/11/2022 for the approval of the survey work and titling of the Municipal land under direct procurement and the Works contract signed on 11th/01/2023.

## Environment and Social Safeguards

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the District/Municipality has</p> <p>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>	<ul style="list-style-type: none"> <li>• MC had designated a person to coordinate response to feed-back (grievance / complaints) as evidenced by the Appointment letter of Ms Alilo Betty the SCDO by the Town Clerk on 18/07/2022, Quote KMC/250</li> <li>•</li> <li>• MC had also established a Central Grievance Redress Committee as evidenced by Appointment letter of the 09 committee members by the Town Clerk on 12/07/2022, Ref KMC/250 as follows; <ul style="list-style-type: none"> <li>• • Mr Mangusho Delmark (Deputy Town Clerk) – Committee Chairperson</li> <li>• • Ms Alilo Betty (SCDO) – Committee Secretary</li> <li>• • Mr Barteka Sam (LO) - Committee Member</li> <li>• • Mr Kipsang Joseph (PWDs Representative) – Committee Member</li> <li>• • Mr Cherotich Levi Labu (Youths Representative) - Committee Member</li> <li>• • Ms Sukuku Beatrice (Women Representative) - Committee Member</li> <li>• • Mr Atebeni Silver (Works Representative) - Committee Member</li> <li>• • Mr Siwa A Dan (Education Representative) - Committee Member</li> <li>• • Mr Chemutai Keneth (Health Representative) - Committee Member</li> </ul> </li> </ul>	<b>2</b>
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>MC had a specified system for Recording, investigating and responding to grievances as evidenced by the Grievance Log availed coded “2020/21-2022/23”</p>	<b>2</b>
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>	<p>MC had a Grievance Redress Mechanism displayed by the Grievance Focal Person on all district notice dated 26/07/2022 and bearing Town Clerk’s stamp dated 27/07/2022</p>	<b>1</b>

15	Safeguards for service delivery of investments effectively handled.  Maximum 11 points on this performance measure	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	Environment, Social and Climate change interventions were integrated into MC Development Plans as evidenced by Item 1.5.4 (Natural Endowments) page 39 and unspecified item (Natural Resources) page 7 and Item 1.5.5.1 (Social-economic infrastructure/conditions) page 8 of the 5 year Municipal Development Plan for FY 2020/2021-2024/2025 dated March 2021	1
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	MC had disseminated the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation to LMCs as evidenced by Report on the Dissemination of DDEG guidelines for FY 2022/2023 by the Senior Planner dated 01/11/2021	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	MC had incorporated costed Environment and Social Management Plan (ESMP) into the design. BoQs, bidding and contractual documents for the only DDEG infrastructure project for FY 2022/2023, other than health, education, water, and irrigation evidenced by Item q (Safety, Health and Welfare of workforce) at 11,520,000/= page 8 and Item SSS (HIV/AIDS and STD prevention and Counselling) at 2,800,000/= on page 22 of the BoQs for the design works for the construction of the proposed Administration Block in Kapchorwa MC by Biyo Engineering and Holding Ltd with Procurement Reference Number KMC 710/Srvs/22-23/00011 at 10,000,000/=	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	MC had an example of project with costing of the additional impact from climate change as evidenced by Item q (Safety, Health and Welfare of workforce) at 11,520,000/= page 8 and Item SSS (HIV/AIDS and STD prevention and Counselling) at 2,800,000/= on page 22 of the BoQs for the design works for the construction of the proposed Administration Block in Kapchorwa MC by Biyo Engineering and Holding Ltd with Procurement Reference Number KMC 710/Srvs/22-23/00011 at 10,000,000/=	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	Land title was locked in the safe and the key was misplaced hence not able to provide necessary evidence(s)	0
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	<ul style="list-style-type: none"> <li>• MC EO and DCDO conducted support supervision and monitoring evidenced below;</li> <li>• E&amp;S Monitoring Report for the painting of Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 28/04/2023</li> <li>• First E&amp;S Monitoring Report for the tiling of Mayor's office at Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 16/01/2023</li> <li>• Second E&amp;S Monitoring Report for the tiling of Mayor's office at Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 02/02/2023</li> </ul>	1
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	<ul style="list-style-type: none"> <li>• E&amp;S Certification form for the proposed painting of Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 29/05/2023</li> <li>• E&amp;S Certification form for the proposed tiling of Mayor's office at Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 02/02/2023</li> </ul>	1

## Financial management

16	LG makes monthly Bank reconciliations  Maximum 2 points on this Performance Measure	a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:  Score 2 or else score 0	Bank accounts operated by the MLG were reconciled up to 30th November, 2023. For example, the Local Revenue account number 004400168000000 with Bank of Uganda was reconciled to sh 0 balance as on 30th November, 2023.  Similarly, the Kapchorwa Municipal Council account number 310253000034 with Centenary Rural Development Bank, Kapchorwa branch was equally reconciled to shs 0 balance as on 30th November, 2023.	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>The Internal Auditor of Kapchorwa MLG produced the four quarterly internal audit reports for FY 2022/2023 as required. Quarter One report was produced on 19th October, 2022 under reference KMC/167 addressed to the Speaker and copied to PS MOLG, IAG, OAG, LGPAC, Mayor, RDC, LGPAC, Audit Committee Eastern Board and TC. There were four queries.</p> <p>The quarter two report was produced on 27th January, 2023 under reference KMC/167 addressed to the Speaker and copied to PS MOLG, IAG, OAG, LGPAC, Mayor, RDC, LGPAC, Audit Committee Eastern Board and TC. There were four queries.</p> <p>The quarter three report was produced on 28th April, 2023 under reference KMC/167 addressed to the Speaker and copied to PS MOLG, IAG, OAG, LGPAC, Mayor, RDC, LGPAC, Audit Committee Eastern Board and TC. There were four queries</p> <p>The quarter four report was produced on 25th July, 2023 under reference KMC/167 addressed to the Speaker and copied to PS MOLG, IAG, OAG, LGPAC, Mayor, RDC, LGPAC, Audit Committee Eastern Board and TC. There were sixteen queries.</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 LGPAC in Kapchorwa District Local Government reviewed all the internal audit reports that were produced by Kapchorwa Municipal Local Government during FY 2022/2023.</p> <p>The MLG provided information to the Council! Chairperson and the LG PAC on the status of implementation of internal audit findings for FY 2022/2023; information on follow-up on audit queries from all quarterly audit reports. Example:</p> <p>The LGPAC report dated 12th October, 2022 under reference DPAC/156/1; report dated 13th January, 2023 under reference DPAC/156/1, report dated 15th April, 2023 under reference DPAC/156/1 and report dated 16th August, 2023 under reference DPAC/156/1. All the reports were copied to PS MOLG, Mayor, District Chairperson and District CAO.</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>The Kapchorwa Municipal Local Government internal audit reports for the previous FY 2022/2023 were submitted to the Kapchorwa DLG Accounting Officer, LG PAC and that LGPAC reviewed them accordingly. After review of the reports, the LG PAC produced a report on its every meeting and provided feedback to MLG as required and as reflected in the LGPAC report dated 28th November, 2023.</p> <p>All the LGPAC reports were submitted to Council for action. Council had not convened a meeting to review all the LGPAC reports at the time of the assessment.</p>	1
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**Local Revenues**

18	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.</p>	<p>Kapchorwa Municipal Local Government planned for collection of local revenue amounting to shs 203,775,000 as provided on page 12 of the MLG draft accounts for FY 2022/2023. The MLG realised shs 54,649,365 on closure of FY 2022/2023 as indicated on page 11 of the draft final accounts of the MLG. This was equivalent to 27% performance.</p> <p>Low collection of local revenues was attributed to the after effects of COVID 19, changes instituted by the Central Government in respect of charging parking fees for motor vehicles in the MLG parking yards.</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"> <li>• If more than 10 %: score 2.</li> <li>• If the increase is from 5% -10 %: score 1.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>The MLG realised shs 54,649,365 on closure of FY 2022/2023 as indicated as per page 11 of the draft final accounts of the MLG. In FY 2021/2022, the MLG realised shs 147,317,027 as per page 11 of the audited accounts of the MLG for FY 2021/2022. This was poor performance in local revenue collection.</p>	0



20	Local revenue administration, allocation, and transparency  Maximum 2 points on this performance measure.	a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0	The local revenue amount transferrable to LLGs in FY 2022/2023 was shs 54,649,365 as per page 12 of the draft final accounts for FY 2022/2023. Examples of local revenue that was transferred to divisions:  (i) Shs 2,500,00 was transferred to Central Division as per payment voucher number 5844561 dated 13th June, 2023 as the 50% share.  (ii) Shs 530,000 was transferred to West Division as per payment voucher number 4666855 dated 29th March, 2023 as the 50% share.  (iii) Central Division received shs 3,000,000 as per payment voucher number 2489293 dated 2nd December, 2022 as the 50% share.  (iv) West Division received shs 868,517 as per payment voucher number 5824360 dated 8th June, 2023 as the 50% share.	<b>2</b>
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**Transparency and Accountability**

21	LG shares information with citizens  Maximum 6 points on this Performance Measure	a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0	There was evidence that the procurement plan and awarded contracts and all amounts were published as indicated below;  The procurement plan for the FY 2022/2023 was publicized on 12th/07/2022 at the district notice board, the awarded contract for the painting of administration block was publicized on 17th/03/2023, all the awarded education project contracts were publicized on 29th/03/2022 at the municipal notice board, the awarded contracts for all health infrastructure projects were publicized on 26th/4/23 at the municipal notice board.	<b>2</b>
21	LG shares information with citizens  Maximum 6 points on this Performance Measure	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	The Kapchorwa Municipal Local Government performance results for FY 2021/2022 were publicised at the municipal headquarters and division West, East and Central as per TC's circular letter dated 28th October, 2022 under reference KMC/01/2021/2022.  Another TC's circular letter dated 17th November, 2022 was pinned on the East, West and Central divisions notice boards.  The MLG established a website <a href="http://www.kapchorwa.go.ug">www.kapchorwa.go.ug</a> at the time of the assessment.	<b>2</b>

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 MLG conducted discussions (e.g. municipal urban forum, barazas, radio programmes etc.) with the public to provide feedback on status of activity implementation. Examples: Report on radio talk shows dated 29th June, 2023. Deliberations centred on improvement of service delivery in LGs, education and health issues within the MLG. Reports on Radio Talk Shows: ELGON RADIO FM station as detailed in radio talk shows reports dated 20th March, 2023, 15th November, 2023 and 19th July, 2022. Key participants in the radio talk shows included among others the RDC, TC and PHI.</p>	<b>1</b>
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The MLG made publicly available information on i) tax rates as evidenced by TC's circular letter dated 2nd January, 2023 under reference KMC/104/1 to divisions. The circular letter was copied to the Mayor. The circular was about tax policies, enumeration and appeals. TC's letter dated 10th February, 2022 under reference KMC/104/1 on tax procedures and appeals. The TC's circular letters were pinned in East, West and Central divisions.</p>	<b>1</b>
22	<p>Reporting to IGG</p> <p>Maximum 1 point on this Performance Measure</p>	<p>a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0</p>	<p>There were no IGG issues in the MLG. Scrutiny of the approved minutes of the meetings held by Council on dates indicated below during FY 2022/2023 had no IGG issues reported. Council meeting held on 25th May, 2023, 17th May, 2023, 18th October, 2022, 18th November, 2022 and 25th August, 2022.</p>	<b>1</b>

**Educational  
Performance  
Measures**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Local Government Service Delivery Results</b>				
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"> <li>• If improvement by more than 5% score 4</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>	<p>The PLE pass rates increased by 10% between 2022 and 2020 school years.</p> <p>2020</p> <p>In 2020 the learners who passed in Div 1, Div 2 and Div 3 were 1034 out of 1671</p> <p><math>1034/1671*100= 61\%</math></p> <p>2022</p> <p>1016 passed in Div 1,2, and 3 out of 1424 pupils, which represented 71 % pass rate.</p> <p>The percentage increase in pass rate was</p> <p><math>71\%- 61\% = 10\%</math></p>	<b>4</b>
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"> <li>• If improvement by more than 5% score 3</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>	<p>The percentage decrease between 2022 and 2020 UCE results was -2% .</p> <p>In 2020, 348 students passed Div 1, 2 and 3 out of 676 students, accounting to 51%</p> <p>In 2022, 348 students passed in Div 1, 2 and 3 out of 698 representing 49 %</p> <p>Percentage decrease was <math>49\%-51\%= -2\%</math></p>	<b>0</b>
2	<p>N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p> <p>Maximum 2 points</p>	<p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p> <ul style="list-style-type: none"> <li>• By more than 5%, score 2</li> <li>• Between 1 and 5%, score 1</li> <li>• No Improvement, score 0</li> </ul> <p>NB: If the previous average score was 95% and above, Score 2 for any increase.</p>	<p>According to the OPM verified LLG performance assessment results for the FY 2022/2023, the average score in education LLG performance was reduced by 23% in FY 2022/2023. In FY 2021/2022, the average score was 100%, and in FY 2022/2023, the average score was 77%, giving a variance of -23%.</p>	<b>0</b>

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

Maximum 8 points on  
this performance  
measure

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

The Education development grant was used  
on eligible activities as stipulated in the  
Guidelines manual of FY 2022/23 page 21,  
Table 11.

The projects included;

-Construction of Two- classroom block with an  
office at Kaminy P/S

-Construction of a Two-Classroom block at  
Kapteret P/S

- Construction of Five stance pit latrines at  
Siron P/S

-Renovation of a Two-Classroom block at  
Tegeres P/S

-Supply of 20, Three -Seater desks at Kaplelko  
P/S.

-Construction of Two classroom block with an  
Office at Kapchorwa Demonstration Primary  
School.

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

Maximum 8 points on this performance measure

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

The MLG implemented six projects during FY 2022/2023 out of which a sample of three projects was selected. (i) Payment to

Reberon Investments Ltd for shs 19,779,764 on payment voucher number 6436937 dated 28th June, 2023 in respect of completion of two class room block at Kapchorwa Demonstration Primary School in Central Division as per contract reference KMC 790/WRKS/22-23/00006.

The MEO initiated payment on 8th June, 2023 and MCDO, the Senior Environment Officer, PFO, MTC signed the documents to certify payment on the same date.

(ii) Payment to Shak – Africa Ventures Company Ltd for shs 26,142,887 on payment voucher number 6437373 dated 28th June, 2023 in respect of construction of a five stances VIP latrine at Siron Primary School in East division. Contract reference number KMC 710/WRKS/22-23/0007.

Payment was initiated by the MEO on 9th May, 2023.

ME on 9th May, 2023, MCDO and Environment Officer on 20th April. 2023.

(iii) Payment to Tegeres Hardware Ltd for shs 75,150,000 in respect of construction of five stance lined VIP pit latrine for shs 20,967,912 on payment voucher number 5846786 dated 16th June, 2023 for construction of a two class room block office and store at Kaminy Primary School in West division. Contract reference number KMC710/WRKS/22-23/0004.

Payment was initiated by the MEO on 26th April, 2023. The ME on 18th April, 2023, Environment Officer and MCDO on 20th April, 2023.

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>The percentage contract variation for all the three sampled education project contracts were within the +/-20% as indicated below for the respective project contracts;</p> <p>Renovation of a 2-classroom block at Tegeres primary school under Procurement number. KMC710/WRKS/22-23/00019</p> <p>Contract price = 9,656,156</p> <p>Estimated cost = 10,000,000</p> <p>Percentage change = -3.44%</p> <p>Construction of a 5-stance lined VIP latrine at Siron Primary School under Procurement number. KMC710/WRKS/22-23/00007.</p> <p>Contract price = 29,719,725</p> <p>Estimated cost = 30,000,000</p> <p>Percentage change = -0.93%</p> <p>Construction of a 2-classroom block at Kapteret Primary School under Procurement number. KMC710/WRKS/22-23/00005.</p> <p>Contract price = 78,686,704</p> <p>Estimated cost 79,000,000</p> <p>Percentage change = -0.39%</p> <p>The percentage contract variation is computed as</p> <p>(contract cost-Estimated cost)/(Estimated cost)*100</p>	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>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"> <li>• If 100% score 2</li> <li>• Between 80 - 99% score 1</li> <li>• Below 80% score 0</li> </ul>	<p>The MLG did not implement any seed secondary school in the FY 2022/2023. However all the FY 2022/2023 education infrastructure projects implemented were 100% completed as per the education departmental progress report dated 9th/03/2023 and were commissioned on 5th/6/2023.</p>	2
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4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> <li>• If 100%: score 3</li> <li>• If 80 - 99%: score 2</li> <li>• If 70 - 79% score: 1</li> <li>• Below 70% score 0</li> </ul>	<p>The MC recruited Primary School Teachers as the prescribed MoES staffing guidelines. The approved number of required teachers was 244 but the LG managed to recruit only 229 teachers which translated to 93%. This was a clear indicator of under staffing in primary schools.</p>	2
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4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,</p> <ul style="list-style-type: none"> <li>• If above 70% and above score: 3</li> <li>• If between 60 - 69%, score: 2</li> <li>• If between 50 - 59%, score: 1</li> <li>• Below 50 score: 0</li> </ul>	<p>Schools within Kapchorwa municipality do not meet all the basic standards set out by DES, for example all the 16 UPE schools had 204 classrooms representing 12 classrooms per school with each school having at least a class for each learning group as required. But all the 16 schools have 5 teachers' houses representing 0.31% staff accommodations for each school which is far below the required DES standard.</p>	1
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**Performance Reporting and Performance Improvement**

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> <li>• If the accuracy of information is 100% score 2</li> <li>• Else score: 0</li> </ul>	<p>There was accurate deployment of teachers as indicated on the teacher's deployment list and the school staff lists were displayed in all the 3 sampled schools i.e. Teryet P/S had 9 teachers deployed and 9 teachers on its school staff list led by Mr. Michael Wanzagiro the Head teacher, with 6 teachers being male and 3 being female.</p> <p>Kapenguria P/S had 12 teachers, deployed, out of which 5 were male and 7 were female led by Ms Everline Sange.</p> <p>Kapchorwa P/S had 23 teachers deployed, out of which 7 were male and 16 females, led by Mr Siwa Zubayiri .</p>	2
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5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.</p> <ul style="list-style-type: none"> <li>• If the accuracy of information is 100% score 2</li> <li>• Else score: 0</li> </ul>	<p>The infrastructure recorded in Kapchorwa municipality primary schools' asset register was found present in all the visited sampled schools.</p> <p>-Kapchorwa P/S had 17 classrooms, 0 teachers' houses, 13 stance latrines and 235 desks.</p> <p>-Kapenguria P/S had 9 classrooms, 0 staff houses, 11 latrine stances, and 197 desks.</p> <p>-Teryet P/S had 175 desks, 7 classrooms and 10 latrine stances, 0 teachers' houses which was a true picture on ground.</p>	2
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:</p> <ul style="list-style-type: none"> <li>• If 100% school submission to LG, score: 4</li> <li>• Between 80 - 99% score: 2</li> <li>• Below 80% score 0</li> </ul>	<p>100% of schools submitted termly school reports as evidenced from Schools Reports file at the Education department of KMC and at the 3 sampled schools.</p> <p>-Teryet P/S submits annual reports and it covers, school enrolment, staffing, SMC, School projects, Co-Curriculum activities, PLE performance, Feeding, discipline, achievements, and recommendations.</p> <p>-Kapenguria P/S submits annual reports, it captures learners' enrolment, staffing, structures, SMC, challenges and way forward.</p> <p>-Kapchorwa P/S submits annual reports, and captures enrolment of learners, staffing, teaching/learning process assessment, feeding of pupils, finance and expenditure, SMC, achievements, challenges and way forward.</p> <p>Percentage submission;  <math>3/3 * 100 = 100\%</math></p>	4



6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:</p> <ul style="list-style-type: none"> <li>• If 50% score: 4</li> <li>• Between 30- 49% score: 2</li> <li>• Below 30% score 0</li> </ul>	<p>School Improvement plans were found in all the 3 sampled schools representing 100% i.e. Teryet, Kapenguria and Kapchorwa primary schools.</p> <p>The school improvement plan of Teryet P/S prioritized School management committees and Head teachers' meetings, e- Registration of learners, Lesson scheming and planning, teaching and learning among others.</p> <p>Kapenguria P/S prioritized, having staff and SMC meetings, plan and budget, approving of lessons and schemes, among others.</p> <p>Kapchorwa P/S prioritized Staff and SMC meetings, e-Registration of learners, approving schemes and lesson plans, CPD among others.</p> <p>Percentage</p> <p><math>3/3*100=100\%</math></p>	4
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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"> <li>• If 100% score: 4:</li> <li>• Between 90 - 99% score 2</li> <li>• Below 90% score 0</li> </ul>	<p>The list of schools on PBS and OTIMS corresponded well with each having 16 UPE schools and 4 USE school which is 100%.</p> <p><math>20/20 * 100=100\%</math></p>	4
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**Human Resource Management and Development**

7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:</p> <p>Score 4 or else, score: 0</p>	<p>The Municipality budgeted Ugx 1,713,588,000 for 16 head teachers and 229 teachers for all the 16 primary schools of Kapchorwa Municipal Council for the FY 2022/23 and 23/24.</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

Teachers had been deployed as required by the sector guidelines with a head teacher and a minimum of 7 teachers per school for schools with classes reaching P.7.

-Teryet P/S had a head teacher Mr. Wanzagiro Michael and a total of 9 teachers.

-Kapenguria P/S had a head teacher Ms, Sange Everline and a total staffing of 12 teachers.

-Kapchorwa P/S had a head teacher Mr. Zubayiri Siwa and a total of 23 teachers.

**3**

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

All the primary schools sampled namely, Teryet, Kapenguria and Kapchorwa had their staff lists displayed on their office walls dated 2023.

**1**

8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copt to DEO/MEO</p> <p>Score: 2 or else, score: 0</p>	<p>The MC had 16 Primary School Head Teachers and there was evidence that all were appraised. Ten (10) files were sampled for review and below were the findings;</p> <ol style="list-style-type: none"> <li>1. Chebet Joel Michael (Kapchorwa Dem) was appraised on 22/12/2022</li> <li>2. Chemusto Latif (Elgon) was appraised on 21/12/2022</li> <li>3. Chemonges Patrick (Kaminy) was appraised on 15/12/2022</li> <li>4. Chepkurui Wilfred (Kapnyikew) was appraised on 26/12/2022</li> <li>5. Munerya Stephen (Kwoti) was appraised on 27/12/2022</li> <li>6. Kaptire Brahan (Siron) was appraised on 28/12/2022</li> <li>7. Mongusho George (Kapchesombe) was appraised on 14/12/2022</li> <li>8. Chepkurui Geoffrey (Teryet) was appraised on 20/12/2022</li> <li>9. Sange Everline Nyoki (Kapenguria) was appraised on 19/12/2022</li> <li>10. Mangusho Davis Cherop (Ngaimbirir) was appraised on 13/12/2022</li> </ol>	2
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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>b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM</p> <p>Score: 2 or else, score: 0</p>	<p>The MC had 3 Secondary School HT and there was evidence that he/she was appraised.</p> <ol style="list-style-type: none"> <li>1. Kapere Philip (St.Pauls SS) was appraised on 30/12/2022</li> <li>2. Kitikoy Johnson (Kapchorwa SS) was appraised on 30/12/2022</li> <li>3. Chesang Fredrick Sindet (Sebei College Tegeres) was appraised on 30/12/2022</li> </ol>	2
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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>c) If all staff in the LG Education department have been appraised against their performance plans score: 2. Else, score: 0</p>	<p>There was evidence that all Education Department staff were appraised against their performance plans.</p> <ol style="list-style-type: none"> <li>1. Siwa Dan (PEO) was appraised on 30/6/2023</li> <li>2. Limo Kuboi Charles (Sports Officer) was appraised on 21/6/2023</li> <li>3. Chebet Agnes (Education Officer) Special Needs was appraised on 21/6/2023</li> </ol>	2
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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>There was a training plan for the FY 2022/23 for the identified staff capacity building gaps within the Education department of Kapchorwa Municipal Council. The trainings undertaken included;</p> <ul style="list-style-type: none"> <li>- Finance management for head teachers and deputies</li> <li>-Management and Administration skills for head teachers and deputies</li> <li>-Records management for head teachers and deputies</li> <li>-Development of SIPS for head teachers, deputies, and the SMCs.</li> <li>-Trained SMTs and SWTs on VACIS and Alternative punishments.</li> </ul>	2
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**Management, Monitoring and Supervision of Services.**

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually.</p> <p>If 100% compliance, score:2 or else, score: 0</p>	<p>The Kapchorwa Municipal Council confirmed in writing the list of schools as evidenced on the letter</p> <p>Referenced: KMC/ 305/ 06 dated 06/07/2022.</p>	2
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9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.</p> <p>If 100% compliance, score:2 else, score: 0</p>	<p>The Kapchorwa Municipal Council Education department had an Inspection and Monitoring budget of Ugx 10,720,000 for 22/23 for the 16 primary schools dated 04/01/2023.</p>	2
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9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters</p> <p>If 100% compliance, score: 2 else score: 0</p>	<p>The PS/ST communicated cash limits for the Education Sector as detailed below:</p> <p>In quarter one, the communication from PS/ST was done on 1st July, 2022 under reference BPD/102/1/55/01, Warranting on 5th July, 2022; Invoicing on 29th September, 2022. Transfers to schools was done on 29th September, 2022 and communication to LLGs was done on 10th July, 2022.</p> <p>The PS/ST communicated cash limits for the Education Sector in quarter two on 1st October, 2022 under reference BPD/102/1/55/01. Warranting was done on 6th October, 2022, Invoicing was done on 19th October, 2022; Transfers to schools was done on 19th October, 2022 and communication to LLGs was done on 12th October, 2022.</p> <p>The PS/ST communicated cash limits for the Education Sector in quarter three on 1st January, 2023 under reference BPD/102/1/55/01. Warranting was done on 9th January, 2023, Invoicing was done on 2nd February, 2023; Transfers to schools was done on 2nd February, 2023 and communication to LLGs was done on 9th January, 2023.</p> <p>The PS/ST communicated cash limits for the Education Sector in quarter four on 1st April, 2023 under reference BPD/102/1/55/01. Warranting was done on 10th April, 2023, Invoicing was done on 8th June, 2023; Transfers to schools was done on 8th June, 2023 and communication to LLGs was done on 11th April, 2023.</p> <p>here were no delays experienced by the DLG.</p>	2
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9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>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>If 100% compliance, score: 2 else, score: 0</p>	<p>There was evidence that the MLG invoiced and the MEO communicated and publicized capitation releases to schools within three working days of release from MoFPED as witnessed by sampled schools in the West, East and Central divisions. Siron Primary School in East Division as per MEO's circular letter dated 14th October, 2022 under reference KMC/BC/33/2022-2023 for shs 43,989,000 as capitation grant for schools. TC's circular letter dated 23rd January, 2023 under reference KMC/22/KL in respect of capitation releases to schools for shs 60,987,000.</p> <p>The MEO's circular letters were pinned on notice boards at Kapchorwa Demonstration School Primary School in Central Division. TC's circular letter dated 24th May, 2023 on quarter four capitation release to schools was pinned at notice boards at Kapenguria Primary School in West division and Tereget Primary School in East division.</p>	2
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p> <ul style="list-style-type: none"> <li>• If 100% compliance, score: 2, else score: 0</li> </ul>	<p>There was evidence that Kapchorwa Municipal Council's Education department prepared an Inspection plan and meetings were conducted to plan for school inspections as evidenced from the inspection workplan schedules 04/01/2023.</p> <p>Term 111 2022-12/10/22</p> <p>Term 1 2023- 08/02/23 -25/02/23</p> <p>Term 11 2023- 30/06/2023</p>	2
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</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"> <li>• If 100% score: 2</li> <li>• Between 80 - 99% score 1</li> <li>• Below 80%: score 0</li> </ul>	<p>The MC had an inspection reports for Term 3 2022, Term 1 2023, and Term 2 of 2023. Each covering 16 primary schools.</p> <p>This is evidenced by the following dated reports: 28/04/2023 prepared by Mr Limo Charles Ag Municipal Sports Officer.</p> <p>All the 16 schools had been inspected in the 3 school terms. <math>16/16 \times 100\%</math>.</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 of dissemination of findings arising from the inspection reports as evidenced from the departmental meetings dated 22/09/2022; 27/01/23 ;19/06/23;11/07/23;</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES):</p> <p>Score 2 or else score: 0</p>	<p>Inspection findings had been presented to all the 3 sampled primary schools i.e. Teryet P/S- on 24/03/23; 05/06/23;), Kapenguria P/S on 06/02/23;30/05/23; and Kapchorwa P/S on 19/09/22; 26/06/23; 21/03/2023.</p> <p>The Inspection and Monitoring reports had been forwarded to DES as evidenced from DES acknowledgement sheets of 04/08/22;24/07/23 received by Mr Obua Jimmy S.I.S -DES Mbale.</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>	<p>The Council Committee responsible for education was in place that was also referred to as the Social Services Committee which met regularly. The Committee catered for education, health and community. Meetings of the Committee were held as detailed below:</p> <p>Meeting held on 9th May, 2023 discussed sector reports. Meeting held on 6th October, 2022 continued with discussion of sector reports. Meeting held on 4th January, 2023 discussed issues that covered garbage collection in the MLG and poor academic performance in primary schools. Meeting convened on 16th November, 2022 discussed construction of class room in Kanity Primary School and conclusion of PLE examinations. Meeting held on 10th May, 2023 discussed distribution of desks to Kapteret Primary School, budgeting and construction of pit latrines in schools.</p>	2

- 11 Mobilization of parents to attract learners  
*Maximum 2 points on this performance measure*
- Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school, *score: 2 or else score: 0*
- There were minutes of meetings held to mobilize parents in order to attract learners, as evidenced from the mobilization events and reports with pictorials of Radio Talk shows on ELGON Radio 94.5 FM.
- Community mobilizations done on 28/06/2023, intended to encourage parents to support learners with provision of scholastic materials, deal with the issue of school absenteeisms held at the West Division headquarters.
  - 23/02/23, a Radio Talk show was done by The Education Officer encouraging parents to send the Girl Child to school. Also supporting the Girl child with menstrual hygiene.
  - There was a Campaign code named RUN FOR EDUCATION held on 05/10/2023 intended to improve Education for all.
- Mobilization is also done on speech days, during annual AGMs and during School Assemblies which take place at specific schools.

### Investment Management

- 12 Planning and budgeting for investments  
*Maximum 4 points on this performance measure*
- a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, *score: 2, else score: 0*
- There was an up to- date asset register dated for 2023, listing all assets within the 16 primary schools of Kapchorwa Municipal Council.
- There were 204 classrooms, 3860 desks, 181 pit latrine stances and 5 teachers' houses.



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 Education Department implemented six projects during FY 2022/2023 out of which a sample of three projects was selected. (i) Construction of two class rooms with office including environment and social issues at Kaminy Primary School in West division budgeted for shs 85,000,000 per approved MLG budget for FY 2022/2023. The project was captured on page 78 of the MDP III and AWP page 9. The desk appraisal report was dated 12th February, 2022. The field appraisal report was dated 17th June, 2022.</p> <p>(ii) Construction of two class rooms at Kapteret Primary School including environment and social issues in West division budgeted for shs 85,000,000 as per page 27 of the MLG approved budget for FY 2022/2023. The project was captured in MDP III on page 78, page 9 of the AWP. The field appraisal report was dated 17th June, 2022 and desk appraisal report was dated 12th February, 2022.</p> <p>(iii) Construction of one five stance lined VIP lined pit latrine at Siron Primary School in East division budgeted for shs 30,000,000 as per page 26 of the MLG approved budget for FY 2022/2023. The project was captured in MDP III on page 78 and the AWP page 9. The field appraisal report was dated 19th June, 2022 and the desk appraisal report was dated 13th February, 2022.</p>	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>Kapchorwa MLG conducted the field appraisal for all the education infrastructure projects implemented in FY 2022/2023, as indicated in the consolidated field appraisal report dated February 13, 2022, to check for technical feasibility, environmental and social acceptability, and, where needed, customize the design to suit the site conditions. Each project was independently evaluated against three criteria checks, and the report indicated that all projects passed the three checks and were fit for implementation.</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>Kapchorwa MLG had not planned the construction of any seed secondary school in the FY 2023/2024. However, all the FY 2023/2024 planned education infrastructure projects were incorporated in the LG approved procurement plan as indicated on page 5 of the procurement plan. Such projects included and construction of a 5-stance VIP lined latrine at Tuban p/s at 30,000,000, Construction of a 5-stance VIP lined latrine at Kapnyikew p/s at 30,000,000</p>	1

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p>	<p>The Kapchorwa MLG contracts committee approved the Education infrastructure projects for the FY 2022/2023 under minute Min:245/10/2022 (1,2,3,5) of the minutes of the contracts committee dated 17th/10/2022. Some of these contracts included; construction of the two classroom block at St. Kapteret Primary School (KMC710/WRKS/22-23/00005), construction of the two classroom block at Kaminy Primary School (KMC710/WRKS/22-23/00004) and construction of the 5-stance lined pit latrine at Siron Primary School lot 01 (KMC710/WRKS/22-23/00007).</p>	<b>1</b>
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>Kapchorwa MLG did not properly establish the project implementation team as per the PPDA guideline. The Town clerk as per the appointment letter dated 6th/02/2023 appointed Mr. Cherop Bob (Municipal Engineer) as the project manager, Ms. Alilo Betty as CDO, Mr. Julius Obita as the Environment officer and Mr Siwa Dan (MEO) as contracts manager. However, the LG did not appoint the clerk of works and Labor officer on the team.</p>	<b>0</b>
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 field technical inspection of the two classroom block construction at Kapteret Primary school in Kapteret sub county indicated that the structure was implemented following the specifications provided in both the approved architectural and structural designs. The window and door types and numbers installed were in line with the specifications, there were no observed structural cracks or any other type of defect on the walling and other components of the structure, a physical scratch check on the plaster and concrete floors indicated a good class mortar and concrete used, the roof covering type used (Gauge 26) was that in the specifications and the block work was done well and all the buildings component dimensions were in line with the architectural plans provided by the ministry of education construction unit.</p>	<b>1</b>

13	Procurement, contract management/execution  <i>Maximum 9 points on this performance measure</i>	e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i>	The assessment manual specifies this indicator for only seed secondary schools and Kapchorwa MLG did not implement any seed secondary school in the FY 2022/2023. However, the following minutes of site meetings were presented as an evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the FY 2022/2023; <ul style="list-style-type: none"> <li>• Minutes of site meeting dated 31st/01/2023 for the construction of a two classroom block at Kaminy primary school.</li> <li>• Minutes of site meeting dated 31st/01/2023 for the renovation of a two classroom block at Tegeres primary school.</li> </ul>	<b>1</b>
13	Procurement, contract management/execution  <i>Maximum 9 points on this performance measure</i>	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>	There was no evidence that during critical stages of construction of education sector infrastructure projects, joint technical supervisions involving engineers, the environment officer, and the CDO were not conducted. There were no joint supervision reports and minutes of site meetings indicating the joint participation of the CDO, Engineer and Environment office.	<b>0</b>

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>	<p>Sector infrastructure projects were properly executed and payments to contractors made within specified time frames within the contract as provided below:</p> <p>The MLG implemented six projects during FY 2022/2023 out of which a sample of three projects was selected. (i) Payment to Reberon Investments Ltd for shs 19,779,764 on payment voucher number 6436937 dated 28th June, 2023 in respect of completion of two class room block at Kapchorwa Demonstration Primary School in Central Division as per contract reference KMC 790/WRKS/22-23/00006.</p> <p>The MEO initiated payment on 8th June, 2023 and MCDO, the Senior Environment Office, PFO, MTC signed the documents to certify payment on the same date.</p> <p>(ii) Payment to Shak – Africa Ventures Company Ltd for shs 26,142,887 on payment voucher number 6437373 dated 28th June, 2023 in respect of construction of a five stances VIP latrine at Siron Primary School in East division. Contract reference number KMC 710/WRKS/22-23/0007.</p> <p>Payment was initiated by the MEO on 9th May, 2023.</p> <p>ME on 9th May, 2023, MCDO and Environment Officer on 20th April. 2023.</p> <p>(iii) Payment to Tegeres Hardware Ltd for shs 75,150,000 in respect of construction of five stance lined VIP pit latrine for shs 20,967,912 on payment voucher number 5846786 dated 16th June, 2023 for construction of a two class room block office and store at Kaminy Primary School in West division. Contract reference number KMC710/WRKS/22-23/0004.</p> <p>Payment was initiated by the MEO on 26th April, 2023. The ME on 18th April, 2023, Environment Officer and MCDO on 20th April, 2023.</p>	1
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>The Education Department timely submitted the procurement plan for FY 2022/2023 to procurement unit on May 31, 2022, late after the PPDA deadline date of April 30, 2022.</p> <p><b>Note: The indicator was specific on only submission of the procurement plan for FY 2022/2023.</b></p>	0

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

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

Kapchorwa MLG did not implement any seed secondary school construction project in the FY 2022/2023. However, the LG had complete procurement files for other education infrastructure projects implemented in the FY 2022/2023 as indicated below for the three sampled project files.

1. Procurement file for the construction of a two classroom block at Kaminy Primary School (KMC710/WRKS/22-23/00004)

The procurement file had the evaluation report dated 15th/11/2022 with Tegeres Hardware ltd as the best evaluated bidder at a cost of 83,500,000, Minutes of contracts committee decision dated 28th/11/2022 and the works contract signed on 11th/01/2023.

2. Procurement file for the construction of the 5-stance lined pit latrine at Siron Primary School lot 01 (KMC710/WRKS/22-23/00007).

The procurement file had the evaluation report dated 15th/11/2022 with Shake Africa Ventures ltd as the best evaluated bidder at a cost of 29,719,725, Minutes of contracts committee decision dated 28th/11/2022 and the works contract signed on 12th/01/2023.

3. Procurement file for the construction of the two classroom block at St. Kapteret Primary School (KMC710/WRKS/22-23/00005).

The procurement file had the evaluation report dated 15th/11/2022 with Rebron Investment Company ltd as the best evaluated bidder at a cost of 78,686,704, Minutes of contracts committee decision dated 28th/11/2022 and the works contract signed on 13th/01/2022.

## Environment and Social Safeguards

Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.

*Maximum 3 points on this performance measure*

Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0

MC had no grievance recorded under education sector for FY 2022/2023 by the time of assessment, however the Central Grievance Log was availed coded "2020/21-2022/23"

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>	There was no evidence of disseminating any environmental guidelines.	0
16	Safeguards in the delivery of investments  <i>Maximum 6 points on this performance measure</i>	a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i>	MC had a costed ESMP incorporated within the BoQs as evidenced by Item I.05 (Allow for Environment and Social Safeguards) at 150,000/= on unspecified page of the bidding document for the construction of 5 stance lined pit latrine at Siron P/S with Procurement Reference KMC710 Wrks/22-23/00007 dated 02/11/2022	2
16	Safeguards in the delivery of investments  <i>Maximum 6 points on this performance measure</i>	b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i>	MC had no proof of land ownership, access of school construction projects by the time of assessment as required	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>	<ul style="list-style-type: none"> <li>• The MC conducted monthly support supervision and monitoring of education projects in FY 2022/2023 as evidenced below;</li> <li>• • E&amp;S Monitoring Report for the construction of 5 stance pit latrine at Siron P/S by the Ag EO and SCDO on 20/04/2023</li> <li>• • E&amp;S Monitoring Report for the construction of 2 classroom block at Kapteret P/S by the Ag EO and SCDO on 03/03/2023</li> <li>• • Second E&amp;S Monitoring Report for the Renovation of 2 classroom block at Tegeres P/S by the Ag EO and SCDO on 04/04/2023</li> </ul>	2

Safeguards in the delivery of investments

*Maximum 6 points on this performance measure*

d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments

*Score: 1, else score:0*

- The EO and DCDO prepared the E&S certification forms for education projects prior to payment of contractors as evidenced below;
- • E&S Certification form for the construction of 5 stance pit latrine at Siron P/S by the Ag EO and SCDO on 20/04/2023
- • E&S Monitoring Report for the proposed construction of 2 classroom block at Kapteret P/S by the Ag EO and SCDO on 20/03/2023
- • E&S Monitoring Report for the proposed Renovation of 2 classroom block at Tegeres P/S by the Ag EO and SCDO on 12/05/2023

**Health  
Performance  
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score												
<b>Local Government Service Delivery Results</b>																
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"> <li>• By 20% or more, score 2</li> <li>• Less than 20%, score 0</li> </ul>	<p>The MLG had 2 HC IIIs and 4 HC IIs and of the HC IIIs only Tegeres HC III was conducting deliveries. Kaplelelko HC III had just been elevated with no equipment yet to conduct deliveries and Kakwomirya HC II sampled was not eligible to conduct deliveries. The sampled health facility had deliveries as follows:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td colspan="2" style="text-align: center;">FY 2021/2022</td> </tr> <tr> <td style="text-align: right;">Tegeres HC III</td> <td style="text-align: right;">314</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">314</td> </tr> <tr> <td colspan="2" style="text-align: center;">FY 2022/2023</td> </tr> <tr> <td style="text-align: right;">Tegeres HC III</td> <td style="text-align: right;">383</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">383</td> </tr> </table> <p>Percentage change <math>(383-314)/314*100 = 22\%</math></p>	FY 2021/2022		Tegeres HC III	314	Total	314	FY 2022/2023		Tegeres HC III	383	Total	383	<b>2</b>
FY 2021/2022																
Tegeres HC III	314															
Total	314															
FY 2022/2023																
Tegeres HC III	383															
Total	383															
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"> <li>• 70% and above, score 2</li> <li>• 50% - 69%, score 1</li> <li>• Below 50%, score 0</li> </ul>	<p>The MLG had a score of 100%.</p>	<b>2</b>												
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"> <li>• 75% and above; score 2</li> <li>• 65 - 74%; score 1</li> <li>• Below 65; score 0</li> </ul>	<p>Not applicable.</p>	<b>0</b>												



3	Investment performance: The LG has managed health projects as per guidelines.	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.	The MLG budgeted shs 134,495,286 as development grant for FY 2022/2023 as per page 21 of the MLG approved budget for FY 2022/2023. The MLG spent Shs134,495,286 by closure of FY 2022/2023 as reflected on page 17 of the Annual Performance Report for FY 2022/2023 Performance was 100%.	2
Maximum 8 points on this performance measure				
3	Investment performance: The LG has managed health projects as per guidelines.	b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0	The MLG implemented one projects in the department during FY 2022/2023 namely: Expansion of maternity ward in Tegeres HC III in West division. (i) Payment to Tegeres Hardware Ltd for sks 40,035,700 per payment voucher number 6437771 dated 28th June, 2023 in respect of expansion of maternity ward in Tegeres HC III as per contract reference KMC 710/WRKS/22-23.	2
Maximum 8 points on this performance measure			The PHI initiated payment on 22nd May, 2023 and on the same date, the TC, MCDO, ME, Environment Officer, ME signed the payment documents.	
			(ii) Payment to Bethel Construction Company Ltd for shs 16,878,317 as per payment voucher number 6429190 dated 28th June, 2023 in respect of construction of walk ways, dwarf retaining and Bombay grills at Tegeres HC III in West division Contract reference number KMC 710/WRKS/22 -23/00024.	
			The PHI initiated payment on 12th June, 2023 and on the same date, the TC, MCDO, ME, Environment Officer signed the payment documents.	
			(iii) M/S Tegeres Hardware Ltd was paid shs 10,241,010 on payment voucher number 6437771 dated 28th June, 2023 in respect of additional works of septic tank and terrazzo floor of delivery room and walling at Tegeres HC III West division. Contract reference number KMC 710/WRKS/22-23/00021.	
			The PHI initiated payment on 12th June, 2023 and on the same date, the TC, MCDO, ME, Environment Officer signed the payment documents.	

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>All the two implemented health project contracts had percentage contract variations that were within +/-20% as indicated below for the respective project contracts;</p> <ol style="list-style-type: none"> <li>Expansion of a maternity ward at Tegeres HC III (Procurement Reference no. KMC710/WKRS/22-23/00002) <ul style="list-style-type: none"> <li>Contract price = 113,789,000</li> <li>Estimated cost = 114,000,000</li> <li>Percentage contract variation = -1.85%</li> </ul> </li> <li>Construction of a walkway, a Dwarf retaining wall and grills at Tegeres HC IV (Procurement Reference no. KMC710/WKRS/22-23/00024) <ul style="list-style-type: none"> <li>Contract price = 18,753,686</li> <li>Estimated cost = 19,000,000</li> <li>Percentage contract variation = -1.3%</li> </ul> </li> </ol>	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>d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY</p> <ul style="list-style-type: none"> <li>If 100 % Score 2</li> <li>Between 80 and 99% score 1</li> <li>less than 80 %: Score 0</li> </ul>	<p>There was no HC II being upgraded to HC III in the FY 2022/2023</p>	2								
4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure</p> <ul style="list-style-type: none"> <li>If above 90% score 2</li> <li>If 75% - 90%: score 1</li> <li>Below 75 %: score 0</li> </ul>	<p>The MLG recruited staff for all HC s as follows:</p> <table border="0"> <tr> <td>Tegeres HC III</td> <td>13 out of 19</td> </tr> <tr> <td>Kaplelko HC III</td> <td>14 out of 19</td> </tr> <tr> <td>Total</td> <td>27 out of 38</td> </tr> <tr> <td colspan="2">Percentage <math>27/38 \times 100 = 71.1\%</math></td> </tr> </table>	Tegeres HC III	13 out of 19	Kaplelko HC III	14 out of 19	Total	27 out of 38	Percentage $27/38 \times 100 = 71.1\%$		0
Tegeres HC III	13 out of 19											
Kaplelko HC III	14 out of 19											
Total	27 out of 38											
Percentage $27/38 \times 100 = 71.1\%$												

4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.</p> <ul style="list-style-type: none"> <li>• If 100 % score 2 or else score 0</li> </ul>	<p>There was no HC II being upgraded to HC III in the FY 2022/2023</p>	2
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**Performance Reporting and Performance Improvement**

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>The information on positions of health workers filled was accurate.</p> <p>Kokwomurya HC II had 7 H/Ws on the list dated 2023/2024 so was the MLG dated 21/11/2023.</p> <p>Tegeres HC III had 13 H/Ws on the list dated 2023/2024 so was the MLG dated 21/11/2023.</p> <p>Kaplelko HC III had 14 H/Ws on the list dated 15/11/2023 so was the MLG.</p>	2
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5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>There was no facility upgraded in FY2022/2023.</p>	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>a) Health facilities prepared and submitted Annual Workplans &amp; budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>The health facilities sampled submitted Annual Workplans on the same date (24/03/2023). These were Tegeres HC III, Kaplelko HC III and Kokwomurya HC II.</p>	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"> <li>• Score 2 or else 0</li> </ul>	<p>The sampled health facilities Tegeres HC III, Kaplelko HC III and Kokwomurya HC II did not submit the Annual Budget Performance Reports FY 2022/2023 to the MMOH.</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>The health facilities developed Performance Improvement Plan 2023/2024.</p> <p>Tegeres HC III 7/06/2023</p> <p>Had issues on Nutrition, ANC1 and TB detection.</p> <p>Kaplelko HC III 21/08/2023 had issues lack of resuscitation equipment and lack of Job descriptions. Kokwomurya HC II was not meant to make a Performance Improvement Plan due to lack of capacity.</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,</p> <ul style="list-style-type: none"> <li>• score 2 or else score 0</li> </ul>	<p>The sampled health facilities submitted up to date monthly and quarterly HMIS reports as follows:</p> <p>July 2022</p> <p>Tegres HC III 4/08/2022</p> <p>Kokwomurya HC II 4/08/2022</p> <p>Kaplelko HC III 4/08/2022</p> <p>August 2022</p> <p>Tegres HC III 7/09/2022</p> <p>Kokwomurya HC II 5/09/2022</p> <p>Kaplelko HC III 7/09/2022</p>	0

September 2022

Tegres HC III 6/10/2022

Kokwomurya HC II

5/10/2022

Kaplelko HC III

7/10/2022

October 2022

Tegres HC III 6/11/2022

Kokwomurya HC II

4/11/2022

Kaplelko HC III

9/11/2022

November 2022

Tegres HC III 7/12/2022

Kokwomurya HC II

4/12/2022

Kaplelko HC III

14/12/2022

December 2022

Tegres HC III 6/01/2023

Kokwomurya HC II

10/01/2023

Kaplelko HC III

11/01/2023

January 2023

Tegres HC III 7/02/2023

Kokwomurya HC II

7/02/2023

Kaplelko HC III

8/02/2023

February 2023

Tegres HC III 6/03/2023

Kokwomurya HC II

7/03/2023

Kaplelko HC III

9/03/2023

March 2023

Tegres HC III 5/04/2023

Kokwomurya HC II

7/04/2023

Kaplelko HC III

10/04/2023

April 2023

Tegres HC III 5/05/2023

Kokwomurya HC II

5/05/2023

Kaplelko HC III

9/05/2023

May 2023

Tegres HC III 6/06/2023

Kokwomurya HC II

7/06/2023

Kaplelko HC III

8/06/2022

June 2023

Tegres HC III 6/07/2023

Kokwomurya HC II

6/07/2023

Kaplelko HC III

7/07/2023.

Quarterly

1st Quarter 2022/2023

Tegres HC III 6/10/2022

Kokwomurya HC II

5/10/2022

Kaplelko HC III

7/10/2022

2nd Quarter 2022/2023

Tegres HC III 6/01/2023

Kokwomurya HC II

10/01/2023

Kaplelko HC III

11/01/2023

3rd Quarter 2022/2023

Tegres HC III 5/04/2023

Kokwomurya HC II

7/04/2023

Kaplelko HC III

10/04/2023

4th Quarter 2022/2023

Tegres HC III 6/07/2023

Kokwomurya HC II

6/07/2023

Kaplelko HC III

7/07/2023.

Tegres HC III and Kokwomurya reported Monthly and Quarterly HMIS timely. Kaplelko HC III submitted October 2022 report on 9/11/2022, January 2023 on 8/02/2023, February 2023 report on 9/03/2023, March 2023 report on 10/04/2023, April 2023 report on 9/05/2023 and May 2023 report on 8/06/2023 which was late.

Not applicable.

0

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

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

Note: Municipalities submit to districts

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>f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0</p>	<p>Not applicable.</p>	<p>0</p>
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>Submission of all quarterly (4) Budget Performance Reports during FY 2022/2023 was done as follows:</p> <p>Quarter 1 report was submitted on 13th October, 2022; Quarter 2 report was submitted on 12th January, 2023; Quarter 3 reports was submitted on 14th April, 2023; Quarter 4 report was submitted on 13th July, 2023.</p>	<p>1</p>
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>h) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>	<p>The MLG developed an approved Performance Improvement Plan 2023/2024. Emphasis was on Kaplelko HC III, Kapchesombe HC II and Kwoti HC II.</p>	<p>1</p>
	<p>Maximum 14 points on this performance measure</p>			



6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>The Performance Improvement Plan was implemented on 13/10/2023 by the Town Clerk in a letter Ref: KMC 230 to the PS/MOH received on 16/10/2023 requesting for Equipment for Kaplelko HC III.</p>	<b>1</b>
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**Human Resource Management and Development**

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>The MLG budgeted 1,031,379,000= for 55 H/Ws out of the required 73.</p> <p>Percentage <math>55/73 \times 100 = 75.3\%</math> which was within the guidelines that required at least 75% staff required.</p>	<b>2</b>
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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>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p>	<p>It was only one out of six health facilities that had at least 75% of the staff required. Kokwomurya HC III had 7/9 (78%).</p>	<b>0</b>
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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>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 where they were deployed. Kokwomurya HC III had 7 H/Ws in the attendance book as per MLG list dated 21/11/2023.</p>	3
	<p>Maximum 9 points on this performance measure</p>		<p>Tegeres HC III had 13 H/Ws in the attendance book as per MLG list dated 20/11/2023. Kaplelko HC III had 14 H/Ws in the attendance book as per MLG list dated 15/11/2023. Some of the H/Ws seen in the attendance book were as follows:</p>	
			<p>Kokwomurya HC II Solimo Victor Enrolled Nurse Tegeres HC III Mwanga Toskin Leonard Senior Clinical Officer Kaplelko HC III Musau David Senior Clinical Officer</p>	
7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>	<p>The MLG publicised health worker's deployment by posting on facility notice boards. Tegres HC III posted 13 H/Ws dated 2023/2024. Kokwomurya HC II posted 7 H/Ws dated 2023/2024. Kaplelko HC III posted 14 H/Ws dated 15/11/2023.</p>	2
	<p>Maximum 9 points on this performance measure</p>			
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p>	<p>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</p>	<p>The MC had 5 Health Facility In-charges and there was evidence that he/she was appraised.</p> <ol style="list-style-type: none"> <li>1. Solimo Victor (SCO) Kokwomurya HCII was appraised on 28/6/2023</li> <li>2. Muruka Isaac (MCO) Kaplelko HCIII was appraised on 28/6/2023</li> <li>3. Mwanga Toskin Leonard (SCO) Tegeres HCIII was appraised on 28/6/2023</li> <li>4. Kabaro Judith (E/N) Kapchesombe HCII was appraised on 27/6/2023</li> <li>5. Chesang Dennis (E/N) Tigrim HCIII was appraised on 26/6/2023</li> </ol>	1
	<p>Maximum 6 points on this performance measure</p>			

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. 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</p>	<p>The MC had 51 facility workers and there was evidence that all Health Facility Workers were appraised against the agreed performance plans.</p> <ol style="list-style-type: none"> <li>1. Chebet Issa (Porter) Kaplelko HCIII was appraised on 29/6/2023</li> <li>2. Chelimo Diana (E/N) Tegeres HCIII was appraised on 30/6/2023</li> <li>3. Cherotwo Wilfred (Health Assistant) Kaplelko HCIII was appraised on 26/6/2023</li> <li>4. Chelangat Shawura (E/Midwife) Tegeres HCIII was appraised on 26/6/2023</li> <li>5. Chebet Mustafa (Askari) Kaplelko HCIII was appraised on 29/6/2023</li> <li>6. Chebet Grace (N/A) Kokwomurya HCII was appraised on 27/6/2023</li> <li>7. Mayamba Vincent (CO) Tegeres HCIII was appraised on 26/6/2023</li> <li>8. Chekwurui Rasiya (Porter) Kaplelko HCIII was appraised on 29/6/2023</li> <li>9. Chemutai Frida (HIA) Tegeres HCIII was appraised on 26/6/2023</li> <li>10. Chelongoi Davis (E/N) Kaplelko HCIII was appraised on 27/6/2023</li> </ol>	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>iii. Taken corrective actions based on the appraisal reports, score 2 or else 0</p>	<p>There was no evidence and no reason given</p>	0
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> <ol style="list-style-type: none"> <li>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</li> </ol>	<p>There was no evidence provided f to the Assessor that the MLG conducted training of health workers in FY2022/2023.</p>	0

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 no training activities to be entered in the training database.</p>	<b>0</b>
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**Management, Monitoring and Supervision of Services.**

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>The Town Clerk through email to planning.mohuganda@gmail.com sent to Hillary Irinaitwe and Chebet Keren by MMOH on 19/09/2023 confirmed the 6 health facilities that receive PHCNWR. The list rhymed with the one the Town Clerk submitted in the budget FY2023/2024.</p>	<b>2</b>
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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>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>Fund allocation to the Health Department during FY 2022/2023 amounted to shs 140,503,000 as reflected on page 24 of the MLG approved budget for FY 2022/2023. The monitoring and service delivery and management of the MLG health services was allocated shs 4,508,000 as per page 24 of the of the MLG approved budget for FY 2022/2023.</p>	<b>2</b>
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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

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

The MLG received communication from PS/ST on quarter one cash limits on 1st July, 2022 under reference BPD/102/1/55/01.

Warranting was done on 5th July, 2022; Invoicing was done on 7th September, 2022; Transfers to Health Centers was done on 7th September, 2022 and communication to Health Centers by TC was done on 10th July, 2022.

In quarter two, communication on cash limits from the PS/ST was received on 1st October, 2022 under reference BPD/102/1/55/01. Warranting was done on 6th October, 2022; Invoicing was done on 19th October, 2022; Transfers to Health Centers was done on 19th October, 2022 and communication to Health Centers by TC was done on 12th October, 2022.

In quarter three, communication from the PS/ST was received by the MLG on 2nd January, 2023 under reference BPD/102/1/55/01, Warranting was done on 9th January, 2023; Invoicing was done on 1st February, 2023; transfers to Health Centers was done 1st February, 2023 and communication to Health Centers by the TC was done on 9th January, 2023.

In quarter four, communication from the PS/ST was received by the MLG on 3rd April, 2023 under reference BPD/102/1/55/01, Warranting was done on 10th April, 2023; Invoicing was done on 8th May, 2023; transfers to Health Centers was done 8th May, 2023 and communication to Health Centers by the TC was done on 11th April, 2023.

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

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

The MLG invoiced and communicated all PHC NWR Grant transfers in FY 2022/2023 to health facilities within 5 working days from the day of funds release in each quarter as per details provided above. For example circular letter dated 12th November, 2022 by PHI for shs 26,900,560 to all health centers including Tegeres HC III in West Division.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>Kapchorwa Municipal Local Government did not publicize all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoPPED for example circular letter under reference KMC/HC/19/D dated 14th November, 2022 verified at Kapchorwa MLG headquarters notice board for shs 34,980,000. TC's circular letter dated 16th March, 2023 under reference KMC/10/HC/23 and pinned at the MLG headquarters for shs 18,980,000. The publicizing was beyond the mandatory five working days.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>The health department actions recommended by MHMT performance review meetings. The MHMT meeting that took place on 11/05/2023 reviewed some the recommendations whose actions were taken as follows:</p> <ol style="list-style-type: none"> <li>1. Late submission of HMIS reports. The Health Information Assistants were urged to review all reports before submission which was done and Tegeres HC III reported timely the reports for FY 2022/2023.</li> <li>2. Poor domestic waste management in the meeting that took place on 21/12/2022 recommended to conduct a Radio Talk show for community mobilization which took place on 17/02/2023 at Elgon FM.</li> </ol>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>The performance review meetings held FY 2022/2023 were attended as follows:</p> <p>21/12/2022 held at Municipal Council Hall Town Clerk.</p> <p>4/04/2023 Deputy Mayor and Secretary Social Services.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>There wasn't a General Hospital or a HC IV in the Municipality.</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <ul style="list-style-type: none"> <li>• If not applicable, provide the score</li> </ul>	<p>The MLG supervised lower level health facilities as follows:</p> <p>28-29/09/2022 Tegeres HC III, Kaplelko HC III and Kokwomurya HC II.</p> <p>23 &amp; 30/11/2022 Tegeres HC III and Kaplelko HC III.</p> <p>10/03/2023 Tegeres HC III, Kapleljo HC III and Kokwomurya HC II.</p> <p>5-9/06/2023 Tegeres HC III, Kokwomurya HC II and Kaplelko HC III.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>The MLG during support supervision visits recognised low staffing levels in the facilities and submitted a Recruitment Plan to the Senior Human resource Officer on 21/09/2022. The Recruitment Plan FY 2022/2023 had 1 Senior Health Inspector, 1 Laboratory Assistant for Tegres HC III, 2 Askaris (Kapchesombe HC II &amp; Kwoti HC II) and 2 Porters (Kapchesombe HC II &amp; Tigrim HC II). After inspection of the Municipal (10-14/12/2022); poor waste management was one of the findings and the MLG organised a Radio Talk show on Garbage Management on Elgon FM on 17/02/2023.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>The MLG supported health facilities in the dispensing, prescription, stock taking and storing of medicines and health supplies as follows: Tegeres 17/03/2023, Kaplelko HC III 15/03/2023 and Tigrim HC II 14/03/2023.</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>Fund allocation to the Health Department during FY 2022/2023 amounted to shs 14,947,000 as reflected on page 24 of the MLG annual approved budget for FY 2022/2023. Health prevention and promotion activities was allocated shs 4,484,100 as per page 24 of the annual approved budget for FY 2022/2023. This was equivalent to 30%.</p>	2

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>b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0</p>	<p>The Principal Health Inspector (PHI) held Radio Talk show to sensitise community on Hygiene and Sanitation on 15/11/2022 on Elgon FM 7-8PM.</p> <p>On 17/02/2023 the PHI conducted a Radio Talk show on Garbage management on Elgon FM 8-9PM.</p>	<b>1</b>
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11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0</p>	<p>The Municipal Health Educator (MHE) monitored 3 water sources on 8/05/2023. The water sources monitored Kaptorotwo, Chepskuroi North and Chepskuroi South. The MHE inspected Eating places in Kawowo &amp; Chemonges Wards on 10-14/12/2022. On 19/03/2023 the PHI supervised the cleaning and garbage collection in Kapchorwa Municipality.</p> <p>The MLG held a Sanitation week from 15-21/03/2023; the theme was "Sanitation and Hygiene for All- A key to disease prevention.</p>	<b>1</b>
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**Investment Management**

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>The MLG had an updated register which sets out health facilities and equipment relative to basic standards. Tegres HC III had Delivery beds, Fetoscopes and BP machine.</p> <p>Kokwomurya HC II had Vaccine Fridge, BP machines and Stethoscope.</p> <p>Kaplelko HC III had Weighing scales (Adult &amp; Infant), Fetoscopes and BP machine.</p>	<b>1</b>
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12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDPIII); (ii) desk appraisal by the LG; and (iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG));</p>	<p>Kapchorwa MLG implemented one project in the health department during FY 2022/2023.</p> <p>Expansion of maternity ward in Tegeres HC III in West division. The project was budgeted for shs 134,485,286 as per page 21 of the approved MLG budget for FY 2022/2023. The project was captured on page 76 of the MDP III page 7 of the AWP. Total amount of shs 134,485,286 was spent as reflected on page 17 of the Annual Performance Report of the MLG for FY 2022/2023.</p> <p>Desk appraisal report was dated 15th June, 2022 and the Field appraisal report was dated 20th June, 2022.</p>	1
<p>Maximum 4 points on this performance measure</p>	<p>score 1 or else score 0</p>			
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>Kapchorwa MLG conducted the field appraisal for all the health infrastructure projects implemented in FY 2022/2023, as indicated in the consolidated field appraisal report dated June 20, 2022, to check for technical feasibility, environmental and social acceptability, and, where needed, customize the design to suit the site conditions. Each project was independently evaluated against three criteria checks, and the report indicated that all projects passed the three checks and were fit for implementation.</p>	1
<p>Maximum 4 points on this performance measure</p>				
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>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>MC health facility investment were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist as evidenced below;</p> <ul style="list-style-type: none"> <li>• E&amp;S Screening form for the proposed expansion of a Maternity Ward at Tegeres HC III by the Ag EO and SCDO on 20/03/2023</li> <li>• E&amp;S Screening form for the proposed construction of Walkways, Dwarf Retaining wall and Pompe Grills at Tegeres HC III by the Ag EO and SCDO on 20/03/2023</li> </ul>	1
<p>Maximum 4 points on this performance measure</p>				

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY ) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>The Health sector timely submitted all its infrastructure and other request to procurement unit for the FY 2023/2024 on 14th/04/2023 before the PPDA deadline date of 30th/April/2023.</p>	<b>1</b>
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>The LG Health department lately submitted the procurement request form (PP 1 Form) to the PDU on 18th/11/2023 after the 1st Quarter of the FY 2023/2024</p>	<b>0</b>
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>Kapchorwa MLG Contracts Committee approved all the health infrastructure investments for the FY2022/2023 in the minutes of the contracts committee dated 12th /10/2022 under minute number Min: 245/10/2022..</p>	<b>1</b>
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>Kapchorwa MLG health department properly established the project implementation team as per the PPDA guideline. The Town clerk as per the appointment letter dated 12th/04/2023 appointed Mr. Cherop Bob (Municipal Engineer) as the project manager, Ms. Alilo Betty as CDO and Mr. Julius Obita as the Environment officer, Mr. Chwkwurui Siliver was appointed as the Clerk of works and Dr.Keneth Chemutui was appointed as the contracts manager</p>	<b>1</b>

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	There was no HC II being upgraded to HC III in the FY 2022/2023	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	There was no evidence that the Clerk of Works maintained daily records that are consolidated weekly to the Municipal Engineer in copy to the MHO	0
	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	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	There was no HC II being upgraded to HC III in the FY 2022/2023	1
	Maximum 10 points on this performance measure	If there is no project, provide the score		

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

Maximum 10 points on this performance measure

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

If there is no project, provide the score

The LG carried out technical supervision of works at all health infrastructure projects by the relevant technical officers as in the Inspection reports, E&S reports and minutes of site meetings;

- Monthly progress report dated 17th/5/2023 for the expansion of the Maternity ward at Tegeres HC III by the Municipal Engineer.
- Progress and supervision report dated 01/07/2023 for the construction of a walk way, Dwarf retaining wall and Grill at Tegeres HC III by the municipal Engineer.
- Activity monitoring report for Environment and Social screening for construction of a walk way, Dwarf retaining wall and Grill at Tegeres HC III dated 17th/05/2023 by the CDO and Environment officer.
- Monitoring report for E &S compliance for expansion of the Maternity ward at Tegeres HC III dated 17th/05/2023 by the CDO and Environment officer.

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

Maximum 10 points on this performance measure

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

MMOH/PHI verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days after receiving payment requests as provided below:

The MLG implemented one projects in the department during FY 2022/2023 namely: Expansion of maternity ward in Tegeres HC III in West division. (i) Payment to Tegeres Hardware Ltd for sks 40,035,700 per payment voucher number 6437771 dated 28th June, 2023 in respect of expansion of maternity ward in Tegeres HC III as per contract reference KMC 710/WRKS/22-23.

The PHI initiated payment on 22nd May, 2023 and on the same date, the TC, MCDO, ME, Environment Officer, ME signed the payment documents.

(ii) Payment to Bethel Construction Company Ltd for shs 16,878,317 as per payment voucher number 6429190 dated 28th June, 2023 in respect of construction of walk ways, dwarf retaining and Bombay grills at Tegeres HC III in West division Contract reference number KMC 710/WRKS/22 -23/00024.

The PHI initiated payment on 12th June, 2023 and on the same date, the TC, MCDO, ME, Environment Officer signed the payment documents.

(iii) M/S Tegeres Hardware Ltd was paid shs 10,241,010 on payment voucher number 6437771 dated 28th June, 2023 in respect of additional works of septic tank and terrazzo floor of delivery room and walling at Tegeres HC III West division. Contract reference number KMC 710/WRKS/22-23/00021.

The PHI initiated payment on 12th June, 2023 and on the same date, the TC, MCDO, ME, Environment Officer signed the payment documents.

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>The LG had complete procurement files for the two implemented health Infrastructure contracts with all records as required by the PPDA Law as indicated below for the respective projects;</p> <ol style="list-style-type: none"> <li>1. The procurement file for the construction of a walk way, Dwarf retaining wall and Grill at Tegeres HC III (Procurement file Reference number. KMC710/WRKS/22-23/00024) had an evaluation report dated 25th/04/2022 with Bethel Contractors Ltd as the best evaluated bidder at 18,753,686, Minutes of contracts committee decision dated 25th/04/2023 and works contract signed on 15th/07/2023</li> <li>2. The procurement file for the expansion of the Maternity ward at Tegeres HC III (Procurement file Reference number. KMC710/WRKS/22-23/00021) had an evaluation report dated 9th/02/2023 with Tegers Hardware Ltd as the best evaluated bidder at 113,789,000, Minutes of contracts committee decision dated 16th/3/2023 and works contract signed on 31st/03/2023.</li> </ol>	<b>1</b>
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**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>	<ul style="list-style-type: none"> <li>• MC had recorded some grievances under health in the FY 2022/2023 by the time of assessment for example; Chema K Abdu a community member of unspecified village reported about the need to resettle the family which was staying at Tegeres HC III to allow construction of the maternity ward on 18/06/2022 and resolved in the GRC meeting held on 04/01/2023 according to the GRC Minutes</li> </ul>	<b>2</b>
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>Disseminated guidelines on health care waste (Infection Prevention and Control) to health facilities on 10/08/2022.</p>	<b>2</b>

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	The MLG had a functional system for medical waste management. Green Label Services a Registered waste management service provider was collecting waste form the MLG as shown by Waste Collection Form for May 2023. Kapchorwa General Hospital had an incinerator.	2
	Maximum 5 points on this performance measure			
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	The MLG created awareness in health care waste management during the support supervision visits to the health facilities (Tegeres HC III, Kaplelko HC III and Kokwomurya HC II 5-9/06/2023).	1
	Maximum 5 points on this performance measure			
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	MC had incorporated costed ESMPs into designs, BoOs as evidenced by 1.22 (Compliance with NEMA Regulations and the EIA Report Recommendations) at 350,000/= and Item 1.21 (OHS, HIV/AIDS and Gender) at 150,000/= on page 31 of the bid document for the expansion of maternity ward in Tegeres HC III by Tegeres Hardware Ltd with Reference Number KMC 710/WRKS/22-23/00021 dated 27/01/2023	2
	Maximum 8 points on this performance measure			
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	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	MC had proof that all health sector projects were implemented on land where the it had ownership, access as evidenced by the Land title for Kapchorwa MC (Tegeres Health Centre III) of P.O.Box 2 Kapchorwa of 0.6460 Hectares, Plot 610, Block 1 at Cheptilyal dated 30/03//2023	2
	Maximum 8 points on this performance measure			

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>	<ul style="list-style-type: none"> <li>• The MC conducted monthly support supervision and monitoring of health projects as evidenced below;</li> <li>• • Third E&amp;S Monitoring Report for the proposed expansion of a Maternity Ward at Tegeres HC III by the Ag EO and SCDO on 02/05/2023</li> <li>• • Second E&amp;S Monitoring Report for the proposed expansion of a Maternity Ward at Tegeres HC III by the Ag EO and SCDO on 02/05/2023</li> <li>• • First E&amp;S Monitoring Report for the proposed construction of Walkways, Dwarf Retaining wall and Pompe Grills at Tegeres HC III by the Ag EO and SCDO on 17/05/2023</li> </ul>	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>	<ul style="list-style-type: none"> <li>• Environment and Social Certification forms were completed and signed by the SEO and PCDO prior to payments of contractor invoices/certificates of the only health infrastructure project as evidenced below;</li> <li>• • E&amp;S Certification form for the proposed expansion of a Maternity Ward at Tegeres HC III by the Ag EO and SCDO on 12/06/2023</li> <li>• • E&amp;S Certification form for the proposed construction of Walkways, Dwarf Retaining wall and Pompe Grills at Tegeres HC III by the Ag EO and SCDO on 12/06/2023</li> </ul>	2



**Water &  
Environment  
Performance  
Measures**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Local Government Service Delivery Results</b>				
1	<p>Water &amp; Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. % of rural water sources that are functional.</p> <p>If the district rural water source functionality as per the sector MIS is:</p> <ul style="list-style-type: none"> <li>o 90 - 100%: score 2</li> <li>o 80-89%: score 1</li> <li>o Below 80%: 0</li> </ul>	Not applicable for municipalities	<b>0</b>
1	<p>Water &amp; Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. % of facilities with functional water &amp; sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:</p> <ul style="list-style-type: none"> <li>o 90 - 100%: score 2</li> <li>o 80-89%: score 1</li> <li>o Below 80%: 0</li> </ul>	Not applicable for municipalities	<b>0</b>
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>a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is;</p> <ul style="list-style-type: none"> <li>• Above 80%, score 2</li> <li>• 60% - 80%, score 1</li> <li>• Below 60%, score 0</li> </ul>	Not applicable for municipalities	<b>0</b>
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>b. % of budgeted water projects implemented in the sub-counties with safe water coverage below the district average in the previous FY.</p> <ul style="list-style-type: none"> <li>o If 100 % of water projects are implemented in the targeted S/Cs: Score 2</li> <li>o If 80-99%: Score 1</li> <li>o If below 80 %: Score 0</li> </ul>	Not applicable for municipalities	<b>0</b>

2	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	Not applicable for municipalities	0
2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment  Maximum 8 points on this performance measure	d. % of WSS infrastructure projects completed as per annual work plan by end of FY.  o If 100% projects completed: score 2 o If 80-99% projects completed: score 1 o If projects completed are below 80%: 0	Not applicable for municipalities	0
3	New_Achievement of Standards:  The LG has met WSS infrastructure facility standards  <i>Maximum 4 points on this performance measure</i>	a. If there is an increase in the % of water supply facilities that are functioning  o If there is an increase: score 2 o If no increase: score 0.	Not applicable for municipalities	0
3	New_Achievement of Standards:  The LG has met WSS infrastructure facility standards  <i>Maximum 4 points on this performance measure</i>	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).  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.	Not applicable for municipalities	0

**Performance Reporting and Performance Improvement**

4	Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance  <i>Maximum 3 points on this performance measure</i>	The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3	Not applicable for municipalities	0
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5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance  <i>Maximum 7 points on this performance measure</i>	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	Not applicable for municipalities	0
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance  <i>Maximum 7 points on this performance measure</i>	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	Not applicable for municipalities	0
5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance  <i>Maximum 7 points on this performance measure</i>	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  <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>	Not applicable for municipalities	0

### **Human Resource Management and Development**

6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff  <i>Maximum 4 points on this performance measure</i>	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	N/A	0
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6	<p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment &amp; Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>Not applicable for municipalities</p>	0
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<p>Not applicable for municipalities</p>	0
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<p>Not applicable for municipalities</p>	0

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

8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<ul style="list-style-type: none"> <li>• a) Evidence that the DWO has prioritized budget allocations to sub-counties that have safe water coverage below that of the district:</li> <li>•</li> <li>• If 100 % of the budget allocation for the current FY is allocated to S/Cs below the district average coverage: Score 3</li> <li>• If 80-99%: Score 2</li> <li>• If 60-79: Score 1</li> <li>• If below 60 %: Score 0</li> </ul>	<p>Not applicable for municipalities</p>	0
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8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3</p>	<p>Not applicable for municipalities</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p> <ul style="list-style-type: none"> <li>• If 95% and above of the WSS facilities monitored quarterly: score 4</li> <li>• If 80-94% of the WSS facilities monitored quarterly: score 2</li> <li>• If less than 80% of the WSS facilities monitored quarterly: Score 0</li> </ul>	<p>Not applicable for municipalities</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p>	<p>Not applicable for municipalities</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>Not applicable for municipalities</p>	0
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"> <li>• If funds were allocated score 3</li> <li>• If not score 0</li> </ul>	<p>Not applicable for municipalities</p>	0

10	Mobilization for WSS is conducted  <i>Maximum 6 points on this performance measure</i>	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.	Not applicable for municipalities	0
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**Investment Management**

11	Planning and Budgeting for Investments is conducted effectively  <i>Maximum 14 points on this performance measure</i>	a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:  Score 4 or else 0	Not applicable for municipalities	0
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11	Planning and Budgeting for Investments is conducted effectively  <i>Maximum 14 points on this performance measure</i>	Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDP/III) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:  Score 4 or else score 0.	Not applicable for municipalities	0
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11	Planning and Budgeting for Investments is conducted effectively  <i>Maximum 14 points on this performance measure</i>	c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2	Not applicable for municipalities	0
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11	Planning and Budgeting for Investments is conducted effectively  <i>Maximum 14 points on this performance measure</i>	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	Not applicable for municipalities	0
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11	Planning and Budgeting for Investments is conducted effectively  <i>Maximum 14 points on this performance measure</i>	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	Not applicable for municipalities	0
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12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>	<p>Not applicable for municipalities</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>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>Not applicable for municipalities</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	<p>Not applicable for municipalities</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p> <p>.</p>	<p>d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2</p>	<p>Not applicable for municipalities</p>	0

12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements  <i>Maximum 14 points on this performance measure</i>	e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2	Not applicable for municipalities	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements  <i>Maximum 14 points on this performance measure</i>	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	Not applicable for municipalities	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements  <i>Maximum 14 points on this performance measure</i>	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	Not applicable for municipalities	0

### Environment and Social Requirements

13	Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework  <i>Maximum 3 points this performance measure</i>	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:  Score 3, If not score 0	Not applicable for municipalities	0
14	Safeguards for service delivery  <i>Maximum 3 points on this performance measure</i>	Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs:  Score 3, If not score 0	Not applicable for municipalities	0



15	Safeguards in the Delivery of Investments  <i>Maximum 10 points on this performance measure</i>	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	Not applicable for municipalities	0
15	Safeguards in the Delivery of Investments  <i>Maximum 10 points on this performance measure</i>	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	Not applicable for municipalities	0
15	Safeguards in the Delivery of Investments  <i>Maximum 10 points on this performance measure</i>	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	Not applicable for municipalities	0
15	Safeguards in the Delivery of Investments  <i>Maximum 10 points on this performance measure</i>	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	Not applicable for municipalities	0

**Micro-scale  
Irrigation  
Performance  
Measures**

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

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines  Maximum score 6	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	Not Applicable.	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines  Maximum score 6	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	Not Applicable.	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines  Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY  • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0	Not Applicable.	0
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	N/A	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	Not Applicable.	0

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

**Performance Reporting and Performance Improvement**

5	Accuracy of reported information: The LG has reported accurate information	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	Not Applicable.	<b>0</b>
	Maximum score 4			

5	Accuracy of reported information: The LG has reported accurate information	b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0	Not Applicable.	<b>0</b>
	Maximum score 4			

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	c. Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

**Human Resource Management and Development**

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines	a) Evidence that the LG has: i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0	Not Applicable.	<b>0</b>
	Maximum score 6			

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	ii Deployed extension workers as per guidelines score 1 or else 0	Not Applicable.	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	N/A	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	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	N/A	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	a) Evidence that the District Production Coordinator has:  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	N/A	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	a) Evidence that the District Production Coordinator has;  Taken corrective actions: Score 1 or else 0	N/A	0

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

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

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

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



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	Not Applicable.	<b>0</b>
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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	Not Applicable.	<b>0</b>
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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	Not Applicable.	<b>0</b>
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**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	Not Applicable.	<b>0</b>
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12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines  Maximum score 8	b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0	Not Applicable.	<b>0</b>
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12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0</p>	<p>Not Applicable.</p>	<p>0</p>
12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>d) For DDEG financed projects: 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>N/A</p>	<p>0</p>
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.</p>	<p>Not Applicable.</p>	<p>0</p>
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>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</p>	<p>Not Applicable.</p>	<p>0</p>
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0</p>	<p>Not Applicable.</p>	<p>0</p>

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0	Not Applicable.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	Not Applicable.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	f)Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	Not Applicable.	0
13	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	Not Applicable.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during:  i. Testing the functionality of the installed equipment: Score 1 or else 0	Not Applicable.	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	Not Applicable.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	Not Applicable.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines  Maximum score 18	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	Not Applicable.	0

### Environment and Social Safeguards

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

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been: ii. Investigated score 1 or else 0 iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not applicable to the Municipal Council	0
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: iii. Responded to score 1 or else 0 iv. Reported on in line with LG grievance redress framework score 1 or else 0	Not Applicable.	0
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  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	Not Applicable.	0

### Environment and Social Requirements

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	Not Applicable.	0
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	Not Applicable.	0

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	Not Applicable.	<b>0</b>
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	Not Applicable.	<b>0</b>
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	Not Applicable.	<b>0</b>

**Crosscutting Minimum  
Conditions**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Human Resource Management and Development</b>				
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	The position of Principal Finance Officer was not substantively filled at the time of assessment. However, Mr. Chepkurui Michael, the commercial officer was assigned duties of PFO by TC on 30/6/2022 and there was no staff seconded	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	The position of Senior Planner was not substantively filled at the time of assessment. However, Mr. Mutebi Ronald, the Planner was assigned duties of SP by TC on 1/6/2022 and there was no staff seconded	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.	c. District Engineer/Principal Engineer, score 3 or else 0	The position of Municipal Engineer was not substantively filled at the time of assessment. However, Mr. Cherop Bob, the Superintendent of works was assigned duties ME by TC on 30/6/2022 and there was no staff seconded	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	The position of SEO was not substantively filled at the time of assessment. However, Mr. Etyang Julius Obita, the Physical Planner was assigned duties of Head Natural Resources by TC on 30/6/2022 and there was no staff seconded	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	The position of Senior Veterinary Officer was not substantively filled at the time of assessment. However, Cherop Sande, the Animal Production Officer was assigned duties of SVO by TC on 1/7/2021. It was noted that the then Ag. Town Clerk Mr. Okwir Samuel Robert formally requested for secondment from the MAAIF as per the request letter dated 30/6/2022 but no response was given to date.	0

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	f. District Community Development Officer/Principal CDO, score 3 or else 0	The position of Principal CDO was not substantively filled at the time of assessment. However, Ms. Alilo Betty, the Senior CDO was assigned duties of PCDO by TC on 1/6/2022 and there was no staff seconded	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.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	The position of Principal Commercial Officer was not substantively filled at the time of assessment. However, Mr. Cheshari Joseph, the Assistant Agriculture Officer was assigned duties of PCO by TC on 1/7/2021. It was noted that the then Ag.Town Clerk Mr. Okwir Samuel Robert formally requested for secondment from the Ministry of Trade and Industry as per the request letter dated 30/6/2022 but no response was given to date.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal Procurement Officer, 2 or else 0.	Mr. Kitiyo B. George was substantively appointed as Procurement Officer as per the appointment letter dated 24/6/2021 under DSC Min No. 47/2021 (b)	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	Ms. Adongo Dorcus Brown was substantively appointed as Assistant Procurement Officer as per the appointment letter dated 1/4/2019 under DSC Min No. 46/2019	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	Ms. Chemutai Hellen was substantively appointed as SHRO as per the letter of appointment dated 1/2/2019 under DSC Min No. 18/2019	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	The position of SEO was not substantively filled at the time of assessment. However, Mr. Etyang Julius Obita, the Physical Planner was assigned duties of SEO by TC on 2/8/2022 and there was no staff seconded	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.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	Mr. Etyang Julius Obita was substantively appointed as Physical Planner as per the letter of appointment dated 1/10/2019 under DSC Min No. 87/2019 (a) (xiii)	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	Ms. Chebet Sandra was substantively appointed as Senior Town Treasurer/ Senior Finance Officer as per the appointment letter dated 1/10/2013 under DSC Min No. 62/2013 (i)	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	Mr. Yesho Jimmy Chemutai was substantively appointed as Senior Internal Auditor as per the letter of appointment dated 1/1/2006 under DSC Min No. 85/2005	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	N/A Kapchorwa MC and Kapchorwa DLG share the services of one secretary to DSC	2
2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	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).	The MC had 3 Divisions and all the Senior Assistant Town Clerks (SATC) were substantively appointed as shown below;  1. Amuri Felister was substantively appointed as SATC for East division on 11/7/2018 under DSC Min No. 67/2018  2. Mangusho Delmark was substantively appointed as SATC for West division on 11/7/2018 under DSC Min No. 67/2018  3. Satya Fred was substantively appointed SATC for Central Division on 11/7/2018 under DSC Min No. 67/2018	5

2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.</p>	<p>The MC had 3 CDO's and not all were substantively appointed as shown below;</p> <ol style="list-style-type: none"> <li>1. Chelangat Carolyn was substantively appointed as CDO for East division on 15/8/2019 under DSC Min No. 72/2019 (d)</li> <li>2. Chelangat Nancy was substantively appointed as CDO for Central division on 1/6/2020 under DSC Min No. 42/2020 (f)</li> <li>3. Barteka Sam, the labour officer was assigned duties of CDO West Division by TC on 30/6/2023</li> </ol>	0
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2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.</p>	<p>The MC had 4 S.A.A and all the were substantively appointed as shown below;</p> <ol style="list-style-type: none"> <li>1. Musobo Patrick was substantively appointed as SAA for Central division on 1/12/2012 under DSC Min No. 66/2012</li> <li>2. Makwila Isac was substantively appointed as SAA for West division on 13/8/1999 under DSC Min No. 6/98</li> <li>3. Cherop Isaac was substantively appointed Assistant Treasurer East Division on 1/2/2019 under DSC Min No. 18/2019</li> <li>4. Mwotil Alex was substantively appointed Assistant Treasurer Head Office on 1/2/2019 under DSC Min No. 18/2019</li> </ol>	5
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**Environment and Social Requirements**

3	<p>Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.</p> <p>Maximum score is 4</p>	<p>If the LG has released 100% of funds allocated in the previous FY to:</p> <p>a. Natural Resources department,</p> <p>score 2 or else 0</p>	<p>The Natural Resources Department in Kapchorwa Municipal Local Government had Shs 48,800,000 warranted as reflected on page 23 of the draft final accounts for FY 2022/2023.</p> <p>Shs 48,800,000 was released as detailed on page 23 of the draft final accounts for FY 2022/2023. Performance was therefore 100% as required.</p>	2
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3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	The Community Based Department in Kapchorwa Municipal Local Government had Shs 62,522,000 was warranted for as reflected on page 23 of the draft final accounts for FY 2022/2023.	2
	Maximum score is 4	b. Community Based Services department.	Shs 62,522,000 was released as detailed on page1 25 of the draft final accounts for FY 2022/2023. Performance was 100% as required.	
		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,	<ul style="list-style-type: none"> <li>• MC had carried out Environment and Social Screening of the only two DDEG infrastructure projects in FY 2022/2023 as evidenced below;</li> <li>• • E&amp;S Screening form for the proposed painting of Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 05/10/2022</li> <li>• • E&amp;S Screening form for the proposed tiling of Mayor’s office at Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 05/10/2022</li> </ul>	4
	Maximum score is 12	score 4 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.	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),	The only two DDEG infrastructure projects that were implemented in the FY 2022/2023 did not require ESIAs given their small scope according to Schedule 5 of the National Environment Act No. 05 of 2019	4
	Maximum score is 12	score 4 or 0		

4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;</p> <p>score 4 or 0</p>	<p>• MC had prepared a Costed ESMP for the only two DDEG infrastructure projects that were implemented in FY 2022/2023 as follows;</p> <ul style="list-style-type: none"> <li>• • Costed ESMP of 100,000/= for the proposed painting of Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 07/10/2022</li> <li>• • Costed ESMP of 100,000/= for the proposed tiling of Mayor's office at Kapchorwa Municipality Headquarters by the Ag EO and SCDO on 10/10/2022</li> </ul>	4
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**Financial management and reporting**

5	<p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p>	<p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p>	<p>Kapchorwa MLG had Un-qualified Auditor General's opinion in the FY 2022/2023.</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 DLG provided information to the PS/ST in respect of the status of implementation of the Auditor General findings in respect of FY 2021/2022 through TC's letter under reference KMC/104/1 and dated 24th February, 2023. The letter was copied to the Accountant General, OAG, Chairperson LGPAC and Mayor.</p> <p>There were eight queries in total which were cleared at the time of the assessment.</p> <p>The MOFPED acknowledged receipt of the TC's response on 28th February, 2023.</p> <p>The TC's response to the OAG findings was done within the scheduled time of February, 2023.</p> <p>The TC's letter dated 14th November, 2022 under reference KMC/250/2 responded to the IAG's findings in FY 2021/2022. All the two queries as raised by the IAG were cleared at the time of the assessment.</p>	10

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.	The Annual Performance Contract was submitted by the PBS system on 19th June, 2023. The submission of the performance contract was done within the prescribed time frame (by 31st August, 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 Annual Performance Report for FY 2022/2023 was submitted by the Kapchorwa MLG through the PBS system on 25th July, 2023 within the prescribed time frame as required. The Annual Performance Report was approved by MOFPED on 10th August, 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.	Kapchorwa MLG submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of FY2022/2023 by August 31st in FY 22023/2024. Submission of the quarterly reports was done through the PBS system as detailed below:  Quarter One on 9th December, 2022; Quarter Two on 13th January, 2023; Quarter Three on 23rd April, 2023; Quarter Four on 25th July, 2023.  The Quarterly Budget Performance Reports were submitted by 31st August, 2023 in FY 2023/2024 as required.	4

**Education Minimum  
Conditions**

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

1	<p>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.</p> <p><i>The Maximum Score of 70</i></p>	<p>a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0</p>	<p>The position was vacant at assessment time. He is now a pensioner. Even the one acting was assigned way after the FY2022/23 had ended.see the details below;</p> <p>Mr. Soyekwo Adoiphus was substantively appointed Principal Education Officer as per the appointment letter dated 1/7/2022 under DSC Min No. 46/2022. He, however, retired in December 2022 before completing the year of assessment and was replaced by Mr. Siwa Dan (Senior Inspector) of schools on acting capacity effective 1/8/2023 assigned by TC.</p>	0
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1	<p>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.</p> <p><i>The Maximum Score of 70</i></p>	<p>b) All District/Municipal Inspector of Schools, score 40 or else 0.</p>	<p>The MC had 1 inspector of Schools and was substantively appointed.</p> <p>1. Siwa Dan Alouicious (Municipal Senior Inspector) of schools was substantively appointed on 1/6/2020 under DSC Min No. 42/2020 (c)</p>	40
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**Environment and Social Requirements**

2	<p>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)</p> <p>The 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>	<ul style="list-style-type: none"> <li>• MC had carried out Environmental, Social and Climate Change Screening of all education projects prior to commencement of all civil works for FY 2022/2023 as evidenced below;</li> <li>• E&amp;S Screening form for the proposed construction of 5 stance pit latrine at Siron P/S by the Ag EO and SCDO on 04/10/2022</li> <li>• E&amp;S Screening form for the proposed construction of 2 classroom block at Kapteret P/S by the Ag EO and SCDO on 06/10/2022</li> <li>• E&amp;S Screening form for the proposed Renovation of 2 classroom block at Tegeres P/S by the Ag EO and SCDO on 06/10/2022</li> </ul>	15
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2

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

If the LG carried out:  
b. Social Impact Assessments (ESIAs) ,  
score 15 or else 0.

All education projects that were implemented in FY 2022/2023 did not require ESIAs given their small scope, according to the National Environment Act NO. 05 of 2019

**15**

The Maximum score is 30

**Health Minimum Conditions**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Human Resource Management and Development</b>				
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	c. Assistant District Health Officer Environmental Health, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	e. Senior Health Educator, score 10 or else 0.		



1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.  <i>Applicable to Districts only.</i>  <i>Maximum score is 70</i>	f. Biostatistician, score 10 or 0.	
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.  <i>Applicable to Districts only.</i>  <i>Maximum score is 70</i>	g. District Cold Chain Technician, score 10 or else 0.	
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.  <i>Applicable to MCs only.</i>  <i>Maximum score is 70</i>	h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.	<b>30</b>  Dr. Chemutai Kenneth was substantively appointed as Medical Officer of Health Services on 31/5/2021 under DSC Min No. 40/2021(u)
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.  <i>Applicable to MCs only.</i>  <i>Maximum score is 70</i>	i. Principal Health Inspector, score 20 or else 0.	<b>20</b>  Mr. Twoyem Nelson was substantively appointed as Principal Health Inspector on 1/5/2020 under DSC Min No. 4/2020 (h) (iii)
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.  <i>Applicable to MCs only.</i>  <i>Maximum score is 70</i>	j. Health Educator, score 20 or else 0	<b>20</b>  Mr. Ilelu Samuel was substantively appointed as Health Educator on 1/6/2022 under DSC Min No. 31/2022

**Environment and Social Requirements**

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>	<ul style="list-style-type: none"> <li>• MC had carried out Environmental, Social and Climate Change of the only 02 Health projects for FY 2022/2023 as evidenced below;</li> <li>• E&amp;S Screening form for the proposed expansion of a Maternity Ward at Tegeres HC III by the Ag EO and SCDO on 20/03/2023</li> <li>• E&amp;S Screening form for the proposed construction of Walkways, Dwarf Retaining wall and Pompe Grills at Tegeres HC III by the Ag EO and SCDO on 20/03/2023</li> </ul>	<b>15</b>
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>The only two health project for FY 2022/2023 did not require ESIAs given their small scope according to the NEA No. 05 of 2019</p>	<b>15</b>

**Micro-scale Irrigation Minimum  
Conditions**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Human Resource Management and Development</b>				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District Production Office responsible for Micro-Scale Irrigation  <i>Maximum score is 70</i>	If the LG has recruited;  a. the Senior Agriculture Engineer  <i>score 70 or else 0.</i>	N/A	<b>0</b>
<b>Environment and Social Requirements</b>				
2	New_Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.  <i>Maximum score is 30</i>	If the LG:  Carried out Environmental, Social and Climate Change screening score 30 or else 0.	N/A	<b>0</b>

**Water & Environment Minimum Conditions**

<b>No.</b>	<b>Summary of requirements</b>	<b>Definition of compliance</b>	<b>Compliance justification</b>	<b>Score</b>
<b>Human Resource Management and Development</b>				
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.	N/A	<b>0</b>
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.	N/A	<b>0</b>
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.	N/A	<b>0</b>
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.	N/A	<b>0</b>
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.	N/A	<b>0</b>
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.  <i>Maximum score is 70</i>	f. Forestry Officer, score 10 or else 0.	N/A	<b>0</b>
<b>Environment and Social Requirements</b>				
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG:  a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	Not applicable for municipalities	<b>0</b>
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	Not applicable for municipalities	<b>0</b>

2

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

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

Not applicable for municipalities

0