



**LGMSD 2022/23**

Kitgum District

(Vote Code: 527)

<b>Assessment</b>	<b>Scores</b>
Crosscutting Minimum Conditions	58%
Education Minimum Conditions	100%
Health Minimum Conditions	70%
Water & Environment Minimum Conditions	55%
Micro-scale Irrigation Minimum Conditions	30%
Crosscutting Performance Measures	69%
Educational Performance Measures	68%
Health Performance Measures	48%
Water & Environment Performance Measures	65%
Micro-scale Irrigation Performance Measures	76%

**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 LG did not implement any infrastructure projects using the DDEG funds in the FY 2022/2023. However, the funds were used for Remodeling the LC 5 Chairperson’s Office and Supply of Furniture for District offices as per the ABPR page 81 and page 107 respectively.</p>	<b>0</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>The average score in the overall LLG performance assessment for the year 2022 was 25% and for the year 2023 was 72%, therefore there was a decrease 47% in the performance of the Education sector of the LLGs.</p>	<b>3</b>
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>There was evidence that DDEG-funded investment projects implemented in the previous FY were completed as per the performance contract. For instance;</p> <ul style="list-style-type: none"> <li>- Remodeling of the LC 5 Chairperson’s Office was completed as per the ABPR page 81</li> <li>- Supply of Furniture for District offices (ABPR page 107)</li> </ul>	<b>3</b>

3	Investment Performance  Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:  Score 2 or else score 0.	There was evidence that the LG budgeted for Ushs 60,000,000 and spent Ushs 63,262,207 (ABPR page 44 & 107) of the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget and implementation guideline as indicated below.  - Remodeling of the District Chairperson's Officer at Ushs 39,586,687 (ABPR page 81)  - Supply of Furniture for District Offices at Ushs 23,675,520 (ABPR page 10)  The LG spent the entire budgeted DDEG grant of Ushs 60,000,000 on eligible projects as indicated above.	2
3	Investment Performance  Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates,  score 2 or else score 0	The contract price variation for all sampled DDEG projects in the approved updated procurement plan for FY 2022/2023 by Adokorach Pamela the CAO dated 6th July 2023, were within +/-20% of the Engineer's estimates. For example;  • For Construction of 2 stance VIP latrine at Kitgum Matidi S/C headquarters on page 16 at a contract price of UGX 10,804,808 against the engineer's estimate of UGX 11,722,872 giving the price variation of +7.3%.  • For Construction of one block of 2 stances drainable latrine at Kumele P/S in Omiya Anyima Sub County on page 18 at a contract price of UGX 11,000,000 against the Engineers estimate of UGX 11,000,000 giving the price variation of 0.0%.  • For Remodelling of District Chairperson's Office on page 19 at a contract price of UGX 39,586,687 against the Engineers estimate of UGX 40,000,000 giving the price variation of 1.03%.	2

## Performance Reporting and Performance Improvement

4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,</p> <p>score 2 or else score 0</p>	<p>According to the staff list obtained from the HRO, and sub-counties had positions filled but not to the minimum required standards which are; a SAS, CDO, SAA and at least one extension worker. Below are the details of the three sub-counties sampled;</p> <p>At Namakora sub-county</p> <ol style="list-style-type: none"> <li>1. SAS – Robin Gills Kidaga</li> <li>2. CDO- Damascus Yairo</li> <li>3. Vet – Davidson Ongom</li> <li>4. Agric Officer – Jerry Nyeko</li> <li>5. AVO Abraham Komaketch</li> <li>6. Fisheries Adnam Buyondo</li> </ol> <p>At Mucwini sub-county</p> <ol style="list-style-type: none"> <li>1. SAS – Gerald Ocaner</li> <li>2. CDO – Violet Nyamahunge</li> <li>3. Fisheries Adnam Buyondo</li> </ol> <p>At Lagoro sub-county</p> <ol style="list-style-type: none"> <li>1. SAS – Pamela Adokorach</li> <li>2. CDO – Rosemary Ladur</li> <li>3. AO- Damali Ekeba</li> <li>4. AVO Baker Z Ayere</li> <li>5. Fisheries Officer - Dean Kazeyi</li> </ol>	2
4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:</p> <ul style="list-style-type: none"> <li>• If 100 % in place: Score 2, else score 0.</li> </ul> <p><b>Note: if there are no reports produced to review: Score 0</b></p>	<p>There was evidence that infrastructure constructed using the DDEG were in place as per reports produced by the LG.</p> <p>o Inspection report dated 16th June 2023 for Contract No KIT 868/WRKS/22-23/00023 written by the Pretendant of Works Mr. Layika Mathew.</p>	2

5	<p>N23_Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs score 4 or else 0</p> <p><b>NB: The Source is the OPAMS Data Generated by OPM.</b></p>	<p>The sampled LLGs score from the LLGs performance District assessment and the LLG IVA were not within the performance range of -/+10 and therefore the assessment was not credible. The performance score and the IVA score are presented below;</p> <table border="1" data-bbox="791 315 1133 573"> <thead> <tr> <th colspan="2">DLG IVA</th> </tr> </thead> <tbody> <tr> <td>Kitgum-Matidi T/C</td> <td>78 55</td> </tr> <tr> <td>Mucwini S/C</td> <td>61 86</td> </tr> <tr> <td>Omiya-Anyima</td> <td>98 76</td> </tr> <tr> <td>Lagoro S/C</td> <td>83 80</td> </tr> </tbody> </table>	DLG IVA		Kitgum-Matidi T/C	78 55	Mucwini S/C	61 86	Omiya-Anyima	98 76	Lagoro S/C	83 80	0
DLG IVA														
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Mucwini S/C	61 86													
Omiya-Anyima	98 76													
Lagoro S/C	83 80													
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>At the time of the assessment the LG had not developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY.</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>At the time of the assessment the LG had not implemented the performance improvement plans for at least 30% of the lowest performing LLGs for the current FY.</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>The LG had consolidated and submitted the staffing requirements for the FY 2024/2025, and was submitted on 1st March 2023.</p>	2
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7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):</p> <p>Score 2 or else score 0</p>	<p>The LG conducted a tracking of staff attendance but did not make an analysis of the same at the time of assessment.</p>	0
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>i. Evidence that the LG has conducted an appraisal with the following features:</p> <p>HODs have been appraised as per guidelines issued by MoPS during the previous</p> <p>FY: Score 1 or else 0</p>	<p>The LG had 9 HoDs excluding Administration. All 9 were appraised by the CAO at the time of assessment</p> <p>For CFO Alexander Otim was appraised on 30th June 2023.</p> <p>For DCDO James Okello P’okidi was appraised on 30th June 2023</p> <p>For District Engineer Willy Picho Omunga was appraised on 30th June 2023</p> <p>For District Natural Resources Officer David Wany Ojok was appraised on 4th July 2023</p> <p>For District Planner Christopher Okoth was appraised on 5th July 2023</p> <p>For District Commercial officer Alex Opira was appraised on 30th June 2023</p> <p>For the District Production Officer, Alfred Omony was appraised on 30th June 2023</p> <p>For DEO Fred Owot was appraised on 7th July 2023</p> <p>For DHO Henry Okello was appraised on 30th June 2023</p>	1

7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>ii. (in addition to “a” above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:</p> <p>Score 1 or else 0</p>	<p>The LG had implemented administrative rewards and sanctions as provided for in the guidelines as shown below;</p> <p>Minutes of the rewards and sanctions committee meeting held on 25th May 2023 in the district health boardroom was attended by 5 members considered cases of staff misconduct as follows;</p> <p>1. Bosco Onenacan, Josephine Akwero, David Okot, Justo Odong, Paul Akena Richard Opoka and Morish Akena the Education Assistant IIs absconded from duty.</p> <p>The committee then recommended that final warning letters be given to them and they were told to seek permission when leaving school premises, with close supervision from their immediate supervisors.</p>	1
7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>	<p>The LG had established a Consultative Committee on 7th January 2020. The committee is chaired by the Principal Assistant Secretary Stephen Omony with the secretary being the PHRO Stella Opu and three other members.</p> <p>One meeting was held on 14th September 2022. Alex Opira the Principal Commercial Officer had a conflict with Morish Atwom the Senior Commercial Officer. The resolution was for them to have equity in distribution of resources and also have respect for his subordinate.</p>	1
8	<p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p>	<p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>	<p>According to the records provided by HRO, 19 staff were recruited in FY 2022/2023 and all accessed salary payroll. For isnatnce;</p> <p>1. Agnes Apio Lobo a Human Resources Officer assumed the role in February 2023 and accessed the payroll in April 2023.</p> <p>2. Flavia Lamaro the Records Officer assumed her role in December, 2022 and accessed the payroll in January 2023.</p> <p>3. Gloria Auma Omoya the Assistant Records Officer assumed his role in February 2023 and accessed the payroll in April 2023.</p> <p>5. Ezekiel Okeny an Office Typist assumed his role in December 2022 and accessed the salary payroll in January 2023.</p> <p>6. Paul Odora a Physical Planner started work in November 2022 and accessed the payroll in January 2023.</p>	1

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.

According to the records provided by HRO, 8 staff retired in FY 2022/2023. Some accessed payroll with 2 months and others did not as shown below;

1. Quinto Odongkara a Head Teacher retired on 23rd September 2022. He accessed the payroll in November 2022.

2. Beatrice Adokorach a Senior Accounts Assistant retired on 21st July 2022 and accessed the payroll in November 2022.

3. Justine Nyeko Von an Assistant Education Officer retired on 15th November 2022 but accessed the pension payroll in January 2023.

4. William Oballim a Head Teacher retired on 27th December 2022 but he hasn't accessed the payroll yet.

5. James Aboda an Education Assistant II retired on 12th September 2022. He accessed the payroll in November 2022.

6. Robin Gills Kidaga a SAS retired on 16th June 2023. He accessed the payroll in July 2023.

7. Catherine Okello an Education Assistant II retired on 15th November 2022. He accessed the payroll in April 2023.

8. Constant Amone a Data Entry Clerk retired on July 2022. He accessed the payroll in April 2023.

9. Francis Ojwee an Assistant Education Officer retired on 25th July 2022. He accessed the payroll in January 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

The evidence from the release letters indicated that the transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY as per the releases below;

Kitgum Mtidi S/C - Ushs 17,959,785.00

Lagoro S/C - Ushs 13,829,942.00

Labongo Layamo S/C- Ushs 18,835,811.00

Labongo Akwang S/C - Ushs 24,467,415.00

Labongo Amida S/C - Ushs 13,329,355.00

Nam Okora S/C - Ushs 7,572,605.00

Omiya Anyima nS/C - Ushs 18,084,931.00

Mucwini S/C - Ushs 14,455,676.00

Orom S/C - Ushs 17,959,785.00

Kitgum Matid T/C - Ushs 4,545,455.00

Lalano S/C - Ushs 2,441,588.00

Namokora T/C - Ushs 4,545,455.00

Namokora North S/C - Ushs 2,441,588.00

Labongo Amida West S/C -Ushs 2,441,588.00

Omiya Anyima West S/C - Ushs 2,441,588.00

Mucwini West - Ushs 2,441,588.00

Mucwini East S/C - Ushs 2,441,588.00

Orom East S/C - Ushs 2,441,588.00

Kiteny S/C - Ushs 2,441,588.00

The total transfers to all the LLGs in the LG added up to Ushs 339,250,000 which was the Actual amount released by MoFPED for the FY 2022/2023. The above transfers were made in two instalments dated:

Quarter 2 paid on 15th November 2022

Quarter 3 paid on 16th March 2023.

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>There was evidence that the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance with the requirements of the budget as per copy of the warrant availed to the PAT;</p> <p>Quarter 1 warrant was done on 16th August 2022 while approval was on 11th August 2022 which was 2 working days after approval by the MoFPED.</p> <p>Quarter 2 warrant was done on 31st October 2022 while approval was on 25th October 2022 which was 4 working days after approval by the MoFPED.</p> <p>Quarter 3 warrant was done on 20th January 2023 while approval was on 17th January 2023 which was 3 working days after approval by the MoFPED.</p> <p>The LG was compliant and did the warrants in 5 working days after receipt of the cash limits from the MoFPED.</p>
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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 evidence provided indicated that the LG did not invoice and communicate to all DDEG transfers to LLGs within 5 working days from the date of funds release in each quarter as indicated below;</p> <p>Quarter 2 funds were uploaded on 28th October 2022 and the LG transferred to LLGs on 15th November 2022 which was 10 working days from the date of receipt of releases from MoFPED</p> <p>Quarter 3 funds were uploaded on 24th January 2023 and the LG transferred to LLGs on 16th March 2023 which was more than 5 working days from the date of receipt of releases from MoFPED</p> <p>It should be noted that DDEG releases are made in Q2 and Q3.</p>	0
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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	From the reports provided the district did not supervise or mentor all LLGs in the District at least once per quarter to be consistent with the guidelines as per the mentoring reports below;  Q1 no mentoring was done.  Q2; the LLGs were mentored on; development of Subcounty development Plans.  Q3: through a refresher training the LLGs were mentored on Planning cycles and planning tools and dissemination of IPFs for the 2nd budget circular for FY 2023/2024 and guidance on proper planning and budgeting.  Q4 no mentoring was done.  The mentoring was done on 1st November 2022 and 13th February 2023 as per the reports produced by the District Planner.	<b>0</b>
11	Routine oversight and monitoring  Maximum 4 points on this Performance Measure	b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:  Score 2 or else score 0	There was evidence from the quarterly DPTC minutes provided by the Planner that the results/reports of support supervision and monitoring visits were discussed to make recommendations for corrective actions and followed-up;  In the DTPC meeting held on 5th May 2023 under Min 05/052023 - Presentation feedback of findings from supervision/monitoring exercises conducted in LLGs. The DPTC recommended.  - Appointment of a CDO and SAS for Orom Sub County.  continuous monitoring of SAS, Extension workers and CDOs working in more than one sub county.  - More awareness/education of the farmers on the Micro scale irrigation for the success of the project.	<b>2</b>

**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>The LG maintained an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual 2007, which clearly indicated the details of all assets as evidenced from the IFMIS Records of the Asset register.</p> <p>For example;</p> <p>Land/ Buildings; Date, Category, cost, Department,</p> <p>Location, Plot No, description of use, value etc.</p> <p>Vehicles particulars like Category, cost/donation, location, Engine No. Chassis No. Type, Model, Year of acquisition, condition and responsible person, particulars of maintenance.</p> <p>Furniture: Date, Tag No, condition, user title/name, cost</p> <p>Computers; Category, cost, location, department date of purchase, Model, serial No. Types, condition</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>	<p>There was evidence to show that the LG used the Board of Survey Report of the FY 2021/2022 and some of the recommendations in the report were rightly followed to make Assets Management decisions concerning procurement of new assets, maintenance of existing assets and disposal of asset.</p> <p>The LG took the initiative and wrote the Ministry of Works and transport in a letter Ref No. CR/108/2 dated 15th April 2023 requesting the Chief Mechanical Engineer to come and evaluate the assets that were recommended for Boarding off. The Ministry reply to the above letter on 27th April 2023 in a letter Ref No. ADM51/97/01 and assigned an Engineer to do the task.</p>	1

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.</p>	<p>The LG had a Physical Planning Committee as evidenced by the appointment letter Ref CR/214/9 dated 2nd February 2023 signed by the CAO, the committee was fully functional and held all the quarterly meetings in the FY 2022/23 as per the minutes of the meeting availed to the PAT.</p> <p>Quarter 2 - meeting was held 2nd December 2022</p> <p>Quarter 3 - meeting was held on 16th January 2023.</p> <p>Quarter 4 - meeting was held 5th June 2023</p> <p>The meetings were held in 3 quarters and the minutes were submitted and acknowledged receipt by the MoLHUD 7 on 7th November 2023 as per the guidelines.</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d. For DDEG financed projects;</p> <p>Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p> <p>Score 2 or else score 0</p>	<p>There was no evidence that the LG 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</p>	0
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p>	<p>There was no evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY.</p>	0

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 LG developed the project profiles with costing and from the DTPC meeting held on 26th April 2023, under Min 06/04/2023 Presentation of and discussion of costed project profiles for proposed projects for Fy2023/2024 it was evident that the DTPC discussed the profiles of the projects to be implemented which included;</p> <p>Renovation District Council Hall at a cost of Ushs 70,000,000 with funding from DDEG starting from July 2023 – June 2024.</p> <p>Completion of General Ward at Orom HCIII at a cost of Ushs 60,360,000 with funding from DDEG starting from July 2023 – June 2024.</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>	<p>There was no evidence that the DLG had screened for environmental and social risks impact and put mitigation measures for the projects in the current FY 2022/2023. Procumbent was still in the process.</p>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p>In the approved updated procurement plan for Kitgum DLG for FY 2023/2024 by Adokorach Pamela dated 20th October 2023., there was evidence of inclusion of DDEG funded projects. For example;</p> <ul style="list-style-type: none"> <li>• Opening of Streets at Amiya Anyima West Sub county budgeted at UGX 12,089,188 indicated on page 17.</li> <li>• Construction of one office block at Kitgum Matidi S/C budgeted at Ugx 9,859,501 on page 17.</li> <li>• Renovation of Council Hall budgeted at Ugx 70,000,000 indicated on page 15.</li> </ul>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0</p>	<p>There was no evidence that all infrastructure projects to be implemented in the FY 2023/2024 using DDEG/USMID were approved by the Contracts Committee before the commencement of construction.</p>	0

13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines:</p> <p>Score 1 or else 0</p>	<p>There was no evidence that the LG has properly established the Project Implementation Teams for DDEG as specified in the sector guidelines.</p>	<b>0</b>
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer as presented below;</p> <ul style="list-style-type: none"> <li>• For Construction of 2 stance VIP latrine at Kitgum Matidi S/C headquarters, the two stances each was 0.9m width with a curtain wall and vent pipe. The floor finish was finished with cement screed.</li> <li>• For Construction of one block of 2 stances drainable latrine at Kumele P/S in Omiya Anyima Sub County, the two stances each was 0.9m width with a curtain wall and vent pipe. The floor finish was finished with cement screed.</li> <li>• For remodelling of District Chairperson's Office, some of the works done included altering the floor plan, fitting of doors and windows and plastering of the internal walls.</li> </ul>	<b>1</b>

<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 the relevant technical officers conducted supervision of some sampled projects for FY 2022/2023 prior to certification of works. For example;</p> <ul style="list-style-type: none"> <li>• For construction of placenta pit at Lakwor HC II, a request for payment by M/S B.N Engineering Co. Ltd for UGX 32,623,884 was dated 29th May 2023. An inspection report by Layika Mathew attached to the voucher in which it was noted that the superstructure works were completed satisfactory dated 26th May 2023 was presented. A checklist for Environmental and Social Safeguards compliance for construction of placenta pit at Lakwor &amp; Pudo Health Centre II in Lalano S/C dated 30th June 202 by District Education Officer and DCDO in which it was noted that the Placenta point pit had been fenced was presented. Certificate no. 1 was approved by DHO Dr. Okello on the 29th May 2023, the DCDO and Environment Officer on 29th May 2023 and District Engineer on 26th May 2023.</li> <li>• For Construction of Layamo Seed Secondary School, a request for advance payment of UGX 624,897,815 by Abayo Foundation Stores Ltd was dated 26th May 2023. A letter verifying the bank guarantee for M/S Abayo Foundation Stores Limited by Alaro Emmanuel Eugen (CAO) was dated 31st May 2023. The District Education Officer forwarded the requisition on 29th May 2023. An environmental and Management report for labongo Layamo Seed Secondary School project in Kitgum District by Wany Oyok David but stamped by both the District Environment Officer &amp; DCDO on 14th April 2023 in which he recommended that the regular monitoring for environmental and social compliance was essential and that the contractor should speed up the works.</li> <li>• For Construction of 2 stance VIP latrine at Kitgum Matidi S/C headquarters, a request for payment by Zona Investment Co. Ltd was dated 24th July 2023. An inspection report by Layika Mathew an Assistant Engineering Officer was dated 2nd August 2023. Certificate no. 1 was signed by the District Engineer on 3rd August 2023 while the DCDO and Environment Officer signed it on 7th August 2023. Payment was made and acknowledge by Zona Investment Co. on 7th May 2023. No reports by DCDO and Environment Officer were attached though they signed the certificate.</li> </ul>
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Procurement, contract management/execution  
Maximum 8 points on this Performance Measure

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

Score 1 or else score 0

There was evidence that the LG verified works and initiated payments of contractors within specified time frames as per contract. For example;

- For construction of 2 stance VIP latrine at Kitgum Matidi S/C, a request for payment by Aliwol Enterprises Ltd was dated 12th June 2023. An inspection report by Layika Mathew (Assistant Engineering Officer) in which it was noted that the placenta pits had been fully completed in conformity with design and specification dated 14th March 2023 was presented. Also a works measurement sheet dated 14th March 2023 was presented. A certificate of payment 01 dated 16th June 2023 was approved by the DCDO, Environment Officer, District Engineer and CAO on 21st June 2023. Voucher no. 6438673 was effected on 28th June 2023 and acknowledged by Aliwol Enterprises Ltd on 29th June 2023. This was within 2 month form the date of request.

- For construction of placenta pit at Lakwor HC II, a request for payment by B.N Engineering Co. Ltd for UGX 32,623,884 was dated 29th May 2023. An inspection report by Layika Mathew and measurement sheet attached to the voucher were dated 26th May 2023 in which it was noted that the superstructure works were completed satisfactory was presented. Certificate no. 1 was approved by DHO Dr. Okello on the 29th May 2023, the DCDO and Environment Officer on 29th May 2023 and District Engineer on 26th May 2023. Voucher no. 6438756 was effected on 28th June 2023 and acknowledged by B.N Engineering Co. Ltd on 29th June 2023.. this was within a month.

- For Construction of Layamo Seed Secondary School, a request for advance payment of UGX 624,897,815 by Abayo Foundation Stores Ltd was dated 26th May 2023. A letter verifying the bank guarantee for M/S Abayo Foundation Stores Limited by Alaro Emmanuel Eugen (CAO) was dated 31st May 2023. The District Education Officer forwarded it on 29th May 2023 and Voucher no. 5871031 was effected on 15th June 2023 and acknowledged by the contractor on 7th July 2023. This was with 1 and half months.

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 was evidence that the LG had complete procurement files in place for each contract with all records as required by PPDA Law. For Example;

- For construction of 2 stance VIP latrine at Kitgum Matidi S/C headquarters, procurement ref: KITG868/WRKS/22-23/00016, the file had an evaluation report signed by the Evaluation Committee on 25th February 2023 recommending ward to M/S Zona Investments Company Limited at a contract price of UGX 10,804,808. The Contracts Committee approved the evaluation in a meeting held on 27th February 2023 under minute number KITG/03/LGCC/21/22-23 and the contract between the parties was signed on 17th March 2023.

- For construction of placenta pit at Lakwor HC II procurement ref; KITG868/WRKS/22-23/00011, the file had an evaluation report signed by the Evaluation Committee on 25th February 2023 recommending ward to M/S B.N Engineering Co. Ltd at a bid price of UGX 35,644,614. The Contracts Committee approved the evaluation in a meeting held on 27th February 2023 under minute number KITG/03/LGCC/21/22-23 and the contract between the parties was signed on the 17th March 2023.

- For Construction of Layamo Seed Secondary School, procurement ref: MoES/UGIFT/WRKS/21-22/0001 Lot 2, the file had an evaluation report signed by the evaluation committee on 9th February 2022 recommending ward to M/S Abayo Foundation Stores Ltd at a bid price of UGX 3,124,489,075. The contracts committee approved the evaluation in a meeting held on 28th February 2022 under minute number KITGM/03/LGCC/20/21-22 and the contract between the parties was signed on the 13th December 2022.

## Environment and Social Safeguards

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p>	<p>Letter of assignment as District Grievance Redress Committee Focal Point Person – Kitgum District, dated 4th July 2022 to Ms Adule Joyce – Senior Labour Officer. The letter indicated duties like preparing grievance plan for the district, to register all the labour disputes in the district, sensitize the public etc. signed by Adokorach Pamela – CAO.</p> <p>Letter of appointment as members of Consultative Committee on Management of Grievances. The letter was dated 30th March 2022 and signed by the CAO- Joel Musisi.</p> <p>The following were appointed to the Committee:</p> <ul style="list-style-type: none"> <li>• Mr. Omwony Stephen Lakwonyero, PAS – Chairperson.</li> <li>• Ms Opu Stella, PHRO – Secretary</li> <li>• Mr. Omwony Alfred, DPO – Member</li> <li>• Ms. Akoko Beatrice, Education Officer – Member.</li> <li>• Mr. Adule Joyce, Senior Labor Officer - Member.</li> </ul>	2
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>There was evidence that the DLG had a specified system for recording, investigating and reporting;</p> <p>There was a counter book as a grievance Log book that was containing records of different complaints recorded on different dates. The book had the date, Name of the complainant, Grievance description and Action taken.</p> <p>For instance:</p> <p>A case was reported on 7th June 2023 by Abayo Foundation Store – Dennis Odoki. That there was stealing of building materials by the Community from the Construction site. The workers complained about non-payment of the wages and forcefully picked the building materials in retaliation. The District Chairperson organised a site meeting with the community of Pamolo Olet and resolved the issue through the Sub-county GRC Committee and the project GRC. The culprits were identified and materials recovered and returned to the site. Secondly the Contractor paid the workers.</p> <p>There were minutes on Grievance Redress Committee activities in Labongo Layamo Sub-county, Kitgum. This was held on 6th June 2023, to support resolve the case. Minutes signed by Okello James.</p>	2

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>	<p>There was a notice which was not displayed but read "The General Public is hereby notified that the District Grievance Committee is in place and the Senior Labour Officer is the Focal Point Person. All Grievances should be rooted through the Officer concerned located at Finance Block Room Number 6, telephone number 0783774866" this was stamped and signed on 11th July 2022.</p> <p>The DCDO said it was displayed but got removed recently.</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0</p>	<p>There was evidence that the Environment, Social and Climate change interventions were integrated into LGDP, AWP and budgets complied with as elaborated below;</p> <p>Tree planting and afforestation as per LGDP III page 80 and Approved Budget Page 59 amount Ushs 2.500,000</p> <p>Forestry regulation and inspection as LGDP III page 80 and Approved Budget Page 59 amount Ushs 1,000,000</p> <p>River bank and wetland restoration as per LGDP III page 80 and Approved Budget Page 59 amount Ushs 1,000,000</p> <p>Monitoring and evaluation of environment compliance as LGDP III page 80 and Approved Budget Page 59 amount Ushs 500,000</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management</p> <p>score 1 or else 0</p>	<p>The evidence of the Minutes for the DTTC meeting held on 5th September 2022 under Min No 01/04/09/2022 Dissemination of DDEG guidelines confirmed that the Heads of Department, SAS, SCDO and Town Clerks received the guidelines. During the meeting, the description and explanations for the use and allocation of grant were given.</p>	1

15	Safeguards for service delivery of investments effectively handled.  Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation):  c. Evidence that the LG incorporated costing Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary:  score 3 or else score 0	There was no evidence that the DLG incorporated costing ESMPs into designs, BoQs for DDEG infrastructure projects of the previous FY 2022/2023.	0
15	Safeguards for service delivery of investments effectively handled.  Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change.  Score 3 or else score 0	There were no projects with additional costings on impact of climate change	3
15	Safeguards for service delivery of investments effectively handled.  Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:  Score 1 or else score 0	There was no evidence provided at the time of assessment that all projects were implemented on land where the LG had proof of ownership, for instance construction of two stance drainable latrine at Kitgum-Matidi Sub-county H/Q.	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

There was evidence that the senior Environment Officer and the DCDO conducted the monitoring for the project

Environmental Compliance monitoring report for Q1 of FY 2022/2023 for Projects (July to August and September 2022) dated 30th September 2022. The monitoring was done quarterly for remodeling of LC5 office at Kitgum Headquarters, construction of a two stance drainable latrine at Kumele primary school, construction of two stance drainable latrine at Kitgum-Matidi Sub-county H/Q . Signed by the Senior Environment Officer.

Environmental Compliance monitoring report for Q2 of FY 2022/2023 for Projects (October, November and December 2022) dated 30th December 2022. The monitoring was done quarterly for all the projects. Signed by the Senior Environment Officer.

Environmental Compliance monitoring report for Q3 of FY 2022/2023 for Projects (January, February and March 2023) dated 30th March 2022. The monitoring was done quarterly for remodeling of LC5 office at Kitgum Headquarters, construction of a two stance drainable latrine at Kumele primary school, construction of two stance drainable latrine at Kitgum-Matidi Sub-county H/Q .. Signed by the Senior Environment Officer.

Environmental Compliance monitoring report for Q4 of FY 2022/2023 for the months of April, May and June 2022 dated 30th June 2022. The monitoring was done quarterly for remodeling of LC5 office at Kitgum Headquarters, construction of a two stance drainable latrine at Kumele primary school, construction of two stance drainable latrine at Kitgum-Matidi Sub-county H/Q .. Signed by the Senior Environment Officer.

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	<p>1. Certificate no.1 dated 19th June 2023 for the Remodelling of LC5 office at Kitgum Headquarters worth UGX 39,586,687. This was signed by Senior Environment Officer, DCDO, Chief Finance Officer, Internal Auditor, District Engineer and CAO.</p> <p>Payment was made on 28th June 2023 PV 6433980.</p> <p>2. Certificate no.1 dated on 8th June 2023 for the construction of a two stance drainable latrine at Kumele primary school in Omiya Anyima Sub-county worth 11,000,000. This was signed on 12th June 2023 by the Internal Audit, Chief Finance Officer, District Engineer, Senior Environment Officer, CAO and DCDO.</p> <p>Payment was made on 14th June 2023, Sr. no. 799.</p> <p>3. Certificate for the construction of two stance drainable latrine at Kitgum-Matidi Sub-county H/Q could not be retrieved from the sub-county at the time of the assessment since it's a sub-county project.</p>	<b>1</b>
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**Financial management**

16	LG makes monthly Bank reconciliations  Maximum 2 points on this Performance Measure	a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:  Score 2 or else score 0	<p>There was evidence that the LG made monthly bank reconciliations and were up to-date at the time of the assessment as per the printed copies of the reconciled bank accounts availed to PAT as detailed below;</p> <p>FY2022/2023</p> <p>A/c name: Kitgum District LG General Fund A/c</p> <p>A/c No:0140014255201</p> <p>Bank Name: Stanbic Bank - Kitgum Branch</p> <p>Reconciled up to 30th June 2023 with a Bank balance of Ushs 18,322,519</p> <p>FY2023/2024</p> <p>A/c name: Kitgum District LG General Fund A/c</p> <p>A/c No:0140014255201</p> <p>Bank Name: Stanbic Bank - Kitgum Branch</p> <p>Reconciled up to 30th 2023 with a Bank balance of Ushs 0.00</p> <p>FY2022/2023</p> <p>A/c name: Kitgum District LG PRELNOR Project A/c</p> <p>A/c No: 9030012455223</p> <p>Bank Name: Stanbic Bank - Kitgum Branch</p> <p>Reconciled up to 30th June 2023 with a bank balance of Ushs 2,061,320</p>	<b>2</b>
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FY 2023/2024

A/c name: Kitgum District LG PRELNOR Project A/c

A/c No: 9030012455223

Bank Name: Stanbic Bank – Kitgum Branch  
Reconciled up to 30th June 2023 with a bank balance of Ushs 0.00

FY2022/2023

A/c name: Kitgum District LG Globa Fund Project A/c

A/c No: 1143500693615

Bank Name: DFCU Bank – Kitgum Branch

Reconciled up to 30th September 2023 with a Bank Balance of Ushs 18,732

FY2023/2024

A/c name: Kitgum District LG Globa Fund Project A/c

A/c No: 1143500693615

Bank Name: DFCU Bank – Kitgum Branch

Reconciled up to 30th September 2023 with a Bank Balance of Ushs 0.00

17

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

Maximum 4 points on this performance measure

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

Score 2 or else score 0

There was evidence that the LG produced all quarterly internal audit (IA) reports for the previous FY as shown below.

1st quarter report was produced on 30h October 2022

2nd quarter report was produced on 27th January 2023

3rd quarter report was produced on 30th April 2023

4th quarter report was produced on 30th July 2023

Form the observation the reports were timely produced to impact the improvement in financial management and reporting of the LG as per the report production dates stated above.

2



17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>The LG provide information to the Council Chairperson and CAO on the status of the implementation of internal audit findings for the previous FY 2022/23 as per the submission letter dated 28th September 2023 signed by the Aero Kilama Julice – Head of Internal Audit, the Speaker acknowledged receipt on 28th September 2023 and LG Registry on 28th September 2023 for the CAO.</p>	<b>1</b>
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17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>There was evidence from the delivery book that all Internal Audit reports for the previous FY were submitted to the LG Accounting Officer, LG PAC and that LG PAC as reviewed as follows.</p> <p>1st quarter report was submitted to the CAO and LGPCA on 30th October 2022</p> <p>2nd quarter report was submitted to the CAO and LGPCA on 27th January 2023</p> <p>3rd quarter report submitted to the CAO on 30th April 2023. and LGPAC on 24th April 2023.</p> <p>4th quarter report was submitted to the CAO and LGPCA 30th July 2023</p> <p>Hence being compliant.</p>	<b>1</b>
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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>The LG planned revenue collection for the last FY was Ushs 300,000,000 (Final draft A/cs 2022/2023 page 17) and actual revenue collected was Ushs 198,089,961 which gave a variance of Ushs 101,910,038</p> <p><math>(198,089,961 / 300,000,000) \times 100\% = 66\%</math></p> <p>The LG only managed to collect 66% of its planned revenue, leaving a balance of -34% not collected., the unrealized revenue of -26% was above the allowable range +/-10%.</p>	<b>0</b>
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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)

Maximum 2 points on this Performance Measure.

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

- If more than 10 %: score 2.

- If the increase is from 5% -10 %: score 1.

- If the increase is less than 5 %: score 0.

The ratio of OSR for the LG the previous FY as compared to that of the previous FY but one as per Final A/cs 2022/23 page 17 was;

OSR 2021/2022 (Final Accounts page 8)

Total revenue = Ushs 162,236,257

OSR 2022/2023

Total revenue = Ushs 198,089,961

Therefore, Revenue 2022/2023 less revenue 2021/2022

Ushs 198,089,961- Ushs 162,236,257

= Ushs 35,853,704

=  $(35,853,704/162,236,257) \times 100 = 22\%$

Therefore, the OSR for FY 2022/2023 increased by 22%.

The increase in the OSR for the FY 2022/2023 was due to;

- Increased capacity building for tax collectors and taxpayers and regular monitoring.

- Engagement and involvement of political leaders in the revenue collection /mobilization.

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

Local Revenue collections subjected to sharing with LLGs Ushs 7,384,000 Page 187 of Final Accounts FY 2022/2023, amount of local revenue the LG remitted to LLGs was Ushs 5,046,000 split between LLGs (sub counties) Ushs 4,342,000 which was 65% mandated in the guidelines and 704,000 which was the mandated 100% meant to be remitted the Town Council.

The schedules below were the remittances made on 16th March 20223 for quarter 2; 17th May 2023 for quarter 3.

Namokora T/C Received Ushs 704,000

Orom S/C Received Ushs 195,000

Orom East S/C Received Ushs 455,000

Labongo Layam S/C Received Ushs 897,000

Mucwini East S/C Received Ushs 585,000

Omiya Anyiima S/C Received Ushs 455,000

Kitenyi S/C Received Ushs 195,000

Labong Okwang S/C Received Ushs 747,000

Lagaro S/C Received Ushs 32,500

Omiya Anyiima West S/C Received Ushs 780,000

Therefore, the percentage remitted:

Sub counties was  $(4,342,000/6,680,000) \times 100 = 65\%$

and to the

Town Councils was  $(704,000 /704,000) \times 100 = 100\%$

Therefore, the LG was compliant in remitting 65% of the Local Revenue the LLGs and remitted 100% Namokora Town councils.

## Transparency and Accountability

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0</p>	<p>There was evidence that the procurement plan and awarded contracts and all amounts for FY 2022/2023 are published on the LG notice boards. For Example, the following best evaluated bid notices were presented;</p> <ul style="list-style-type: none"> <li>• For construction of 2 stance VIP latrine at Kitgum Matidi S/C headquarters, the best evaluated bidder notice was dated 27th February 2023 with best bidder as Zona Investments Co. Ltd at a bid price of IUGX 10,804,808.</li> <li>• For construction of placenta pit at Lakwor HC II, the best evaluated bidder notice dated 27th February 2023 with best bidder as B.N Engineering Co. Ltd at a bid price of IUGX 35,644,614.</li> <li>• For Construction of Layamo Seed Secondary School, The best evaluated bidder notice dated 28th February 2022 with best bidder as Abayo Foundations Stores Ltd at a bid price of UGX 3,124,489,075.</li> </ul>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>	<p>The LG performance assessment results and implications for the FY 2021/22 were disseminated and presented by the District Panner Mr. Paul Kibwota to the District Council through a presentation held on 3rd August 2023 at the District Council Hall and displayed on the Notice boards on 4th August 2023.</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>During the previous FY 2022/2023, the LG conducted radio programs on various community radio stations to provide feed-back on the status of activity implementation to the public where different topics discussed included;</p> <ul style="list-style-type: none"> <li>- Explanation and sensitization of the community on the Parish Development Model (PDM)</li> <li>- Encouraging farmers to register for co-funding under the Microscale irrigation project.</li> <li>- Poverty issues in the community including HIV prevention and prevalence in the community.</li> </ul> <p>The above discussions were held Mighty Fire FM, and Tembo FM radio stations in located in Kitigum Town. The panellist included the District Planner, RDC, LCV Chairperson and it was done every Wednesday from 9:00 Am – 10:00 Am</p>	1

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The LG displayed the tax rates on the notice board on 15th July 2022 signed and stamped by the Chief Finance Officer. The contact of the Commercial Officer Mr. Otema Geoffrey - Tel 0779 935 898 as the focal person were given in case of appeal from the tax-payers.</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 was no reported alleged fraud and corruption cases raised by the IGG.</p>	<b>1</b>

**Educational  
Performance  
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<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>For 2022, total number of candidates who sat excluding Division X was 3396</p> <p>Total passes in Div I, II &amp; III = 27+710+811= 1548</p> <p>Percentage was <math>1548/3396 \times 100 = 45.6\%</math></p> <p>Note that MoES guided that UNEB results for exams done in 2021 and dubbed 2020, would be considered for the previous academic year, hence, for 2020, total candidates excluding Division X was 2,885</p> <p>Total passes in Div I, II &amp; III = 22+865+724= 1611</p> <p>Percentage pass was <math>1611/2885 \times 100 = 55.8\%</math></p> <p>Percentage change was <math>45.6\% - 55.8\% = -10.2\%</math></p> <p>Hence percentage decreased by 10.2%</p>	0
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>b) The LG UCE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> <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>For 2022, total number of candidates who sat excluding Division X was 317</p> <p>Total passes in Div I, II &amp; III = 05+37+382= 124</p> <p>Percentage was <math>124/317 \times 100 = 39.1\%</math></p> <p>For 2020, total candidates excluding Division X was 369</p> <p>Total passes in Div I, II &amp; III = 16+55+89= 160</p> <p>Percentage pass was <math>160/369 \times 100 = 43.4\%</math></p> <p>Percentage change was <math>39.1\% - 43.4\% = -4.3\%</math></p> <p>Hence percentage decreased by 4.3%</p>	0

2	<p>N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p>	<p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p>	<p>The LLG performance results for 2022 was 58% and for 2023 was 74% therefore there was an improvement of 16% in the Education sector of the LLGs.</p>	2
	<p>Maximum 2 points</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>		
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p>	<p>a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0</p>	<p>There was evidence that the education development grant has been used on eligible activities as defined in the sector guidelines, e.g.</p> <ul style="list-style-type: none"> <li>- Contract No. KITG868/WRKS/2022-2023/00005 Project; Construction of a one Classroom block at Kado P/s by M/s Alana (U) Ltd.</li> <li>- Contract No. KITG868/WRKS/2022-2023/00008 Project; Construction of one block of Teachers' House and 3-stance drainable Latrine at Locom P/s by M/s Lujoto Constructors &amp; Designers Ltd.</li> <li>- Contract No. KITG527/WRKS/2021-2022/00002/ LOT 1 Project; Construction of one block of 2 classrooms with a store and office at Alima Lagot P/s by M/s Abayo Foundation Stores Ltd.</li> </ul>	2
	<p>Maximum 8 points on this performance measure</p>			

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

Maximum 8 points on this performance measure

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

The verified certificates indicated that the DEO, CDO and Environment Officer certified the works of Education construction projects implemented in the previous FY before the LG made payments to the contractor as per the certificates below;

Certificate No. 1 issued on 17th April 2023 for Ushs 40,902,624; Contract No. KITG868/WRKS/2022-2023/00005 Project; Construction of a one classroom block at Kado PS by M/s Alana (U) Ltd was certified by DEO, Environment Officer and CDO on 17th April 2023 and actual payment made on 2nd May 2023.

Certificate No. 1 issued on 16th June 2023 for Ushs 22,665,804; Contract No. KITG868/WRKS/2022-2023/00008 Project; Construction of one block of Teachers' House and a 3-stance drainable latrine at Locom PS by M/s Lujoto Constructors & Designers Ltd was certified by DEO, Environment Officer and CDO on 20th June 2023 and actual payment made on 28th June 2023.

Certificate No. 1 issued on 29th September 2022 for Ushs 35,400,052; Contract No. KITG527/WRKS/2021-2022/00002/ LOT 1 Project; Construction of one block of 2 Classrooms with a store and office at Alima Lagot PS by M/s Abayo Foundation Stores Ltd was certified by DEO, Environment Officer on 20th October 2023 and CDO on 7th November 2022 and actual payment made on 2nd May 2023.

From the above sampled certificates, the LG was compliant with the guidelines.



3	Investment Performance: The LG has managed education projects as per guidelines	c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0	The variation in the contract price for all sampled education projects for FY 2022/2023 was within +/-20% of the engineers estimates as per evidence provided. For instance;	2
	Maximum 8 points on this performance measure		<ul style="list-style-type: none"> <li>• For construction of Layamo Seed Secondary School at a contract price of UGX 3,124,489,075 against the engineers estimates of UGX 3,124,489,075. The contract price variation was determined to be 0.0%.</li> <li>• For Construction of one block of 02 class rooms at Pagen P/S at a contract price of UGX 94,884,862 against the engineers estimates of UGX 100,000,000 giving the contract variation of +5.1%.</li> <li>• For Construction of one block of 02 class rooms at Alimalagot P/S at a contract price of UGX 139,424,250 against the engineers estimates of UGX 150,000,000 giving the contract price variation of +7.1%.</li> </ul>	
3	Investment Performance: The LG has managed education projects as per guidelines	d) Evidence that education projects (Seed Secondary Schools) were completed as per the work plan in the previous FY	For construction of Layamo Seed Secondary School planned at a budget of UGX 855,090,000 against the expenditure on the project of UGX 624,898,000 as indicated on page 95 of 164 of the annual budget performance report for 2022/2023. The percentage cumulative progress rate for for the project was therefore estimated to be 73%. However, the physical scope specified in the bid documents for FY 2022/2023 was Slab casting and walling construction which had been done as per the physical progress seen during the site visit.	2
	Maximum 8 points on this performance measure	<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>		
4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards	a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines	The staff ceiling for Kitgum LG was 1254 per the IPFs from MoFPED. The actual staff in positions were 841  Therefore percentage of compliance was $841/1204 \times 100 = 70\%$	1
	Maximum 6 points on this performance measure	<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>		

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

Maximum 6 points on this performance measure

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

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

The LG Consolidated Assets register for 2022/2023 that captured assets for 91 registered Primary and 08 Secondary schools was in place but not signed or dated by the DEO. All the primary and secondary schools met the basic standards set by DES.

Hence percentage of Schools that met DES guidelines were;

Total schools that complied X 100

Total (UPE & USE)

99 X 100

99

= 100%

### Performance Reporting and Performance Improvement

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

Maximum 4 points on this performance measure

a) Evidence that the LG has accurately reported on teachers and where they are deployed.

- If the accuracy of information is 100% score 2
- Else score: 0

The review of the Staff deployment list at the LG and the staff lists, attendance books and duty rotas from the three sampled schools; Pagimo P7 PS, Pagimo Army PS and Pageni PS, there was evidence that LG accurately reported on teachers deployment as showed below;

At Pagimo P7 PS, the staff list and staff duty allocation list that was posted on the walls of the Headteachers' office and the teacher's attendance book (1st and 2nd November, 2023) at the Deputy teacher's desk indicated that the Government teachers were 12 which was in tandem with the DEO's deployment list

At Pagimo Army PS the staff list and staff duty allocation list that was posted on the walls of the Headteachers' office and the teacher's attendance book (26th & 30th October, 2023) indicated that the Government teachers were 8 which was in agreement with the DEO's deployment list

At Pageni P/S the staff list and staff duty allocation list that were posted on the walls of the Headteachers' office and the teacher's attendance book (23rd & 24th October, 2023) indicated that the Government teachers were 10 which was in tandem with the DEO's deployment list

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p>	<p>b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.</p>	<p>The LG education department compiled an asset register which accurately reported on infrastructure in all registered schools. It was received by The Commissioner Education Planning on 17th June 2022. It captured data of 91 primary schools and 7 secondary schools.</p>	2
	<p>Maximum 4 points on this performance measure</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 information in the register was verified to be true at the primary schools visited.</p>	
			<p>For example, the asset register found at Pagimo P/S indicated that they had 8 classrooms, 10 latrine stances and 3 teachers' houses.</p>	
			<p>The one at Pagimo Army P/S indicated that the school had 11 classes, 6 latrine stances and 2 houses for teachers.</p>	
			<p>While that at Pageni P/S showed that they had 12 classrooms, 11 latrine stances and 2 teachers' houses. These figures of infrastructures found at the respective schools were in agreement with those in the consolidated asset register at the Kitgum LG.</p>	
			<p>Hence the consolidated assets register was a true reflection of what was on the ground.</p>	
6	<p>School compliance and performance improvement:</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>	<p>Eighty out of the 91 schools made an attempt to comply with the MoES annual budgeting and reporting guidelines, by making submissions to the DEO.</p>	0
	<p>Maximum 12 points on this performance measure</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>However, the reports submitted were either time barred or never contained the right information.</p>	
			<p>The three schools sampled schools - Pagimo P7 PS, Pagimo Army PS and Pageni PS, never had these documents as stipulated in the guidelines.</p>	
			<p>Overall, at the time of assessment there was no school that had complied with all the guidelines of the MoES concerning annual reports.</p>	
			<p>Hence percentage of compliance was <math>0/3 \times 100 = 0\%</math></p>	

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>There was evidence adduced to prove that LG had supported Schools in the preparation and implementation of SIPs. Minutes of the training of head teachers of Matidi and Logoro sub counties on how to make SIPs, were seen dated 10th November 2022. They were signed by Inspector of schools – Okot Richard Obur and District Inspector of Schools Okuonziru Hellen Torach.</p> <p>Another training on the same was held on October 10, 2022 and it targeted head teachers of Kitgum Matidi and Lagoro sub counties. 18 head teachers were trained.</p> <p>In the three schools sampled; Pagimo P7, Pagimo Army and Pageni, copies of spiral bound SIPs were seen in the head teachers' offices.</p> <p>Percentage of compliance was: <math>88/91 \times 100 = 96.7\%</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 from PBS vote 868 for the FY 2022/23 indicated that there were 91 primary schools and 8 USE schools. This number was in agreement with the information from the OTIMS.</p> <p>Hence the percentage of compliance = <math>(91+8)/99 \times 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>LG approved budget estimates for FY 2023/24 under Vote 868 Kitgum, page 41/80, indicated a wage bill of primary school teachers of UGX 7,611,057,000/- Hence the LG planned for a minimum of 7 teachers per school except for Locom P/S with 4 teachers and stopping at P3.</p>	4
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7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p>	<p>b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY, Score 3 else score: 0</p>	<p>The LG had deployed teachers according to sector guidelines. The deployment list seen was dated October 10, 2023 and was displayed on the notice board outside the DEO's office.</p>	3
	<p>Maximum 8 points on this performance measure</p>		<p>The schools sampled and visited had names and number of teachers in tandem with the deployment list at the LG.</p>	
			<p>For example Pagimo P7, Pagimo Army and Pageni primary schools had 12, 8 and 10 teachers respectively. While at these schools the assessor sampled dates in the attendance book (1st and 2nd November, 26th to 30th October, 23rd and 24th October, 2023 for Pagimo P7, Pagimo Army and Pageni primary schools respectively) and the teachers were confirmed as deployed.</p>	
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>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board, score: 1 else, score: 0</p>	<p>The LG staff list for 2023 that contained 841 teachers was found posted on the LG Education notice board.</p>	1
	<p>Maximum 8 points on this performance measure</p>		<p>The Headteachers at the visited schools had too posted their respective staff lists for calendar year 2023 on the walls of the Headteacher's offices.</p>	
			<p>Pagimo P7 PS had 12 teachers on ground and this was the same number the assessor found at the DEO's office.</p>	
			<p>Pagimo Army PS had 8 teachers on the ground in tandem with the DEO's office.</p>	
			<p>Pageni PS had 10 teachers on the ground and the assessor found all 10 on the DEO's list</p>	
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>a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copt to DEO/MEO Score: 2 or else, score: 0</p>	<p>The District has 91 schools. Head teachers were not appraised by the time of assessment</p>	0
	<p>Maximum 8 points on this performance measure</p>			

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 district has 8 secondary schools. The headteachers were however not appraised at the time of assessment.</p>	<b>0</b>
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If all staff in the LG Education department have been appraised against their performance plans</p> <p>score: 2. Else, score: 0</p>	<p>The Inspector of schools, Hellen Torah Okuonziro was appraised on 30th June 2023.</p> <p>There was no evidence of appraisal of the other staff at the time of assessment.</p>	<b>0</b>
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level,</p> <p>score: 2 Else, score: 0</p>	<p>The LG presented the education department work plan which detailed the training plan for the year 2022. It was dated 7th January 2022. For example they were to train SMCs on their roles in October, November and December. They were to train head teachers and teachers once a term.</p>	<b>2</b>

**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>There was no evidence availed to the assessment team that the Kitgum LG confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually</p>	0
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>LG Approved budget estimates FY 2022/2023 VOTE:868 (output 000023) Kitgum District</p> <p>Inspection and monitoring of primary education was allocated 47,023,000/-</p> <p>The activities included for example, inspection, monitoring and support supervision of teachers and mentoring, case by case visits to schools which have issues</p> <p>This was in line with sector guidelines which call for a minimum allocation of shs 4 million per LG, plus UShs 336,000 (6 inspections at UShs 56,000)</p>	2
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>There was evidence that the LG made timely submission of warrants for school's capitation grants for the last FY, in accordance with the requirements of the budget the 3 quarters. as per the dates from the IFMS;</p> <p>Quarter 3 warrants for school's capitation grants were submitted on 20th January 2023, 2023, after approval from MoFPED on 17th January 2023, which was 3 days.</p> <p>Quarter 4 warrants for school's capitation grants were submitted on 9th May 2023 after approval from MoFPED on 19th April 2023, which was 11 days.</p> <p>Quarter 1 (Current FY) warrants for school's capitation grants were submitted on 13th July after approval from MoFPED on 6th Jul3 2022 which was 5 days.</p> <p>However, the warrants for Quarter 4 were delayed hence the LG not being compliant.</p>	0

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

Maximum 8 points on this performance measure

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

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

While the LG invoiced and communicated school capitation grant transfers for the previous FY to schools, this was not done within the stipulated timelines as seen below;

Quarter 3 was invoiced and communicated to schools on 20th February 2023 which was more than 3 working days from the release of funds from MoFPED on 10th January 2023.

Quarter 4 was invoiced and communicated to schools on 19th May 2023 which was more than 3 working days from the release of funds from MoFPED on 5th May 2023.

Quarter 1 (Current FY) was invoiced and communicated to schools on 24th July 2023 which was more than 3 working days from the release of funds from MoFPED on 19th July 2023.

The invoicing for quarter three and four were delayed hence not being compliant.

Routine oversight and monitoring

Maximum 10 points on this performance measure

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

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

Inspection work plan for FY 2022/2023 prepared by the DIS was dated 8th August 2022.

The report was received by DES on 23/10/2022

The activities highlighted included among others;

- Inspection and follow up on SOPs
- School facility and level of maintenance
- Staff performance appraisal
- Tracking pupils attendance and enrolment
- Teacher deployment

A pre-inspection meeting was held on 7th January 2022 in which the five inspectors were allocated inspection routes in Min 03/2/2022.

Another meeting was held on 2nd September 2022 . Inspection issues were presented by the DIS in Min 4/9/2022

The planning meeting for term 2, 2023 was held on 5th June 2023.

In Min 04/06/2023 the inspectors were allocated inspection routes and were urged to do the inspection by 25th June 2023.

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10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> <li>• If 100% score: 2</li> <li>• Between 80 - 99% score 1</li> <li>• Below 80%: score 0</li> </ul>	<p>The inspection report for term 1, 2023 was dated 2nd May, 2023. It was received by DES on 23rd October 2023. 110 schools were inspected including all the 91 government aided schools.</p> <p>Percentage: <math>91/91 \times 100 = 100\%</math></p> <p>Term 2, 2023 inspection was done between 6th June 2023 to 30th June 2023. The report was received by DES on 23rd October 2023.</p> <p>110 schools were inspected including all the 91 government aided schools.</p> <p>Percentage: <math>91/191 \times 100 = 100\%</math></p> <p>Term 3, 2022 inspection was done between 11th November 2022 and 25th November 2022. The report was received by DES on 23rd October 2023.</p> <p>110 schools were inspected including all the 91 government aided schools.</p> <p>Percentage: <math>91/191 \times 100 = 100\%</math></p> <p>Hence the average percentage of inspection was <math>= (100+100+100)/3 = 100\%</math></p>	2
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10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>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>In a meeting with head teachers in the Council hall, held on 22nd November 2022, under Min 4/Nov/2022: Dissemination of inspection reports, the DEO and DIS gave feedback to the head teachers. 105 head teachers attended this meeting.</p> <p>At the 3 sampled schools, inspection reports were left with the head teachers on the following dates:</p> <p>At Pagimo P/S ( 22nd March, 2023, 16th June 2023 and 17th November 2022)</p> <p>At Pagimo Army P/S (16th March 2023, 17th November 2022 and 16th June 2023)</p> <p>At Pageni P/S ( 16th June 2023, 22nd November 2022 and 26th April 2023)</p>	2
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Routine oversight and monitoring

*Maximum 10 points on this performance measure*

d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0

In a meeting with head teachers in the council hall, held on 22nd November 2022, under Min 4/Nov/2022: Dissemination of inspection reports, the DEO and DIS gave feedback to the head teachers. 105 head teachers attended this meeting.

At the 3 schools which were sampled inspection reports left with the head teachers after a thorough discussion. For example inspection reports at left at the schools on the following dates:

At Pagimo P/S ( 22nd March, 2023, 16th June 2023 and 17th November 2022)

At Pagimo Army P/S (16th March 2023, 17th November 2022 and 16th June 2023)

At Pageni P/S ( 16th June 2023, 22nd November 2022 and 26th April 2023)

The inspection reports for term 3 of 2022, term 1 and term 2 of 2023, were all received by DES on 23rd October 2023.

Routine oversight and monitoring

*Maximum 10 points on this performance measure*

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

The Council Committee responsible for education met and discussed delivery issues including inspection as per the minutes below;

In a meeting held on 23rd January 2023 under Min 03/23/01/2023; Presentation and discussion of departmental Reports for FY 2022/23- the committee discussed and recommended;

- Enhancement of monitoring and supervision of teachers and school activities by the school inspectors and ensure teachers and pupils report to schools on the opening days.

- Consider gender balance in allocating and transferring teachers in schools.

The committee recommended strengthening of inspection of schools by the Education committee to avoid early closure of schools before official days.

In meeting held on 26th April 2023 under Min 03/2022/23- Budget scrutiny got FY 2023/24; The committee noted that;

- Approved infrastructure developments in schools e.g. Construction of 2 classroom block in Lokira P/s. Renovation of Kumelle p/s, Construction of Latrines in Bola P/s

Maintenance of children's libraries in schools.

The committee recommended that infrastructure developments in schools should commence on time so that they are completed as per the timelines.

In meeting held on 2nd December 2022 under Min 03/2022/23- presentation of departmental reports; The committee noted that;

The construction contract for Bola P/s was approved by the Solicitor General.

Construction of classrooms in various schools was progressing on well and contractors closely monitored by the District Engineer.

The committee recommended the constructions should be completed as per the deadline.

The minutes were signed by the Chairperson and Secretary for Sectoral Committee.

- 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*
- In a report to the DEO on 15th December 2022, the DIS Okuonzi Hellen Torach highlighted that 25 youths from different Parishes were met at Akunalaber P/S. They made three resolutions regarding children keeping in school.
- There were also radio talk shows on Mighty Fire FM and Radio Peace FM , which were conducted between 30th June 2022 and 30th June 2023. The report was signed by Akako Beatrice – Education Officer G& C. The main purpose of the talk shows was to mobilize parents to take their children to school, teach learners life skills and positive parenting to ensure learners complete their education cycle.
- Photos while in studios and photocopies of visitor’s book indicating when the talk shows were done, were presented showed to the assessor.

### 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 evidence that Kitgum District LG had an up to-date assets register setting out facilities and equipment in schools.
- Three schools were sampled to ascertain the accuracy of the LG assets register.
- At Pagimo P7 P/S their assets register indicated that they had 150 desks. At Pagimo Army P/S the assets register indicated that they had 95 desks. While the assets register at Pageni P/S indicated that they had 95 desks. These figures at the schools were found to be in agreement with the respective figures at the local government.

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>Desk appraisal reports were provided for development projects implemented by the LG in the FY 2022/23.</p> <ul style="list-style-type: none"> <li>- Construction of Classroom blocks in selected schools at Ushs 45,167,000 with funding from the Sector Development Grant, (Approved Budget page 26- 27 and PDPIII Page 81).</li> <li>- Construction of staff houses in selected schools at Ushs 64,000,000 with funding from the Sector Development Grant, (Approved Budget page 26 - 27 and PDPIII Page 81).</li> <li>- Supply of 3-seater Classroom school desks to selected schools at Ushs 36,000,000 with funding from the Sector Development Grant, (Approved Budget page 26 - 27 and PDPIII Page 81).</li> </ul> <p>The committee recommended for the selected projects for field appraisal to be able to kick start the procurement process of the projects within time.</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>Field appraisal reports were provided for development projects implemented by the LG in the FY 2022/23 to confirm that the projects conform to the technical feasibility; ii) environmental and social acceptability; and</p> <p>(iii)customized designs. The appraised projects were;</p> <ul style="list-style-type: none"> <li>- Construction of Classroom blocks in selected schools (Approved Budget page 26- 27 and PDPIII Page 81).</li> <li>- Construction of staff houses in selected schools (Approved Budget page 26 - 27 and PDPIII Page 81).</li> <li>- Supply of 3-seater Classroom school desks to selected schools (Approved Budget page 26 – 27 and PDPIII Page 81).</li> </ul> <p>The above projects were recommended for implementation and that the procurement process to commence immediately to complete the projects in the specified period</p>	1

13	Procurement, contract management/execution  <i>Maximum 9 points on this performance measure</i>	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>	In the approved updated procurement plan for FY 2023/2024 by Adokorach Pamela dated 20th October 2023, the LG planned for Construction (Completion) of Layamo Seed Secondary School at a budget of UGX 2,499,591,261 indicated as item 65 on page 16.	<b>1</b>
13	Procurement, contract management/execution  <i>Maximum 9 points on this performance measure</i>	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>	There was evidence that the school infrastructure in FY 2022/2023 was approved by the contracts committee. For example; <ul style="list-style-type: none"> <li>• Construction of Layamo Seed Secondary School was approved by the Contracts Committee on 28th February 2022 under minute number KITG/03/LGCC/20/2122 and the contract awarded to M/S Abayo Foundations Stores Ltd at a contract price of UGX 3,124,489,075. Solicitor General's clearance was dated 23rd November 2022.</li> <li>• Construction of one block of 02 class rooms at Pagen P/S was approved by the Contracts Committee on 3rd November 2022 under minute number KITG/02/LGCC/05/22-23 and the contract awarded to M/S B.N Engineering Co. Ltd at a contract price of UGX 94,884,862.</li> <li>• Construction of one block of 02 class rooms and an office at Alimalagot P/S was approved by the Contracts Committee on 24th September 2021 under minute number KITG/01/LGCC/07/21-22 and the contract awarded to M/S Abayo Foundations Ltd at a contract price of UGX 139,424,250.</li> </ul>	<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>There was evidence that the LG established project implementation teams for school construction projects as presented below;</p> <p>A letter by Olaro Emmanuel Eugen the CAO dated 13th December 2022 appointing the following as members of the Project Implementation Team for construction of Labongo Layamo Seed Secondary School was presented.</p> <ul style="list-style-type: none"> <li>• Picho Willy Omuga the Ag. District Engineer, Owot Fred the District Education Officer, Okello James Pókidi the District Community Development Officer, Wany Oyok David the Senior Environment Officer, Adule Joyce the Labour Officer, Odora Paul the Physical Planner</li> </ul> <p>Another letter by Olaro Emmanuel Eugene (CAO) dated 13th December 2022 appointing Picho Willy Omuga the Ag. District Engineer as project Supervisor for construction of Labongo Layamo Seed Secondary School was presented.</p> <ul style="list-style-type: none"> <li>• A letter by Joel Musisi the CAO dated 3rd May 2022 appointing Otto Sunday as the Clerk of Works for construction of Layamo Seed Secondary School was also provided.</li> </ul>	<b>1</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>There was evidence that the school infrastructure followed the standard technical designs provided. For example;</p> <p>For construction of Layamo Seed secondary school, the following was noted;</p> <ul style="list-style-type: none"> <li>• The ICT Lab of (34.28mX8.53m) which was at slab level, the multipurpose hall of (27.35mX7.43m) at ring beam level, Science Lab of (21.31mX9.23m) and the administration block at ring beam level. The dimensions were as per the designs provided.</li> </ul>	<b>1</b>

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i></p>	<p>The following evidence that monthly site meetings was presented for the sector infrastructure projects (Seed secondary school) planned in the previous FY 2022/2023. For example;</p> <ul style="list-style-type: none"> <li>• For construction of Layamo Seed secondary school, the following was presented; A progress report for May 2023 by the contract management team including Picho Willy District Engineer/PM, Otto Sunday Clerk of Works/Project Supervisor, Owot Fred, Senior Education Officer, Wany Oyok David the District Environment Officer, Okello James P Ókidi the DCDO was presented. The attendance as per attendance list dated 24th May 2023 included Wany Oyok David the Environment Officer, Okello James Okid the DCDO, and Picho Willy Omuga the District Engineer). This was considered evidence that monthly site meetings were conducted for the sector infrastructure project.</li> </ul>	<b>1</b>
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted <i>score: 1, else score: 0</i></p>	<p>Evidence for at least 1 monthly joint technical supervision during critical stages of construction was not provided for all sampled projects. For example;</p> <ul style="list-style-type: none"> <li>• For construction of Layamo Seed secondary school, the following was presented; Minutes of site meeting for the Labongo Layamo Seed Secondary School held on 24th May 2023. participants in this meeting according to the attendance list presented included following; Otto Sunday the Clerk of Works, Wany Oyok David the Senior Environment Officer, and Okello James PÓkidi the DCDO. The meeting was chaired by the Principle Assistant Secretary representing the CAO. Another set of minutes dated 27th April 2023 with the same attendants and chaired by the same person was also presented as evidence that the relevant officers carry out monthly joint technical supervision of the planned sector infrastructure projects.</li> </ul>	<b>0</b>



13

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

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

The sector infrastructure projects were properly executed and payments to contractors were made within the specified timeframes and contract terms.

For example;

- Voucher no. 5898563 dated 15th June 2023 for Construction of a 1 Block of 2 classrooms Pagen P/S at Ushs 81,054,187 by M/s B.N Engineering Company Ltd, Invoice was raised on 29th May 2023 and payment process was initiated by DEO on 29th May 2023 which was the same day and payment done on 15th June 2023 which was within 30 days of processing the payment as per the contract terms.

- Voucher no. 58971031 dated 15th June 2023 for Construction of Labongo Layamo Seed Secondary School at Ushs 593,123,349 by M/s Abayo Foundation Stores Ltd, invoice was raised on 26th May 2023 and payment process was initiated by DEO on 29th May 2023 which was within 30 days of processing the payment as per the contract terms.

- Voucher no. 6434878 dated 28th June 2023 for Construction of 5-stance drainable latrine at Agweng P/S at Ushs 20,214,654 by M/s New Donne Company Ltd, invoice was raised on 12th June 2023 and payment process was initiated by DEO on 15th June 2023 which was within 30 days of processing the payment as per the contract terms.

From the sampled payment vouchers the LG complied with the guideline of paying contractors within 10 working days or 30 days' s per the contract terms.

1

13

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, *score: 1, else, score: 0*

The Local Government Education department submitted its procurement plan for FY 2022/2023 to PDU on the 11th August 2022. This was within the timelines as per the guidelines.

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>There was evidence that the LG has complete procurement files for each school infrastructure contract with all records required by the PPDA law. For example;</p> <ul style="list-style-type: none"> <li>For Construction of Layamo Seed Secondary School procurement ref: MoES/UGIFT/WRKS/21-22/0001 Lot 2, the file had an evaluation report signed by the evaluation committee on 9th February 2022 recommending the ward to Abayo Foundation Stores Ltd at a bid price of UGX 3,124,489,075. The contracts committee approved the evaluation in a meeting held on 28th February 2022 under minute number KITG/03/LGCC/20/21-22 and the agreement between the parties was signed on the 13th December 2022.</li> </ul>	1
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### Environment and Social Safeguards

14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>There was grievance raised/reported under Education sector.</p> <p>A complaint was reported on 15th June 2023 by Omara Patrick (Group Leader). He reported on non-payment of the wages during excavation of the foundation at Layamo Seed Secondary School. The Laborers complained that it was difficult to excavate the rock by hand and they wanted to be paid in a different rate. The case was registered and GRC of the Sub-county and site group handled the complaint. The case was handled and group of 18 people paid accordingly.</p>	3
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>At the time of assessment, there was no evidence presented that the LG District Environment Officer prepared and disseminated the said guidelines. In all the schools visited (Pagimo P7 PS, Pagimo Army P/S and Pageni P/S) these guidelines were not found there.</p>	0
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, score: 2, else score: 0</p>	<p>All the 3 sampled projects under Education sector did not have their costed ESMPs incorporated into the BoQs.</p>	0

16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i></p>	<p>There was no proof of land ownership for school construction projects by the DLG. Construction of one block of two classrooms at Pagen primary school, construction of one block of two classrooms at Akado primary school and construction of 5 stances drainable latrine at Okidi primary school, all did not have the land agreements, consents or titles.</p>	0
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i></p>	<p>Environmental Compliance monitoring report for Q1 of FY 2022/2023 for Projects (July to August and September 2022) dated 30th September 2022. The monitoring was for construction of one block of two classrooms at Pagen primary school and construction of one block of two classrooms at Akado primary school reported that both projects were under procurement. Signed by the Senior Environment Officer.</p> <p>Environmental Compliance monitoring report for Q2 of FY 2022/2023 for Projects (October, November and December 2022) dated 30th December 2022. The monitoring was done quarterly for construction of one block of two classrooms at Pagen primary school and construction of one block of two classrooms at Akado primary school reported that both projects were under procurement. Signed by the Senior Environment Officer.</p> <p>Environmental Compliance monitoring report for Q3 of FY 2022/2023 for Projects (January, February and March 2023) dated 30th March 2022. The monitoring was done quarterly for construction of one block of two classrooms at Pagen primary school and construction of one block of two classrooms at Akado primary school reported that both projects were awarded. Signed by the Senior Environment Officer.</p> <p>Environmental Compliance monitoring report for Q4 of FY 2022/2023 for the months of April, May and June 2022 dated 30th June 2022. The monitoring for construction of one block of two classrooms at Pagen primary school and construction of one block of two classrooms at Akado primary school, reported projects to be completed and in use. Signed by the Senior Environment Officer</p>	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*

There was evidence that the E&S certification was approved and signed as indicated in the certificates below:

1. Certificate no.1 dated 26th May 2023 for the construction of one block of two classrooms at Pagen primary school worth UGX 94,884,862. Certificate was signed by the Internal Audit, District Engineer, CAO, Chief Finance Office, DEO, DCDO and Senior Environment Officer.

Payment made on 15th June 2023, PV no. 5898563. Therefore, works was certified before payment.

2. Certificate no.1 dated 12th June 2023 for the construction of one block of two classrooms at Akado primary school worth UGX 94,884,862. Certificate was signed by the Internal Audit, District Engineer, CAO, Chief Finance Office, DEO, DCDO and Senior Environment Officer.

Payment made on 28th June 2023, PV no. 6427894. Therefore, works was certified before payment.

3. Certificate no.1 dated 16th June 2023 for the construction of 5 stances drainable latrine at Okidi primary school, Labongo Amida Sub-county worth UGX 24,764,490. Certificate was signed by the Internal Audit, District Engineer, CAO, Chief Finance Office, DEO, DCDO and Senior Environment Officer.

Payment made on 28th June 2023, PV no. 6430805. Therefore, works was certified before payment.

**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 HMIS 107 reports for the previous FY (2021/2022) for the three sampled health facilities indicated the number of deliveries as follows:</p> <ul style="list-style-type: none"> <li>• Namokora HC IV = 1237 deliveries: report by In-Charge Dr. Lucy Emma, received on 05th July 2023</li> <li>• Pajimo HC III = number of deliveries not included: report by In-Charge Ojok Felix, received on 06th July 2023</li> <li>• Loporom HC III = 84 deliveries: report by In-Charge Obua Boniface, received on 05th July 2023</li> </ul> <p>Total number of deliveries not calculated.</p> <p>For the current FY (2022/2023), the HIMS 107 reports showed the numbers of deliveries as follows:</p> <ul style="list-style-type: none"> <li>• Namokora HC IV = 1162 deliveries: report by In-Charge Dr. Lucy Emma, received on 05th July 2023</li> <li>• Pajimo HC III = 246 deliveries: report by In-Charge Ojok Felix, received on 07th July 2023</li> <li>• Loporom HC III = 74 deliveries: report In-Charge Obua Boniface, received on 05th July 2023</li> </ul> <p>Total = <b>1,482 deliveries</b></p> <p>The percentage in the utilisation of health care services could not be calculated as HMIS107 report for Pajimo HC III for 2021/2022 did not indicated the number of deliveries for that year.</p> <p>Note: The DHO could not provide explanation for this anomaly in the HMIS report for Pajimo HC III.</p>	<b>0</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>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 score in 2022 was 22% while in 2023, was 74%. Therefore, the average score of health for LLG performance assessment was 48%.</p>	0
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>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>There was a letter from the Permanent Secretary (Dr. Diana Atwine) Ministry of Health, dated 7th December 2022 (Ref: ADM.45/545/02), addressed to all CAOs on "outstanding RBF funds". The letter highlighted a halt in the payment of RBF.</p> <p>Likewise, according to the checklist for Health Specialists (section 5.2.1, 2b) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.</p>	0
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>	<p>From the provided evident 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 e.g;</p> <ul style="list-style-type: none"> <li>- Contract no KITG 686/WRKS/2022/2023/00002 Project; Completion of General Ward at Okid HCIII in Lanongo Amida S/c at Ushs 126,063,406 by Giant Plum Enterprises (U) Ltd</li> <li>- Contract no. KITG 686/WRKS/2022/2023/00012 Project; Construction of Placenta Pits at Akunmo HC II, Akilok HCII and Lalikan HCII at Ushs 33,829,734 by DEG BEDO Co Ltd</li> <li>- Contract no. KITG 686/WRKS/2022/2023/00013, Project; Construction of Placenta Pits at Gweng coo HC II and Lukwor HCII in Amida S/c at Ushs 23,267,240 by Aliwol Enterprises Ltd.</li> <li>- Contract no. KITG 686/WRKS/2022/2023/00011, Project; Construction of Placenta Pits at Pudo HC II, Obyen HCII and Lakwor HCII in Lagoro, Mucwini and Kitgum Matidi S/c at Ushs 35,644,614 by B.N Engineering Co Ltd.</li> </ul>	2

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

Maximum 8 points on this performance measure

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

The verified certificates indicated that the DHO, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/suppliers. For example;

- Certificate no 1; dated 26th May 2023 for Ushs 32,623,884: Contract no. KITG 686/WRKS/2022/2023/00011Project; Construction of Placenta Pits at Pudo HC II, Obyen HCII and Lakwor HCII in Lagoro, Mucwini and Kitgum Matidi S/c by B.N Engineering Co Ltd was certified by DHO, LG Engineer, Environment Officer and CDO on 19th June 2023 and payment effected on 28th June 2023.

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Certificate no 1; dated 16th June 2023 for Ushs 20,940,516; Contract no. KITG 686/WRKS/2022/2023/00013, Project; Construction of Placenta Pits at Gweng coo HC II and Lukwor HCII in Amida S/c by Aliwo! Enterprises Ltd.was certified by, LG Engineer on 16th June 2023; DHO, Environment Officer and CDO on 21st JUne 2023 and payment effected on 28th June 2023

- Certificate no 1; dated 6thJune 2023 for Ushs 96,691,070; Contract no KITG 686/WRKS/2022/2023/00002 Project; Completion of General Ward at Okid HCIII in Lanongo Amida S/c by Giant Plum Enterprises (U) Ltd, was certified by LG Engineer on 6th June 2023; DHO on 8th June 2023; Environment Officer and CDO on 12th June 2023 and payment effected on 28th June 2023.

3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If the variations in the contract price of sampled health infrastructure investments are within +/-20% of the MoWT Engineers estimates, score 2 or else score 0</p>	<p>There were two planned infrastructure projects under health in FY 2022/2023 and the variation in the contract price for these health infrastructure investments were all not within the +/-20%. For example</p> <ul style="list-style-type: none"> <li>• Construction of Placenta Pit at Pudo HC II, the contract was signed with Denflo Construction Company Ltd at a contract price of UGX 149,310,000 against the engineers estimates of Ugx 150,000,000 giving the price variation of +0.46%.</li> <li>• Construction of Placenta Pit at Lakwor HC II the contract was signed with M/s Wangi General Enterprises Ltd at a contract price of UGX 149,767,500 against the engineers estimates of 150,000,000 giving the price variation of +0.16%</li> <li>• Completion of childrens Okidi HC II, the contract was signed between M/s Bygon Enterprises Ltd at a contract sum of UGX 126,063,406 against the engineers estimate of UGX 126,063,406 giving the price variation of 0.0%</li> </ul>	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>In the updated approved procurement plan for FY 2022/2023 by Adokorach Pamela the CAO dated 6th July 2023, the LG had not planned for HC II being upgrades to HC III.</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>According to the staff list dated 1st July 2023 and signed by the DHO on 1st July 2023, the LG had a total of 370 health workers deployed in health facilities out of 519 staffing norm.</p> <p>Hence, <math>370 \times 100 = 71.3\%</math></p> <p>519</p>	0



Achievement of Standards: The LG has met health staffing and infrastructure facility standards

Maximum 4 points on this performance measure

b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.

- If 100 % score 2 or else score 0

In the updated approved procurement plan for FY 2022/2023 by Adokorach Pamela the CAO dated 6th July 2023, there was no planned HC II being upgraded to HC III.

## Performance Reporting and Performance Improvement

Accuracy of Reported Information: The LG maintains and reports accurate information

Maximum 4 points on this performance measure

a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0

The Assessor reviewed the health workers' staff list from the DHO's office (dated 1st July 2023 and signed by the CAO - Adokorach Pamela) and checked the duty rosters, work attendance registers and the staff list at each of the three sampled and visited health facilities.

It was established that the information on the staff list on positions of health workers filled was inconsistent with records of staff at each of the visited health facilities.

The results were as follows:

**1. Namokora HC IV:** Approved staff list had 33 health workers. However, at the health facility, the displayed staff list (dated 08th November 2023) showed 39 health workers.

Further, the following anomalies were noted:

- Three health workers (i.e Ocan Alfred Glicks - Lab Assisstant, Akello Harriet - Clinical Officer and Komakech John Bosco - Driver) were on health facility's staff list and working at the health facility but not included on DHO's staff list.

- Three health workers (i.e Otim John Bosco - Driver, Lam Laban - Nursing Assistant and Komakech Kalisto - Enrolled Nurse) were on DHO's staff list but not included on the Health facility's staff list. They were not working at the facility.

**2. Pajimo HC III:** Approved staff list had 16 health workers. However, at the health facility, the displayed staff list (dated 03rd October 2023) showed 15 health workers.

It was noted that Adiyu Poline Peace (Enrolled Nurse) was on the approved staff list but was not on the health facility's staff list and was not working at that health facility.

**3. Loborom HC III:** Approved staff list had 13 health workers. The displayed staff list (dated 10th July 2023) at the health facility also showed 13 health workers.

However, the following anomalies were noted.

- Two health workers (i.e Amoro Beatrice Ayim - Enrolled Midwife and Lamwoka Florence Enrolled Nurse) were on health facility's staff list and working at the health facility but not included on DHO's staff list.

- Three health workers (i.e Annena Elizabeth - Lab Assistant and Aciro Irene Sarah - Nursing Assistant) were on DHO's staff list but were not on the Health facility's staff list. They were not working at the facility.

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>From the DOH, it was established that there was no any upgraded or constructed health facility in the previous FY. This information was confirmed as accurate in the Annual PBS report for the previous FY.</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities prepared and submitted Annual Workplans &amp; budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>The annual work plans and budgets for the FY 2023/2024 for the three sampled health facilities were reviewed and the submissions were as follows:</p> <ul style="list-style-type: none"> <li>• <b>Namokora HC IV:</b> submitted to the DHO on 28th March 2023. Plan prepared by Dr Auma Lucy Emma (in-charge) on 28th March 2023 and verified by the Chairperson HUMC Okello Ventrone on 28th March 2023.</li> <li>• <b>Pajimo HC III:</b> submitted to the DHO on 31st March 2023. It was prepared by Ojok Felix (in-charge) and endorsed by the Chairperson HUMC (Oyil Nelson) on 29th March 2023 and SAS (Obwona Geoffrey Patel) on 29th March 2023</li> <li>• <b>Lokorom HC III:</b> submitted to the DHO on 27th March 2023. It was prepared by the Obua Boniface (in-charge) and endorsed by the Chairperson HUMC (Mr. Obalim Michael) and SAS on 19th March 2023.</li> </ul> <p>There was evidence that all the sampled health facilities submitted their Annual Work plans and Budgets by March 31st of this year.</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>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>From the DHO, it was established that health facilities did not prepare and submit Annual Budget Performance reports for the previous FY. It was not clear why the facilities did not prepare and submit the reports.</p>	0

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

Maximum 14 points on this performance measure

a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports

- Score 2 or else 0

From the review of the health facility improvement plans for the three sampled health facilities, the assessor established that health facilities incorporated performance issues identified in monitoring and assessment reports. The details of the review was as follows:

**Namokora HC IV:** Annual comprehensive work plan 2023/2024 submitted to the DHO on 28th March 2023. Highlighted was the health facility implementation plan (see page 48). One of the bottlenecks identified was low percentage (40%) of pregnant women who attended more than four ANC visits. The identified cause was long distance to the health facilities.

Proposed solution was to increase access to ANC services through ANC outreaches (page 48).

**Pajimo HC III:** Annual comprehensive work plan 2023/2024 submitted to the DHO on 31th March 2023. The plan highlighted the health facility implementation plan (see page 43). One of the bottlenecks identified was low number of deliveries at the health facilities. Inadequate identification and referral of pregnant mothers to the health facility. The identified cause was unplanned quarterly VHT review meetings.

Proposed solution was to plan for allowances to facilitate quarterly VHT review meetings. This would subsequently enhance identification, registration and referral of pregnant mothers to the health facility (page 43).

**Loborom HC III:** Annual comprehensive work plan 2023/2024 submitted to the DHO on 27th March 2023. The plan highlighted the health facility implementation plan. One of the bottlenecks identified was low proportion of children with childhood illnesses treated within 24 hours. The identified cause was poor health seeking behaviours due to knowledge gap on danger signs.

Proposed solution was to conduct social mobilisation and sensitisation on childhood illnesses dangers signs through mass media.

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

d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,

- score 2 or else score 0

There was no evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely.

The Assessor sampled three health facilities and reviewed all the monthly and quarterly HMIS reports (HMIS 105 and HMIS 106a respectively) for the FY 2022/2023.

The submissions of the three sampled health facilities were as follows:

**Namokora HC IV: HMIS 105:**

Improvement support.

Maximum 14 points on this performance measure

- July 2022: 06/08/2022
- August 2022: 06/09/2022
- September 2022: 06/10/2022
- October 2022: 07/11/2022
- November 2022: 03/12/2022
- December 2022: 07/01/2023
- January 2023: **20/02/2023 (submitted late)**
- February 2023: 05/03/2023
- March 2023: 06/04/2023
- April 2023: 06/05/2023
- May 2023: **No dates**
- June 2023: 07/07/2023

**Pajimo HC III: HMIS 105:**

- July 2022: 06/08/2022
- August 2022: 06/09/2022
- September 2022: 06/10/2022
- October 2022: 07/11/2022
- November 2022: 06/12/2022
- December 2022: 06/01/2023
- January 2023: 06/02/2023
- February 2023: 02/03/2023
- March 2023: 06/04/2023
- April 2023: 06/05/2023
- May 2023: **No dates**
- June 2023: 07/07/2023

**Lokorom HC III: HMIS 105:**

- July 2022: 05/08/2022
- August 2022: **No dates**
- September 2022: 07/10/2022
- October 2022: 07/11/2022
- November 2022: **08/12/2022 (submitted late)**
- December 2022: 04/01/2023
- January 2023: 03/02/2023
- February 2023: **No dates**

- March 2023: **No dates**
- April 2023: 05/05/2023
- May 2023: 07/06/2023
- June 2023: 06/07/2023

**Namokora HC IV: HMIS 106a:**

- Quarter 1: 06/10/2022
- Quarter 2: 05/01/2023
- Quarter 3: **Not available**
- Quarter 4: 07/07/2023

**Pajimo HC III: HMIS 106a:**

- Quarter 1: **No dates**
- Quarter 2: **Not available**
- Quarter 3: 05/04/2023
- Quarter 4: **Not available**

**Lokorom HC III: HMIS 106a:**

- Quarter 1: **Not available**
- Quarter 2: 02/01/2023
- Quarter 3: **08/04/2023 (submitted late)**
- Quarter 4: 07/07/2023

Note: The LG does not have the revised HMIS 104. HMIS 104 is NTDS MDA implementation report but not quarterly report as reflected in the assessment manual. The quarterly report was HMIS 106a, which is the old version.

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0</p> <p>Note: Municipalities submit to districts</p>	<p>There was a letter from the Ministry of Health dated 7th December 2022 addressed to all CAOs highlighting the termination of RBF.</p> <p>Likewise, according to the checklist for Health Specialists (section 5.2.1, 6e) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.</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>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>There was a letter from the Ministry of Health dated 7th December 2022 addressed to all CAOs highlighting the termination of RBF.</p> <p>Likewise, according to the checklist for Health Specialists (section 5.1.1, 6f) provided by OPM, this indicator is not applicable. To score 0 for all LGs. Indicator to be dropped from the maximum score during analysis.</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>At the time of assessment, the LG did not provide documentary evidence to prove that it timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports.</p>	0

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</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 Performance Improvement Plan (PIP) for the results based financing for 2023/2024 by the DHO, approved by the CAO (Oola Courage Allan) on 1st July 2023 was reviewed. However, this PIP was for general improvement of the Health Department.</p> <p>Notably, the LG did not rank the health facilities to identify the weakest performing ones and how they would be supported to improve their performance.</p>	0
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>There was no evidence to the effect that the LG developed and implemented PIP for the lowest performing health facilities.</p>	0
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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>There was no evidence that the LG budgeted for health workers in accordance with the staffing norms.</p> <p>According to the LG approved Budget Estimates for the FY 2023/2024, it was noted that the LG recurrent salary for health workers was UGX 8,585,625 (page 30). This budgeted salary was for 381 health workers, including DHO's office, (71.9%) out of 530 staffing norm for the Health Department.</p>	0
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Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).

Maximum 9 points on this performance measure

a) Evidence that the LG has:

ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0

According to the staff list dated 1st July 2023, signed by the DHO (Dr. Okello Henry Otto) and approved by the CAO on 1st July 2023, the LG had one General Hospital, one HC IV, 08 HC IIIs and 12 HC IIs, with a total of 358 health workers deployed in these health facilities out of 1,021 staffing norm as per the Health Sub Programme Grant, Budget and Implementation Guidelines for LGs, FY 2023/2024 (pages 80-84).

- From the staff list, the details were as follows:
- • General Hospital had 169 staff out of 343 staffing norm
- • HC IV had 33 staff out of 130 staffing norm
- • HC IIIs had 107 staff out of 440 staffing norm
- • HC IIs had 49 staff out of 108 staffing norm
- 
- Hence,  $\frac{358}{1021} \times 100 = 35.1\%$

1021

All health facilities had 35.1% of required staff, which was below the scorable level of 75%.

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

Maximum 9 points on this performance measure

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

The Assessor reviewed the health workers' deployment list from the DHO's office (dated 1st July 2023) and checked the duty rosters, work attendance registers and the staff list at each of the three sampled and visited health facilities.

It was established that the health workers' deployment list from the DHO's office was inconsistent with records of staff working at each of the visited health facilities.

The results were as follows:

**1. Namokora HC IV:** DHO's deployment list (dated 1st July 2023) had 33 health workers. However, at the health facility, the displayed staff list (dated 08th November 2023) showed 39 health workers.

Further, the following anomalies were noted:

- Three health workers (i.e Ocan Alfred Glicks, Akello Harriet and Komakech John Bosco) were on health facility's staff list and working at the health facility but not included on DHO's staff list.
- Three health workers (i.e Otim John Bosco, Lam Laban and Komakech Kalisto) were on DHO's staff list but not included on the Health facility's staff list. They were not working at the facility.

**2. Pajimo HC III:** DHO's deployment list (dated 1st July 2023) had 16 health workers. However, at the health facility, the displayed staff list (dated 03rd October 2023) showed 15 health workers.

It was noted that Adiyio Poline Peaceco (Enrolled Nurse) was DHO's staff list but not included on health facility's staff list and was not working at the health facility.

**3. Loborom HC III:** DHO's deployment list (dated 1st July 2023) had 13 health workers. The displayed staff list (dated 10th July 2023) at the health facility also showed 13 health workers.

However, the following anomalies were noted.

- Two health workers (i.e Amoro Beatrice Ayim and Lamwoka Florence) were on health facility's staff list and working at the health facility but not included on DHO's staff list.
- Three health workers (i.e Annena Elizabeth and Aciro Irene Sarah) were on DHO's staff list but not included on the Health facility's staff list. They were not working at the facility.

7	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).	c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0	There was evidence that the LG had publicized health worker's deployment and disseminated this, as evidenced by the display of the list of deployed health workers on health facilities' notice boards.	2
	Maximum 9 points on this performance measure		In each of the three sampled and visited health facilities (i.e Namokora HC IV – staff list dated 8th November 2023, Pajimo HC III – staff list dated 3rd October and Loborom HC III – staff list dated 10th July 2023), the displayed lists indicated the name of the facility, name of the staff, cadre, and gender, telephone number among others.	
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	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	The LG had 27 Health Centers. Appraisal of the health facility In-charges against the agreed performance plans were done and submitted to HRO during the previous FY was as below;	1
	Maximum 6 points on this performance measure		<ol style="list-style-type: none"> <li>1.. Monica Apio a Senior Clinical Officer at Okidi H/CIII was appraised on 31st July 2023.</li> <li>2. Lucy Auma a Medical Officer at Namukora H/CIV was appraised on 3rd July 2023.</li> <li>3.. Felix Ojok a Clinical Officer at Pajimo H/CIII was appraised on 5th July 2023.</li> <li>4.. Charles Omony a Senior Clinical Officer at Orom H/CIII was appraised on 10th July 2023.</li> <li>5.. Kennedy Ochan a Clinical Officer at Omiya Nyima H/CIII was appraised on 4th July 2023.</li> <li>6.. Florence Aber Jolly a Senior Clinical officer at Akuna Laber H/CIII was appraised 30th June 2023</li> <li>7.. Coline Cox Mwaka a Clinical Officer at Loborom H/CIII was appraised on 12th July 2023.</li> <li>8.. Francis Okello A Senior Clinical Officer at Mucwini H/CIII was appraised on 30th June 2023</li> <li>9.. Simon Knox Okong the Senior Clinical Officer at Kitgum Matidi H/CIII was appraised on 10th July 2023</li> </ol>	

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

Maximum 6 points on this performance measure

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

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 as below;

1. Lucy Lawech an Enrolled Midwife at Omiya Anyima H/CIII was appraised on 15th July 2023.

2. Vincent Onek a Laboratory Assistant at Pajimo H/CIII was appraised on 4th July 2023

3. Scovia Adong Anywar an Enrolled Nurse at Okidi H/CIII was appraised on 18th August 2023

4. Lucy Lydia Ayot a Nursing Assistant at Omiya Anyima H/CIV was appraised on 15th July 2023

5. Walter Amwon a Enrolled Nurse at Mucwini H/CIII was appraised on 10th July 2023

6. Ronald Okwanga an Enrolled Nurse at Kitgum Matidi H/CIII was appraised on 10th August 2023

7. Grace Adong Otim an Enrolled Midwife at Orom H/CIII was appraised on 30th June 2023

8. Stella Laker a Laboratory Assistant at Mucwini H/CIII was appraised on 20th July 2023

9. Susan Odongkara a Nursing Assistant at Akuna Laber H/CIII was appraised on 30th June 2023

10. Nelson Okwera an Enrolled Nurse at Kitgum Matidi H/CIII was appraised on 10th August 2023

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

Maximum 6 points on this performance measure

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

Areas which needed corrective action based on the appraisal reports were captured, for example, better customer care towards patients. However, evidence of training on customer care was not presented at the time of assessment.

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>There was no evidence of training plan and/or training of health workers in the previous FY.</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>A training database was not available at the time of assessment. Such a database was not familiar to the staff.</p>	0

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

9	<p>N23 Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>From the DHO's office, a copy of the letter (dated 1st July 2023) from the CAO (Adokorach Pamela) to the Permanent Secretary, MoH on submission of list of functional Health Facilities in Kitgum District receiving PHC funds. The letter was copied to the RDC, District Chairperson and DHO. A list of 27 health facilities was attached.</p> <p><b>However, there was no evidence that the letter was delivered and received in the MoH by September 30th.</b></p>	0
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>The evidence provided indicated that the LG allocated 19% towards monitoring service delivery and management of District health services which was in line with the health sector grant of allocating at least 15%.</p> <p>Out of the Total budget of Ushs 60,681,000, the LG only allocated Ushs 11,816,000 which was.</p> <p><math>11,816,000/60,681,000 = 19\%</math></p>	2

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

There was evidence that the LG made timely submission of warrants to health facilities for the last FY, in accordance with the requirements of the budget the 4 quarters. as per the dates from the IFMS;

- Quarter 1 warrants for direct grant transfers health facilities were submitted on 15th August 2022

- Quarter 2 warrants for to direct grant transfers health facilities submitted on 17th October 2023.

- Quarter 3 warrants for direct grant transfers health facilities were submitted on 25th January 2023

- Quarter 4 warrants for direct grant transfers health facilities were submitted on 25th May 2023.

Therefore, the LG was compliant.

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

There was evidence that the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to schools as per the verified transfer vouchers below;

Quarter 1 was invoiced on 16th August 2022 which was 3 days working after the release of funds from MoFPED on 11th August 2022

Quarter 2 was invoiced on 31st October 2022 which was 5 days working after the release of funds from MoFPED on 25th October 2022

Quarter 3 was invoiced on 20th January 2023 which was 3 working days from the release of funds from MoFPED on 17th January 2023

Quarter 4 was invoiced on 9h May 2023 which was 1 day working from the release of funds from MoFPED on 5th May 2023

The invoicing for all the quarters was done with 5 working days hence being compliant.

N23\_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.

Maximum 9 points on this performance measure

e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0

There was Evidence that the LG has publicized on the notice boards all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoPPED as below;

Quarter 1 was publicised on 16th August 2022 which was 3 days after the release of expenditure limits from MoFPED on 10th August 2022

Quarter 2 was displayed on 24th October 2022 which was 3 days after the release of the expenditure limits from MoFPED on 20th October 2022

Quarter 3 was publicised on 28th January 2023 which was 3 days from the release of expenditure limits from MoFPED on 23rd January 2023

Quarter 4 was publicised on 17th May 2023 on the same day expenditure limits from MoFPED was on 17th May 2023

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

Maximum 7 points on this performance measure

a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0

There was evidence that the health department implemented actions recommended by the DHMT Quarterly performance review meetings.

For example, from the review of the quarterly performance review meeting minutes, quarter one meeting (held from 26th to 27th October 2022 and minutes signed by the DHO on 30th October 2022), recommended all health facilities should make Reach Every Child (REC) micro-plan to improve on immunisation coverage in the community (see recommendation serial number 4).

From the review the health facility micro-plans for REC, the plans for the three sampled health facilities were as follows:

Namokora HC IV: REC micro-plan dated 20th June 2023 and signed by the in-charge and approved by the DHO on 20th June 2023.

Pajimo HC III: REC micro-plan dated 11th August 2023 and signed by the in-charge and approved by the DHO on 11th August 2023.

Lokorom HC III: REC micro-plan dated 26th July 2023 and signed by the in-charge and approved by the DHO on 26th July 2023.

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

Maximum 7 points on this performance measure

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

Review of the quarterly performance review meeting attendance lists (for all the four quarters) showed that the meetings involved all health facility in-charges or their representatives and other key stakeholders like the MOH, District Secretary Health, Planner and implementing partners likes Enable, Care, Uganda Heart Institute, Straight Talk Foundation among others.

The dates for the above mentioned meetings were as follows:

- Quarter 1: meeting held from 26th to 27th October 2022 and minutes signed by the DHO on 30th October 2022.
- Quarter 2: meeting held from 6th to 7th January 2023 and minutes signed by the DHO on 15th January 2023.
- Quarter 3: meeting held from 4th to 5th July 2023 and minutes signed by the DHO on 8th July 2023.
- Quarter 4: meeting held from 14th to 15th January 2023 and minutes signed by the DHO on 18th September 2023.



10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>There was no evidence that the LG supervised Kitgum General Hospital, St. Joseph’s Hospital (PNFP) and Namokora HC IV 100% in the previous FY.</p> <p>While the supervision report for Quarter 3 (dated 06th March 2023 and approved by the Ag. DHO on 10th March 2023) was available, review of the report revealed that the above-mentioned health facilities were not supervised.</p> <p>The supervision reports for all the quarters for FY 2022/2023 were reviewed as follows:</p>	0
			<ul style="list-style-type: none"> <li>• <b>Quarter 1:</b> supervision was done from 2nd to 5th August 2022. Kitgum General Hospital and St. Joseph’s Hospital were supervised on 2nd August 2022 while Namokora HC IV was supervised on 3rd August 2022. The report (dated 8th August 2022) was prepared by Komakech Tito Lutwa and approved by the Ag. DHO on 15th August 2022.</li> <li>• <b>Quarter 2:</b> supervision was done from 10nd to 14th October 2022. Kitgum General Hospital and St. Joseph’s Hospital were supervised on 10th October 2022 while Namokora HC IV was supervised on 11th October 2022. The report (dated 17th October 2022) was prepared by Komakech Tito Lutwa and approved by the Ag. DHO on 24th October 2022.</li> <li>• <b>Quarter 3:</b> Kitgum General Hospital, St. Joseph’s Hospital and Namokora HC IV were not supervised.</li> <li>• <b>Quarter 4:</b> supervision was done from 17nd to 21th April 2023. Kitgum General Hospital and St. Joseph’s Hospital were supervised on 17th April 2023 while Namokora HC IV was supervised on 18th April 2023. The report (dated 24th April 2023) was prepared by Komakech Tito Lutwa and approved by the Ag. DHO on 28th April 2023.</li> </ul>	
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <p>• If not applicable, provide the score</p>	<p>There was evidence that the HSD carried support supervision of lower level health facilities with the previous FY.</p> <p>The evidence was established from Chua HSD support supervision report for Quarter one and Quarter two, FY 2022/2023. A total of nine health facilities were supervised. The report was prepared by the in-charge Chua HSD (Dr. Auma Lucy) on 28th December 2022Emma, and approved by the DHO (DR. Okello Henry Otto) on 05th January 2022.</p> <p>The report showed that support supervision was conducted from 22nd to 29th September 2022 in the 1st Quarter and from 15th to 21st December 2022 in the 2nd Quarter.</p>	1

10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.	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	At the time of assessment, there was no evidence that the LG used results/ reports from discussion of the support supervision and monitoring visits.	0
	Maximum 7 points on this performance measure			
10	Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.	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	No evidence provided to the effect that LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY.	0
	Maximum 7 points on this performance measure			
11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	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	The evidence indicated that the LG allocated 19% towards promotion and prevention activities instead of the 30% as per the health sector grant guidelines.  Out of the Total budget of Ushs 60,681,000, the LG only allocated Ushs 11,816,000 which was.  $11,816,000/60,681,000 = 19\%$	0
	Maximum 4 points on this performance measure			
11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0	At the time of assessment, there was no evidence to the effect that DHT led health promotion, disease prevention and social mobilization activities during the previous FY.	0
	Maximum 4 points on this performance measure			

11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0	No evidence of follow up taken by the DHT on health promotion and disease prevention issues.	<b>0</b>
	Maximum 4 points on this performance measure			

### Investment Management

12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.	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	There was no updated assets register which sets out health facilities and equipment.  What was presented was Kitugum LG asset register for <b>FY 2021/2022</b> , signed by the CAO on 10th June 2022 but with no health facilities spelled out. Register indicated asset description, tag number, condition, user title, location, date of purchase, cost and remarks.	<b>0</b>
	Maximum 4 points on this performance measure			

12	Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.	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)):	Desk appraisal reports were provided for the health development projects implemented by the LG in the FY 2022/23 and included;  Construction of OPD ward at Okid HCIII with funding from the Sector development Grant at Ushs 60,000,000 (LGDPIII page 81 and Approved Budget page 23).  Construction of Placenta pits in s Akunmo HC II, Akilok HCII and Lalikan HCII with funding from the Sector development Grant at Ushs 39,974,000 (LGDPIII page 81 and Approved Budget page 23).  The above projects were recommended for field appraisal since they were approved in the LGDPIII and budgeted in the FY 2022.2023.	<b>1</b>
	Maximum 4 points on this performance measure	score 1 or else score 0		

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>Field appraisal reports were provided for the health development projects implemented by the LG in the FY 2022/23 conformed to the</p> <p>i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs and they included;</p> <p>- Construction of OPD ward at Okid HCIII with funding from the Sector development LGPDIII page 81 and Approved Budget page 23).</p> <p>- Construction of Placenta pits Akunmo HC II, Akilok HCII and Lalikan HCII with funding from the Sector development Grant LGPDIII page 81 and Approved Budget page 23).</p> <p>The projects were recommended for implementation since finds were available.</p>	1
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>There was no evidence that the DLG had screened for environmental and social risks impact and put mitigation measures for projects in the current FY2023/2024.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</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>For FY 2023/2024, the health department submitted its procurement plans on the 10th April 2023.</p>	1
<p>Maximum 4 points on this performance measure</p>				
<p>Maximum 10 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>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>Based on the evidence provided, the LG health department submitted procurement request forms not later than quarter one for FY 2023/2024. For example;</p> <ul style="list-style-type: none"> <li>• FormPP1 for Completion of X-Ray room at Kitgum health centre at a budget of UGX 62,000,000 was submitted to PDU on 20th April 2023</li> <li>• FormPP1 form for Completion of ward at Okidi HC III at a budget of UGX 67,366,000 was submitted on 20th April 2023.</li> <li>• FormPP1 for Completion of Ward at Orom HC II at a budget of UGX 60,360,000 was submitted to PDU on 20th April 2023.</li> </ul>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p>There was evidence that the health infrastructure investment for FY 2022/2023 were approved by the contracts committee. For example;</p> <ul style="list-style-type: none"> <li>• For Construction of Placenta Pits at Lakwor HC II, the contract committee approval meeting was on 27th February 2022 under minute no. KITG/03/LGCC/21/22-23 and the contract was signed with B.N Engineering Co. Ltd at a contract price of UGX 35,644,614</li> <li>• For Completion of childrens Okidi HC II the contract committee approval meeting was on 30th November 2022 under minute KITG/02/LGCC/11/22-23 and the contract was signed with Giant Plum Enterprises (U) Ltd at a contract price of UGX 126,063,406</li> <li>• For Construction of Placenta Pits at Pudo HC II, the contract committee approval meeting was on 27th February 2022 under minute KITG/03/LGCC/21/22-23 and the contract was signed with B.N Engineering Co. Ltd at a contract price of UGX 35,644,614(Same contractor with Lakwor Placenta pit construction).</li> </ul>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The following was presented as evidence that the LG established a PIT for all health projects;</p> <ul style="list-style-type: none"> <li>• A letter dated 20th March 2023 by Olaro Emmanuel Eugen (CAO) appointing Layika Mathew the Assistant Engineering Officer as the Contracts Manager for all health projects was presented.</li> </ul> <p>However, appointments for the Project manager, environment Officer, DCDO, Labour Officer and Clerk of Works were not presented.</p>	0

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	In the updated approved procurement plan for FY 2022/2023 by Adokorach Pamela the CAO dated 6th July 2023, there was no planned HC II being upgraded to HC III neither were there construction of new HC IIIs.	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 maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO for health infrastructure projects in FY 2022/2023.	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	In the updated approved procurement plan for FY 2022/2023 by Adokorach Pamela the CAO dated 6th July 2023, there was no planned HC II being upgraded to HC III neither were there construction of new HC IIIs. There was therefore no evidence that the LG held monthly site meetings by the project site committee chaired by the CAO.	1
	Maximum 10 points on this performance measure	If there is no project, provide the score		

<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction was given;</p> <ul style="list-style-type: none"> <li>• Construction of Placenta Pits at Pudo HC II, an inspection report by Layika Mathew conducted on 26th May 2023 in which it was observed that the Placenta pit was fully completed and was ready for use, however, that the barbed wire was not provided for in the BOQ was presented. Also, a checklist for Environmental and Social Safeguards compliance for construction of placenta pit at Lakwor &amp; Pudo Health Centre II in Lalano S/C dated 30th June 202 by District Environment Officer and DCDO was presented. Placenta point pit had been fenced as per observations in the checklist</li>   <li>• Construction of Placenta Pits at Lakwor HC II, an inspection report by Layika Mathew conducted on 26th May 2023 in which it was observed that the Placenta pit was fully completed and was ready for use, however, that the barbed wire was not provided for in the BOQ was presented. A checklist for Environmental and Social Safeguards compliance for construction of placenta pit at Lakwor &amp; Pudo Health Centre II in Lalano S/C dated 30th June 202 by District Environment Officer and DCDO was presented. Placenta point pit had been fenced as per observations in the checklist.</li>   <li>• Completion of childrens Okidi HC II, an inspection report for completion of ward at Okidi Health Centre III by Layika Mathew the Supervisor of Works in the presence of District Engineer, District Health Officer, &amp; CAO in which he mentioned that the mechanical installation majorly underground pipes works including septic tanks had been put in place was presented. A checklist for Environmental and Social Safeguards compliance for construction of General ward at Okidi Health Centre III in Amida West S/C dated 30th June 202 by District Environment Officer and DCDO was presented. Excavated soil and debris removed and site well levelled and revegetated as per observations in the checklist.</li> </ul>
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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

The sampled payment vouchers indicated that the DHO verified and initiated payments for contractors within the specified time frame (within 2 weeks or 10 working days after receiving payment requests) as indicated below;

Voucher Payment Vouchers 6430861 dated 28th June 2023 for Ushs 7,810,640: Contract no. KITG 686/WRKS/2022/2023/00002 Project; Retention for completion of General Ward at Okid HCIII in Lanongo Amida S/c by Giant Plum Enterprises (U) Ltd, invoice was raised on 30th May 2023 and payment process was verified and initiated by DHO on 8th June 2023 which was 7 days from receipt of payment request.

Voucher 6429931 dated 28th June 2023 for Ushs 28,898,620: KITG 686/WRKS/2022/2023/00012 Project; Construction of Placenta Pits at Akunmo HC II, Akilok HCII and Lalikan HCII by DEG BEDO Co Ltd, invoice was raised on 14th June 2023 and payment process was verified and initiated by DHO on 21st June 2023 which was 5 days from receipt of payment request.



13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>j. Evidence that the LG has a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law score 1 or else score 0</p>	<p>There was evidence that the procurement file for each health infrastructure contract was complete with all records required by the PPDA. For example;</p> <ul style="list-style-type: none"> <li>• Construction of Placenta Pits at Pudo HC II, Lakwor HC II and Obyen HC II, procurement reference number: KITG868/WRKS/22-23/00011, the file had an evaluation report dated 25th February 2023. The contract committee approved the evaluation report on 27th February 2023 under minute KITG/03/LGCC/21/22-23. The contract between the parties was signed with B.N Engineering Co. Ltd at a contract price of UGX 35,644,614 on 17th march 2023.</li> <li>• Construction of Placenta Pits at Lakwor HC II, procurement reference number: KITG868/WRKS/22-23/00011, the file had an evaluation report dated 25th February 2023. The contract committee approved the evaluation report on 27th February 2023 under minute KITG/03/LGCC/21/22-23. The contract between the parties was signed with B.N Engineering Co. Ltd at a contract price of UGX 35,644,614 on 17th march 2023.</li> <li>• Completion of children's Okidi HC II, procurement reference number: KITG868/WRKS/22-23/00002, the file had an evaluation report dated 31st October 2022. The contracts committee meeting that approved the evaluation report was dated 30th November 2022 under minute KITG/02/LGCC/11/22-23 and the contract was signed between the parties at a contract sum of UGX 126,063,406 on 20th December 2022.</li> </ul>
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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>	<p>There was no grievance raised/reported and therefore no recording of grievance under the health sector was done in the Log book.</p>
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15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>There was no evidence that the DLG had disseminated the guidelines on healthcare/medical waste management.</p>	0
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>There was evidence that Kitgum DLG had in place a functional system for Medical waste management.</p> <p>Kitgum General Hospital had a functional Incinerator, relatively new placenta pit (the old one was demolished) and rubbish pits. Kitgum General Hospital Approved Annual Work Plan FY 2023/2024 dated March 2023 and received by the DHO on 31st March 2023. There was no direct budget for waste management but placed under budget line of maintenance -others UGX 8,000,000. Pg.61.</p> <p>Akiloc Health centre II had a new placenta pit, rubbish pit and the incinerator for managing the medical waste. The Health Centre II had an Annual Work Plan FY 2023/2024 received by DHO and not signed by the Committee or In-Charge. There was no budget line for waste management.</p> <p>Lalekan Health Centre II had a placenta pit and rubbish pit. Annual Comprehensive work plan 2023/2024 had no budget for waste management.</p> <p>Kitgum DLG had a service provider for medical waste management "GREEN LABEL SERVICES LTD" There was no MOU provided at the time of assessment but they had a file of forms titled District waste transfer form by Green Label Service Ltd. This forms are delivered to the DLG monthly.</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>A Report on Assessment/Technical support on Health Care Waste Management at Kitgum District during Yellow fever campaigns from 23rd to 26th June 2023. One of the challenges during the technical support was to identify the challenges relating to health care waste management in the health facilities. The activity was implemented by ADHO-EH and Clinical Officer. Report signed by Mr. Onono Charles - ADHO-EH. This was partly to create awareness on waste management at the Health facilities.</p>	1

16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0	There was no evidence that the costed ESMPs were incorporated into the designs, BoQs and contractual documents.  The Construction of the placenta pits in Akilok HCII, Lalekan HCII, Akuromo HC II and construction of the intensive unit in Kitgum General Hospital did not have their costed ESMPs incorporated into the BoQs.	0
	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	There was no evidence that all health sector projects were implemented on Land where the DLG had proof of ownership.  Proof of ownership for all the projects sampled was not presented for verification at time of the assessment. Ffor instance construction of Placenta pits at Akuromo HC II, Akilok HC II and Lalekan HC II and renovation of intensive care Unit at Kitgum General Hospital all did not have land agreements, consents or land titles.	0
	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	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.	Environmental compliance monitoring report for Q4 of FY 2022/2023 for the months of April, May and June 2022 dated 30th June 2022. The monitoring for construction of placenta pits in Akilok, Akuromo HC II and Lalekan Health Centres II, reported projects to be completed and in use. Signed by the Senior Environment Officer. Monitoring was done both by DCDO and SEO to inspect compliance with the ESMPs.	2
	Maximum 8 points on this performance measure			

Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments

Maximum 8 points on this performance measure

d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0

There was evidence that certification forms for all the Health sector projects were completed and signed.

Certificate no.1 dated 16th June 2023 for the construction of Placenta pits at Akuromo HC II, Akilok HC II and Lalekan HC II, worth UGX 30,829734. Certificate signed by the Internal Audit, District Engineer, CFO, Senior Environment Officer, DCDO and CAO.

Payment made on 28th June 2023, PV no. 6429931.

Certificate no.1 dated 2nd June 2023 for the renovation of intensive care Unit at Kitgum General Hospital. Certificate signed by the Internal Audit, and District Engineer.

Payment made on 1st November 2023, Voucher no. 90551

**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>	<p>Information from the Ministry MIS FY 2022/2023 indicated that Kitgum District rural water source functionality was at 60% below 80%</p>	<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>	<p>Information for Kitgum DLG from the Ministry MIS FY 2022/2023 indicated that: -</p> <ul style="list-style-type: none"> <li>• The established WSCs were 548</li> <li>• The functional WSCs were 504</li> </ul> <p>This translated to 91.97% of facilities with functional Water and Sanitation Committees a range between 90-100%</p>	<b>2</b>
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. The LG average score in the water and environment LLGs performance assessment for the current. FY. If LG average scores is;</p> <ul style="list-style-type: none"> <li>• Above 80%, score 2</li> <li>• 60% - 80%, score 1</li> <li>• Below 60%, score 0</li> </ul>	<p>The LG average score in the water and environment LLGs performance assessment for the current FY 2022/2023 is 71%.</p>	<b>1</b>

N23\_Service Delivery Performance: Average score in the water and environment LLGs performance assessment

Maximum 8 points on this performance measure

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

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

o If 80-99%: Score 1

o If below 80 %: Score 0

Kitgum District rural safe water coverage was at 95% as per Kitgum DLG, Water and sanitation, data Dated 30th June 2022. In the AWP Dated 15th July 2022 and signed by CAO. Received by The Permanent Secretary on 17th March 2023 and Annual performance report for FY 2022/2023 dated 15th July 2023 signed by CAO, Received by The Permanent Secretary on 31st August 2023 were considered.

Ten (10) out of seventeen (1seventen (ties were below the District's safe water coverage.

The ten (10) Sub-counties were: - Mucwini West at 93%, Orom East at 94%, Kiteny at 90%, Omiya Anyima at 93%, Omiya Anyima at 93%, Labongo Amida at 88%, Namokora North at 82%, Labongo layamo at 84%, Kitgum Matidi at 92%, Lagoro at 92%.

From the above ten, only sub-counties (Kiteny, Labongo Amida and Labongo layamo) were budgeted for in the FY 2022/2023

DWO total budget for FY 2022/2023 was Ushs 487,362,325 out of this total budget the sum of Ushs. 101,100,000 was allocated to Sub-counties below District average.

This indicated that 20.74% of budget for FY 2022/2023 was allocated to Sub-counties below District safe water average.  $(101,100,000 / 487,362,325) \times 100 = 20.74 \%$

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

The contract price of three sampled WSS infrastructure investments for the previous FY had all within +/- 20% of engineer's estimates as analyzed below;

1. Drilling of 07 deep boreholes (KITG868/WRKS/22-23/00001). Engineer's estimate was UGX.164,500,000 against contract price of UGX.195,619,820= which is a variation of -18.91%

2. Construction of 5 stances drainable Latrine at Akworo market in Labongo Amida Sub County and 01 urinal (KITG868/WRKS/22-23/00007). Engineer's estimate was UGX.21,600,000= against contract price of UGX.24,986,264= which is a variation of -15.68%

4. Rehabilitation of 08 boreholes (Ref. No: KITG868/WRKS/22-23/00025). Engineer's estimate was UGX.68,028,268= against the contract price of UGX.69,645,252= which is a variation of -02.38%

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

Kitgum DWO Quarter four progress report dated 15th July 2023 reported the status of all planned projects against their achievements as:

Sampled projects

Projects: Construction of Public Latrines in RGCs

No. of planned projects: 01

No. of completed projects: Partially done 01

Remarks: 01 latrine was incomplete by the end of Quarter 4, therefore nonfunctional.

Projects: Drilling and construction of new boreholes

No. of planned projects: 07

No. of completed projects: 07

Remarks: 07 Boreholes were completed and are functional.

Projects: Construction of Piped water supply system in Mucini East sub county

No. of planned projects: 01

No. of completed projects: 00

Remarks: 01 Piped water supply system was incomplete by the end of Quarter 4, therefore non-functional.

Projects: Borehole Rehabilitation

No. of planned projects: 08

No. of completed projects: 08

Remarks: 08 Boreholes were completed and are functional.

Total planned projects = 17

Total completed projects = 16

$\% = (16/17) \times 100 = 94.1\%$

Details are reflected in Annual performance report for FY 2022/2023 dated 15th July 2023 signed by CAO, received by The Permanent Secretary on 31st August 2023



3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. If there is an increase in the % of water supply facilities that are functioning</p> <p>o If there is an increase: score 2</p> <p>o If no increase: score 0.</p>	<p>Ministry MIS FY2021/2023</p> <p>-The functioning % of water supply facilities for Kitgum DLG were:</p> <p>Rural = 60%</p> <p>Urban = 74%</p> <p>= (60+74)/2) % = 67%</p> <p>Ministry MIS FY 2022/2023:</p> <p>-The functioning % of water supply facilities for Kitgum DLG were:</p> <p>Rural = 50%</p> <p>Urban = 71%</p> <p>= (50+71)/2) % = 60.50%</p> <p>The above results indicated no increase in percentage of water supply facilities from FY 2021/2022 to FY 2022/2023</p>	0
3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. If there is an Increase in % of facilities with functional water &amp; sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 1% score 2</p> <p>o If increase is between 0-1%, score 1</p> <p>o If there is no increase : score 0.</p>	<p>Ministry MIS FY 2021/2022:</p> <p>Kitgum DLG were:</p> <p>-The established WSCs were 638.</p> <p>-The functional WSCs were 592</p> <p>= (592/638) *100 = 92.79%</p> <p>This translated to the 92.79% of facilities with functional Water and Sanitation Committees</p> <p>Ministry MIS FY 2022/2023:</p> <p>Kitgum DLG</p> <p>-The established WSCs were 548</p> <p>-The functional WSCs were 504</p> <p>= (504/548) *100 = 91.97%</p> <p>This translated to the 91.97% of facilities with functional Water and Sanitation Committees.</p> <p>The above results indicated decrease of 0.82% of facilities with functional Water and Sanitation Committees from FY 2021/22 and FY 2022/2023</p>	0

**Performance Reporting and Performance Improvement**

4	Accuracy of Reported	The DWO has accurately	Kitgum DWO Annual performance	3
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Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance

*Maximum 3 points on this performance measure*

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

report for FY 2022/2023 dated 15th July 2023 signed by CAO, received by The Permanent Secretary on 31st August 2023 reported on WSS facilities as follows;

Sampled projects from Annual progressive report – reported as complete.

Projects: Construction of Public Latrines in RGCs

No. of planned projects: 01

No. of completed projects: 01

Remarks: 01 latrine was incomplete by the end of Quarter 4, therefore nonfunctional.

Projects: Drilling and construction of new boreholes

No. of planned projects: 07

No. of completed projects: 07

Remarks: 07 Boreholes were completed and are functional.

Projects: Construction of Piped water supply system in Mucwini East sub county

No. of planned projects: 01

No. of completed projects: 01

Remarks: 01 Piped water supply system was incomplete by the end of Quarter 4, therefore non-functional.

Projects: Borehole Rehabilitation

No. of planned projects: 08

No. of completed projects: 08

Remarks: 07 Boreholes were completed and are functional.

On 10th November 2023, four (4) WSS infrastructure were sampled in three Sub-counties during the field visit.

WSS infrastructure 1

Activity: Drilling and installation of Borehole

Village: Gangalera

Parish: Akworo

Sub-County: Labongo Amida

Details from BOQ & Drawings

-Preliminaries, general deep bore hole siting

-Drilling

-Casting platform and hand pump installation

Finding (Field visit):

-The deep well was drilled, casted and installed

-The platform was constructed as per drawings

-The platform was labelled with DWD No. 87721 with date of construction as 25th February 2023.

-Soak pit seen constructed with good drainage

-Borehole was fenced.

-Borehole seen functional at time of assessment.

WSS infrastructure 2

Activity: Construction of 5 stance drainable latrine

Village: Akworo- Tecwa South

Parish: Akworo

Sub-County: Labongo Amida

Details from BOQ & Drawings

- Construction of 5 stance drainable latrine

- Drawings were availed

Finding (Field visit):

-The 5-stance drainable latrine was constructed

-The latrine was constructed as per drawings

-Ramp in place

-Urinal in place

-The latrine was labelled with Kitgum DLG -wata department grant FY

2022/2023, Mon and Co

-Soak pit seen constructed

-Latrine seen not in use at time of assessment.

In summary - DWO accurately reported on WSS facilities constructed in the FY 2022/2023 and the performance of these facilities were as reported

WSS infrastructure 3

Activity: Rehabilitation of deep borehole

Village: Paibwo North

Parish: Paibwo

Sub-County: Labongo Layamo

Details from BOQ

- Rehabilitation of deep borehole

Finding (Field visit):

-The deep borehole was rehabilitated

-The borehole was labelled with K

---Rehabilitation by KDLG

--SOF-LDG

--Imp by KDHPMA

--18 May 2023

-It was fenced

Soak pit seen constructed with good drainage

-Borehole was fenced.

-Borehole seen functional at time of assessment.

. WSS infrastructure 4

Activity: Construction of piped water system

Sub-County:Labongo Mucwini

Details from BOQ & Drawings

- Construction of piped water system phase I

- Drawings were availed

Finding (Field visit):

- The piped water system was constructed
- Excavations were done
- Lay of pipes in progress
- Pump installed
- Pump house constructed
- Solar pump system
- fence wall and gates were seen installed at the time of assessment
- The latrine was constructed as per drawings
- Ramp in place
- Soak pit seen constructed

In summary - DWO accurately reported on WSS facilities constructed in the FY 2022/2023 and performance of these facilities were as reported

For FY 2022/2023, Kitgum DLG Water Office collected and compiled quarterly information on Sub-county Record bookkeeping, , the functionality of facilities and WSCs, sustainability of financial system for O &M, sanitation around water points and and water quality as below:

Quarter I report was compiled on 20th November 2022.

-Titled: Quarter two water point monitoring report for the FY 2022/2023.

-Information captured under this report included:

1. No of complying water points,
2. Non-complying water points,
3. Record and book keeping data,
4. Remarks etc

Report was compiled by

- Okeny Geoffrey -AEO-Water
- Ojuk Eric Abala-BMT
- Ameda Emmanuel -ADWOM
- Akidi N Berna-ADWOS.

Quarter II report

5

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

*Maximum 7 points on this performance measure*

a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2

2

-Report compiled on 17th January 2023.

-- Titled: Quarter two water point monitoring report for the FY 2022/2023.

-Information captured under this report included:

1. No of complying water points,
2. Non-complying water points,
3. Record and bookkeeping data,
4. Remarks etc

Report was compiled by

-Okeny Geoffrey -AEO-Water

-Ojuk Eric Abala-BMT

-Ameda Emmanuel -ADWOM

-Akidi N Berna-ADWOS

Quarter III report

-Report compiled on 18th April 2023,

- Titled: Quarter three water point monitoring report for the FY 2022/2023.

-Information captured under this report included

1. No of complying water points,
2. Non-complying water points,
3. Record and book keeping data,
4. Remarks etc

Report was compiled by

-Okeny Geoffrey -AEO-Water

-Ojuk Eric Abala-BMT

-Ameda Emmanuel -ADWOM

-Akidi N Berna-ADWOS

Quarter IV report

-Report compiled on 30thth June 2023

Titled: Quarter four water point monitoring report for the FY 2022/2023.

-Information captured under this report included:

1. No of complying water points,
2. Non-complying water points,

- 3. Record and book keeping data,
- 4. Remarks, etc

Report was compiled by

-Okeny Geoffrey -AEO-Water

-Ojuk Eric Abala-BMT

-Ameda Emmanuel -ADWOM

-Akidi N Berna-ADWOS

5

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

*Maximum 7 points on this performance measure*

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

Kitgum DWO had filed reports on data showing details of facilities, population served, functionality of WSCs and WSS facilities captured and compiled on Quarterly basis for FY 2022/2023

Quarter I

The data collected using Form 4 on functionality in 1st Quarter were summarized as below:

District: Kitgum DLG

Sub-counties visited: (All)

Total water points visited: 119

No. of water points that are functional =76

% of Water points that are functional = 63.87%

District MIS was updated, and data reflected in Quarter 1 water point monitoring report compiled on 20th November 2022.

Quarter II

The data collected using Form 4 on functionality in 2nd Quarter were summarized as below:

District: Kitgum DLG

Sub-counties visited: (All)

Total water points visited: 128

No. of water points that are functional =74

% of Water points that are functional = 57.81%

3

District MIS was updated, and data reflected in Quarter II water point monitoring report compiled on 17th January 2023

#### Quarter III

The data collected using Form 4 on functionality in 3rd Quarter were summarized as below:

District: Kitgum DLG

Sub-counties visited: All

Total water sources visited: 132

No. of water sources that are functional = 85

% of water sources that are functional = 64.39%

District MIS was updated, and data reflected in Quarter III water point monitoring report dated 18th April 2023.

#### Quarter IV

The data collected using Form 4 on functionality in the 4th Quarter were summarized as below:

District: Kitgum DLG

Sub-counties visited: All

Total water sources visited: 124

No. of water sources that are functional = 84

% of water sources that are functional = 67.74%

District MIS was updated, and data was reflected in the Quarter IV water point monitoring report dated 30th June 2023.



5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p>	<p>There was no evidence of LLG performance assessment scores for previous FY and PIP implementation reports seen at the time of assessment.</p>	0
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### Human Resource Management and Development

6	<p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. Evidence that the DWO has budgeted for the following Water &amp; Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation &amp; hygiene); 1 Engineering Assistant (Water) &amp; 1 Borehole Maintenance Technician: Score 2</p>	<p>The Assistant Engineering Officer was the only offer in the department budgeted for at UGX 14,400,000 as indicated on page 56 of the PBS staff list FY2023/2024:</p>	0
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6	<p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment &amp; Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>The Forestry Officer was budgeted for at UGX 26,400,000 as indicated on page 53 of the PBS staff list FY2023/2024. The rest were not budgeted for.</p>	0
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7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<p>The water office staff had not been appraised at the time of assessment.</p>	0
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7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<p>There was no evidence that the water officer submitted a capacity needs assessment report</p>	0
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## Management, Monitoring and Supervision of Services.

8

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

*Maximum 6 points on this performance measure*

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

Kitgum DLG rural safe water coverage stands at 95% as per Kitgum DLG Water and sanitation data and AWP 2023/2024 dated 15th July 2023 signed by CAO, Received by the Central Registry on 31st August 2023 with 15 sub-counties.

Nine (09) out of seventeen (17) sub-counties were below the District's safe water coverage.

The nine (09) Sub-counties were: - Mucwini West at 93%, Oromu East at 94%, Kiteny at 93%, Omiya Anyima at 93%, Omiya Anyima West at 93%, Labongo Amida at 90% Namokora North at 82%, Kitgum Matidi at 92%, Lalano at 92%,

From the above nine (09), only one (01) sub-county (Orom East) was budgeted for in the FY 2023/2024. (The three sub-counties (Omiya Anyima, Omiya Anyima West and Lalano) were taken by the development partner (LWF) as per MoU between Kitgum DLG and Lutheran Federation Uganda dated 28th June 2017 signed by District Chairperson on 27th July 2017, CAO on 26th July 2017 as witness on behalf of Kitgum DLG and Country Representative LWF Uganda signed and stamped on 28th June 2017

DWO total budget for FY 2022/2023 was Ushs 422,982,828= out of this total budget the sum of Ushs. 24,545,454 was allocated to Sub-counties below District average.

This indicated that 5.8 % of the budget for FY 2023/2024 was allocated to Sub-counties below the District safe water average.

$(24,545,454 / 422,982,828) \times 100 = 5.8 \%$

Therefore, 5.8% of the FY 2023/2024 budget was allocated to Sub-counties below the District average.

0

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

*Maximum 6 points on this performance measure*

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

Kitgum DWO communicated to the LLGs their respective allocations per source to be constructed in the FY2023/2024 by display on the Water Office and Sub counties' notice boards as evidenced on the assessment days. Dated 28th July 2023, signed by Okeny Geoffrey - Assistant Engineering officer -Water -Kitgum

Below are the three sampled LLGs

S/No.: 01

Projects: Drilling of 01 deep Boreholes, Rehabilitation of deep Boreholes (01)

Sub County: Namokora

Funding: DWSSCG

Budget: Ushs 33,045,454

S/No.: 02

Projects: Drilling of new boreholes (01),

Sub County: Oromu East

Funding: DWSSCG

Budget: Ushs 24,545,454

S/No.: 03

Projects: Drilling of 1 deep Borehole and Partial completion of pied water system (1)

Sub County: Mucwini East

Funding: DWSSCG

Budget: USHS 174,532,454

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

*Maximum 8 points on this performance measure*

a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)

- If 95% and above of the WSS facilities monitored quarterly: score 4

- If 80-94% of the WSS facilities monitored quarterly: score 2

Kitgum DWO communicated to the LLGs their respective allocations per source to be constructed in the FY2023/2024 by display on the Water Office and Sub counties' notice boards as evidenced on the assessment days. Dated 28th July 2023, signed by Okeny Geoffrey - Assistant Engineering officer -Water -Kitgum

Below are the three sampled LLGs

- If less than 80% of the WSS facilities monitored quarterly:  
Score 0

S/No.: 01

Projects: Drilling of 01 deep Boreholes, Rehabilitation of deep Boreholes (01)

Sub County: Namokora

Funding: DWSSCG

Budget: Ushs 33,045,454

S/No.: 02

Projects: Drilling of new boreholes (01),

Sub County: Oromu East

Funding: DWSSCG

Budget: Ushs 24,545,454

S/No.: 03

Projects: Drilling of 1 deep Borehole and Partial completion of pied water system (1)

Sub County: Mucwini East

Funding: DWSSCG

Budget: USHS 174,532,454

The monitoring reports and list of WSS projects for the FY 2022/2023 were considered:

Sampled WSS facilities per quarter

QUARTER I

Monitoring report on functionality of Water sources FY 2022/2023

Dated: 20th November 2022

Sub-Counties: All in Kitgum District

Findings:

Boreholes: -

-Functional = 76

-Non-functional = 43

Remarks:

-Monitoring was only for boreholes

-A number of water points do not collect f water user fee

Total WSS Projects = 1275

No. of Projects monitored =119

% = (119/1275) x100 =9.33%

Monitoring Team:

As per Kitgum LG – water and sanitation monitoring plan FY 2022/2023, the team comprised of:

- Assistant Engineering officer,
- Borehole Maintenance Technician
- Community Bump mechanics
- Sub county authority

## QUARTER II

Monitoring report on functionality of Water sources FY 2022/2023

Dated: 17th Januery 2023

Sub-Counties: All in Kitgum District

Findings:

Boreholes: -

-Functional = 1275

-Non-functional = 74

Remarks:

-Monitoring was only for boreholes

-A number of water points do not collect f water user fee

Total WSS Projects = 1275

No. of Projects monitored =128

% = (128/1275) x100 =09.96%

Monitoring Team:

As per Kitgum LG – water and sanitation monitoring plan FY 2022/2023, the team comprised of:

- Assistant Engineering Officer,
- Borehole Maintenance Technician
- Community Bump mechanics
- Sub-county authority

### QUARTER III

Monitoring report on functionality of  
Water sources FY 2022/2023

Dated: 18th April 2023

Sub-Counties: All in Kitgum District

Findings:

Boreholes: -

-Functional = 68

-Non-functional = 64

Hand Dug Well

Remarks:

--Monitoring was only for boreholes

-A number of water points do not  
collect f water user fee

Total WSS Projects = 1275

No. of Projects monitored =132

% =  $(132/1275) \times 100 = 10.35\%$

Monitoring Team:

As per Kitgum LG - water and  
sanitation monitoring plan FY  
2022/2023, the team comprised of:

-Assistant Engineering Officer,

-Borehole Maintenance Technician

-Community Bump mechanics

-Sub-county authority

### QUARTER IV

Monitoring report on functionality of  
Water sources FY 2022/2023

Dated: 30th June 2023

Sub-Counties: All in Kitgum District

Findings:

Boreholes: -

-Functional = 84

-Non-functional = 40

Remarks:

--Monitoring was only for boreholes

-A number of water points do not

collect f water user fee

Total WSS Projects = 1275

No. of Projects monitored =124

% =  $(124/1275) \times 100 = 9.73\%$

Monitoring Team:

As per Kitgum LG - water and sanitation monitoring plan FY 2022/2023, the team comprised of:

- Assistant Engineering officer,
- Borehole Maintenance Technician
- Community pump mechanics
- Sub county authority

Quarter 1 = 9.33%,

Quarter 2 =9.96%

Quarter 3 =10.35%

Quarter 4 = 9.73%

Average =  $(9.33\% + 9.96\% + 10.35\% + 9.73\%) / 4$

=  $39.37 / 4 = 9.84\%$

The monitored facilities were less than 80%

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

*Maximum 8 points on this performance measure*

b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2

The reviewed AWP for FY 2022/2023 dated 15th July 2022 signed by CAO and received on 17th March 2023 by The Permanent Secretary – MWE indicated that four (4) DWSCC meetings had been planned and the findings were that these four (4) meetings were held and documented as below:

#### Quarter I FY 2022/2023

One (1) DWSCC meeting was conducted, held on 29th September 2022 at District Council Hall

DWSCC minutes captured

#### Quarter II FY 2022/2023

One (1) DWSCC meeting was conducted, held on 11th November 2022 at District Council Hall DWSCC minutes captured,

#### Quarter III FY 2022/2023

One (1) DWSCC meeting was conducted, held on 1th March 2023 at District Council Hall

DWSCC minutes captured.

#### Quarter IV FY 2022/2023

One (1) DWSCC meeting was conducted, held on 04th July 2023 at the District Council Hall

DWSCC minutes captured.



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

*Maximum 8 points on this performance measure*

c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2

Kitgum DWO publicized budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties FY2023/2024 by display on the Water Office and Sub counties' notice boards as evidenced on the assessment days. Dated 28th July 2023, signed by Okeny Geoffrey - AEO-Water-Kitgum

Below are the three sampled LLGs

S/No.: 01

Projects: Drilling of deep borehole (01)

Sub County: Labongo kwang

Funding: DWSSCG

Budget: Ushs 24,545,454

S/No.: 02

Projects: Drilling of new boreholes (01), Partial construction of piped water system (01)

Sub County: Mucwini East

Funding: DWSSCG

Budget: Ushs 174532,454

S/No.: 03

Projects: Construction of public Toilet (01), Rehabilitation for boreholes (01)

Sub County: Orom

Funding: DWSSCG

Budget: USHS 31,300,000

Mobilization for WSS is conducted

*Maximum 6 points on this performance measure*

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:

- If funds were allocated score 3
- If not score 0

Reviewed Kitgum DLG Water Sector AWP FY 2022/2023 dated 15th July 2022 signed by CAO and received on 17th March 2023 by The Permanent Secretary - MWE. The total of NWR was USHS 82,923,825. A total amount allocated for Community mobilization was USHS 34,667,878

$(34,667,878 / 82,923,825) \times 100 = 41.8\%$

The allocated Community mobilization funds was 41.8% above the minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines

10 Mobilization for WSS is conducted

*Maximum 6 points on this performance measure*

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.

Kitgum DWO documented training reports on O&M of WSS facilities as below: -

Training Report:

Dated: 30th June 2023

Titled: Report on water user committee training -meeting - Kitgum district

- **Sub-counties:** Labongo Akwang

Training dates: 26th June 2023

Sub-counties: Labongo Layamo, Kitgum Matidi, Mucwini West

Training dates: 27th June 2023

Sub-counties: Labongo Amida west, Labongo Amida

Training dates: 28th June 2023

Sub-counties: Namukora North, Nukora, Namukora TC

Training dates: 29th June 2023

**Sub-counties:** Orom East, Keteny

Training dates: 30th June 2023

This report captured:

- Roles of user committees
- Financial management
- Cross cuttings (gender, HIV, Personal Hygiene)
- O & M
- Community contribution

Compiled and signed by:

Ameda Emmanuel - Assistant District water officer in Charge of mobilization

Picho Willy - DWO

Wany Oyok David - Environment Officer

## Investment Management

11

Planning and Budgeting for Investments is conducted effectively

*Maximum 14 points on this performance measure*

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

Score 4 or else 0

Kitgum DWO presented Form 1 and Form 4 as updated WSS asset registers filed at the time of assessment. Dated: 30th June 2023.

Titled: Submission of Form 1 and Form 4 for the new deep wells implemented and status of the old Boreholes for updating in the GIS database. The forms contained details for WSS facilities in the LG with the following key information captured for each facility

Form 1

-Water source location

-General information (year of construction, DWD number, source of funding, ownership estimated number of users)

-Type of source

Form 4

-Functionality

-Management

-Gender

-Free from contamination

Also contained in data collection forms FY 2022/2023

Dated: 15th July 2023, signed by CAO, received by Central Registry - MWE on 31st August 2023

Therefore, this was evident enough that LG had an updated asset register

4

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDPIII) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:</p> <p>Score 4 or else score 0.</p>	<p>Desk appraisal reports were provided for development projects implemented by the LG in the FY 2022/23 and they included;</p> <ul style="list-style-type: none"> <li>- Drilling of deep water wells in Padoga West, Pajong, Akwor and Pajimo Lakwor Parishes at Ushs 35,500,000 each deep well with funding from the Sector Development Grant (Approved Budget page 56 -57 and PDPIII page 80)</li> <li>- Rehabilitation of boreholes in Pabwor and Lamola Parishes at Ushs 9,000,000 with funding from the Sector Development Grant (Approved Budget page 57 and PDPIII page 80)</li> </ul> <p>The projects were recommended for Field appraisals.</p>	4
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2</p>	<p>All budgeted investments under Kitgum DLG Water Office for FY 2023/2024 have completed applications from beneficiary communities.</p> <p>The community used village proposal sheets designed by the district planning unit to apply, and the following were sampled.</p> <p>Community application 1</p> <p>Date: 11th August 2022</p> <p>Village: Pagen West</p> <p>Parish: Pagen</p> <p>Sub-County: Labonggo Layano</p> <p>Applied for: Rehabilitation of borehole at Pagen primary school.</p> <p>Community contribution: Ushs 150,000</p> <p>Sheet Signed and stumped by LC I Chairperson: Oryem James</p> <p>Community application 2</p> <p>Date: 11th August 2022</p> <p>Village: Bajere South</p> <p>Parish: Lamit</p> <p>Sub-County: SLabongo Akwang</p>	2

Applied for: Rehabilitation of deep borehole.

Community contribution: Ushs 150,000

Proposal sheet Signed and stumped by LC I Chairperson: Acayo Ajulina

Community application 3

Date: 05th August 2022

Village: Laweno Oketi

Parish: Koch

Sub-County: Labongo Amida West

Applied for: Drilling of new deep borehole

Community contribution: Ushs 200,000

Proposal sheet Signed and stumped by LC I Chairperson: Otoo Walter

11

Planning and Budgeting for Investments is conducted effectively

*Maximum 14 points on this performance measure*

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

Field appraisal reports were provided for development projects implemented by the LG in the FY 2022/23 to confirm that the projects conformed to (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs and they included;

- Drilling of deep water wells in Padoga West, Pajong, Akwor and Pajimo Lakwor Parishes with funding from the Sector Development Grant (Approved Budget page 56 -57 and PDPIII page 80)

- Rehabilitation of boreholes in Pabwor and Lamola Parishes funding from the Sector Development Grant (Approved Budget page 57 and PDPIII page 80)

The projects were recommended for implementation and the procurement process was to start immediately since funds were available.

2

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents.</p> <p>Score 2</p>	<p>There was no evidence that all water infrastructure for the current FY were screened for Environmental and Social risks/impacts. There was no evidence provided to the assessment team in the two (2) days of the assessment.</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>	<p>In the approved updated Procurement Plan for FY 2022/2023 by Adokorach Pamela (the CAO) dated 6th July 2023, there was evidence of incorporation of water and sanitation infrastructure projects.</p> <p>For example</p> <ul style="list-style-type: none"> <li>• For drilling, sitting and installation of 08 boreholes, at a budget of UGX 164,500,000 as item 4 on page 2</li> <li>• Rehabilitation of 08 deep boreholes, at a budget of UGX 68,028,268 as item 5 on page 2</li> <li>• For construction of piped water scheme in Mucwini East S/C. at a budget of UGX 146,187,817 as item 8 on page 3</li> </ul>	2

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction</p> <p>Score 2:</p>	<p>There was evidence that the water supply and public sanitation infrastructure for the previous FY 2022/2023 was approved by the contracts committee before commencement of work. For example;</p> <ul style="list-style-type: none"> <li>• Drilling, sitting and installation of 08 boreholes, was approved by the contracts committee on 3rd November 2022 under minute no. KITG/02/LGCC/05/22-23 and contract awarded to ICON Projects Ltd at a contract price of UGX 195,619,820.</li> <li>• Rehabilitation of 08 deep boreholes, was approved by the contracts committee on 6th April 2023 under minute no. KITG/04/LGCC/28/22-23 and contract awarded to Kitgum District Hand Pump Mechanics Association at a contract price of UGX 69,645,252.</li> <li>• Construction of piped water scheme in Mucwini East S/C, was approved by the contracts committee on 13th March 2023 under minute no. KITG/03/LGCC/24/22-23 and contract awarded to Awico Engineering Company Ltd at a contract price of UGX 183,765,897.</li> </ul>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines</p> <p>Score 2:</p>	<p>The evidence presented was not sufficient to show that the DWO properly established the PIT as specified in the guidelines. For instance;</p> <ul style="list-style-type: none"> <li>• A letter by Olaro Emmanuel the CAO dated 3rd April 2023 appointing Okeny Geoffrey the Assistant Engineering Officer as the Contracts Manager for Construction of piped water scheme at Okol Mucwin east, Construction of 5 stance drainable VIP latrine at Akworo Market Labono Amida S/C, Rehabilitation of Seven deep boreholes in Kitgum District was presented. However, evidence of appointment of other members of the project implementation team for water and sanitation infrastructure projects was not presented.</li> </ul>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS</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>Contract documents for WSS infrastructure for FY 2022/2023 that entailed BoQ, drawings and specifications that guided the construction works were availed and</p>	2

procurements

*Maximum 14 points on  
this performance  
measure*

reviewed.

#### WSS infrastructure 1

Activity: construction of 5 stance  
drainable latrine

Recommended for approval by:  
DHO, District Engineer (DE), land  
officer and District environmental  
officer (DEO)

Approved by: CAO

Date of approval: 23/07/2021

#### WSS infrastructure 2

Activity: Construction of Piped water  
supply system

Piped water supply system design  
details

-Consultant: WaterFix Engineering  
(u) Ltd

-Dated: November -2021

-Titled: Construction of Mucwini -  
Okol-Kitbol Piped water supply  
system in Mucwini sub county  
Kitgum district Book of drawings

#### WSS infrastructure 3

Activity: Construction of deep  
borehole

Titled: Layout and design drawings

Recommended for approval by:  
DHO, District Engineer (DE), land  
officer and District environmental  
officer (DEO)

Approved by: CAO

Date of approval: 23/07/2021

On 10th November 2023, three (3)  
WSS infrastructure were sampled in  
three Sub-counties during the field  
visit.

#### WSS infrastructure 1

Activity: Drilling and installation of  
Borehole

Village: Gangalera

Parish: Akworo



Sub-County: Labongo Amida

Details from BOQ & Drawings

-Preliminaries, general deep bore hole siting

-Drilling

-Casting platform and hand pump installation

Finding (Field visit):

-The deep well was drilled, casted and installed

-The platform was constructed as per the drawings

-The platform was labelled with DWD No. 87721 with the date of construction as 25th February 2023.

-Soak pit seen constructed with good drainage

The borehole was fenced.

-Borehole seen functional at the time of assessment.

WSS infrastructure 2

Activity: Construction of 5 stances drainable latrine

Village: Akworo- Tecwa South

Parish: Akworo

Sub-County: Labongo Amida

Details from BOQ & Drawings

- Construction of 5 stance drainable latrine

- Drawings were availed

Finding (Field visit):

-The 5-stance drainable latrine was constructed

-The latrine was constructed as per drawings

-Ramp in place

-Urinal in place

-The latrine was labelled with Kitgum DLG -water department grant FY 2022/2023, Mon and Co

-Soak pit seen constructed

-Latrine seen not in use at time of assessment

### WSS infrastructure 3

Activity: Construction of piped water system

Sub-County: Labongo Mucwini

Details from BOQ & Drawings

- Construction of piped water system phase I
- Drawings were availed

Finding (Field visit):

- The piped water system was constructed
- Excavations were done
- Lay of pipes in progress
- Pump installed
- Pump house constructed
- Solar pump system
- fence wall and gates were seen installed at the time of assessment
- The latrine was constructed as per drawings
- Ramp in place
- Soak pit seen constructed

Generally, it was established that the WSS facilities visited were built as per designs.

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

*Maximum 14 points on this performance measure*

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

There was no sufficient evidence to justify that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects.

For instance;

- A project inspection report for rehabilitation of boreholes including Bore Hole DWD 26910, 87494, 87495 and 27291 among other by Okenyi Geoffrey the Assistant Engineering Officer, Picho Willy the District Engineer and Agro Kilama Juliet the District Internal Auditor dated 30th May 2023 in which it was noted that all eight boreholes were functioning well was presented. However, there was no evidence of supervision by the Environment officer and the DCDO that was presented.

For drilling and construction of Deep boreholes in Labongo Amida, Labongo Alaymo, Labongo Akwang, Mucwini, Namukora, Namukora TC and Kitenyi sub-counties, a monthly progress report by Okenyi Geoffrey the Assistant Engineering Officer Water dated 30th July 2022 in which one of the objectives was mentioned to be to track progress of the activities but noted that both the physical and financial progress was 0%. However, there was no evidence of supervision by the environment officer and the DCDO for the Water infrastructure projects that was presented at the time of assessment.

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

*Maximum 14 points on this performance measure*

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

o If 100 % contracts paid on time: Score 2

o If not score 0

There evidence indicated that the DWO verified the works and initiated payments to contractors. However, not all payments were within the specified timeframes as per the contracts for example;

-Voucher no.6432502 dated 28th June 2023 for Ushs 59,493,571; Certificate no. 01; dated 6th June 2023; Contract no. KITG527/WRKS/2022-2023/000025; Project; Rehabilitation of 08 Deep Boreholes in Kitigum LG by M/s Kitgum District Hand pump Mechanic Association was certified and verified by the DWO on 6th June 2023; payment initiated on 6th June 2023 and paid on 28th June 2023 which was within 30 days as per the contract terms.

-Voucher no.6424783 dated 28th June 2023 for Ushs 160,926,192; Certificate no. 01; dated 6th June 2023; Contract no. KITG527/WRKS/2022-2023/00001; Project; Drilling and Construction of 07 Deep Boreholes in Kitigum LG by M/s ICON Projects Ltd was certified and verified by the DWO on 6th June 2023; payment initiated on 6th June 2023 and paid on 28th June 2023 which was within 30 days as per the contract terms.

-Voucher no.6438309 dated 28th June 2023 for Ushs 14,118,249; Certificate no. 02; dated 24th April 2023; Contract no. KITG527/WRKS/2022-2023/00007; Project; Construction of 5-stance drainable latrine at Akworo Market Amida S/c by M/s Wan Aye Co Ltd was certified and verified by the DWO on 24th April 2023; payment initiated on 24th April 2023 and paid on 28th June 2023 which was more than 30 days as per the contract terms.

Hence being compliant since all payments were made within the specified time frames of the contract.

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

*Maximum 14 points on this performance measure*

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

Score 2, If not score 0

There was evidence that the procurement files for water infrastructure investment were in place for each contract with all records as required by the PPDA law. For example;

- For drilling, sitting and installation of 08 boreholes, the file has an evaluation report signed by the evaluation committee on 31st October 2022 recommending the award to ICON Projects Ltd at a contract price of UGX 195,619,820. The evaluation report was approved by the contracts committee on 3rd November 2022 under minute no. KITG/02/LGCC/05/22-23 and contract awarded to ICON Projects Ltd at a contract price of UGX 195,619,820 as per signed agreement between the parties dated 28th November 2022.

- For rehabilitation of 08 deep boreholes, the file had an evaluation report signed by the evaluation committee on 6th April 2023 recommending award to Kitgum District Hand Pump Mechanics Association at a contract price of UGX 69,645,252. The evaluation report was approved by the contracts committee on 6th April 2023 under minute no. KITG/04/LGCC/28/22-23 and contract awarded to Kitgum District Hand Pump Mechanics Association at a contract price of UGX 69,645,252 as per signed agreement between the parties dated 28th April 2023.

- For construction of piped water scheme in Mucwini East S/C, the file had an evaluation report signed by the evaluation committee on 6th March 2023 recommending award to Awico Engineering Co. Ltd at a contract price of UGX 183,765,897. The evaluation report was approved by the contracts committee on 13th March 2023 under minute no. KITG/03/LGCC/24/22-23 and contract awarded to Awico Engineering Company Ltd at a contract price of UGX 183,765,897 as per signed agreement between the parties dated 28th March 2023.

13	<p>Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p>	<p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p>	<p>There was evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported a water and environment grievances as per the LG grievance redress framework:</p>	3
		<p>Score 3, If not score 0</p>	<p>A case reported on 11th June 2023 by Okot David Vs NEXUS GREEN CONSTRUCTION. Okot David the Land owner did not agree on the issue of his land being used by NEXUS GREEN CONSTRUCTION for the construction of the Generator house near the borehole which is to be pumped. The District and NEXUS Green Construction gave Okot David one week to decide on his land and shouldn't be taken by force.</p>	
14	<p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source &amp; catchment protection and natural resource management to CDOs:</p>	<p>There was evidence provided for the dissemination of the guidelines.;</p>	3
		<p>Score 3, If not score 0</p>	<p>Minutes for the District Advocacy meeting for FY2022/2023 held on 17th January, 2023 at the District Council Hall, attended by 41 people (RDC, DEC members, HODs and Partners). One of the objectives was to remind the stakeholders on sector policies. The minutes were signed by Ameda Emmanuel – Assistant Water Officer in charge mobilization.</p>	
			<p>Minutes for the Sub-County Advocacy meeting for FY2022/2023 held on 19th January, 2023 at the District Council Hall, attended by 26 people (SAS, CDOs, LCs). One of the objectives was to remind the stakeholders on sector policies. The minutes were signed by Ameda Emmanuel – Assistant Water Officer in charge mobilization.</p>	
			<p>Minutes were signed by the Officer and as the Secretary of the meeting.</p>	

15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>a. Evidence that water source protection plans &amp; natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0</p>	<p>There was evidence that the water source protection plans and natural resource management plans were prepared.</p> <p>Water and Sanitation Development Monitoring Plan FY 2022/2023, prepared by the DWO. The plan was for the functionality of the water facilities and functionality of the water user committees.</p> <p>Training of the water user committees was part of the implementation of the work plan. Report of Water User Committees training meeting-Kitgum District. Dated 30th June 2023. Training was conducted for 180 participants with 100 females and 80 males as water user committees and the training was conducted in 5 different villages. Report was prepared by Ameda Emmanuel –DWO.</p>	3
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:</p> <p>Score 3, If not score 0</p>	<p>On 2nd March 2023 Kilama Alex Mao gave land to Bajere East village Labongo Akwang sub-county to construct a point water source LC1 Kilama Alex Mao signed and stumped.</p> <p>On 23rd Februry , 2023, Olanya Geoffrey gave land to Gang lela village in Labongo Amida sub-county to Construct community water point LC1 Akulu Eunice signed On 17th August 2023 Okot David and Arop Boniface gave land to Layik West in Labongo Amida west sub-county to Construct pipe water system LC1 Okee Alfred, LCII Ongola Christopher, LCIII Oloya Amos signed and stamped. On 21st February 2023 Onen Richard Okeny gave land to Bulela in Mucwini sub county to Construct community water point LC1 Akinyi Esther signed</p> <p>On 28th February, 2023 Okot David gave land to Paibwor North village in Labongo Layamo sub-county to drill a borehole LC1 Akena Alex signed</p> <p>On 23rd February 2023 Arop Poppy Paupal gave land to Pagen West village in Labong Layamo sub-county to Construct community water point LC1 Oryem James signed</p>	3

Safeguards in the  
Delivery of Investments

*Maximum 10 points on  
this performance  
measure*

c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:

Score 2, If not score 0

There was evidence that the E&S certification forms were completed and signed by the CDO and the Environment Officer.

1. Environment certification for the retention for drilling boreholes in 2021/2022 dated 6th June 2023 Payment made on 28th June 2023 by Voucher no. 6424783 was certified and signed by District Environment and CDO and on 16th June 2023.

2. Environment certification for the retention for drilling boreholes in 2021/2022 dated 6th June 2023 Payment made on 28th June 2023 by Voucher no. 6432502 was certified and signed by District Environment and CDO and on 16th June 2023.

3. Environment certification for the construction of 5-stance drainable latrine at Akworo Market dated 24th April 2023 Payment made on 28th June 2023 by Voucher no. 6438309 was certified and signed on 16th June 2023 by District Environment and CDO and on 16th June 2023.



Safeguards in the Delivery of Investments

*Maximum 10 points on this performance measure*

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

Score 2, If not score 0

There was evidence that the CDO and Environment Officer conducted monitoring to ascertain compliance with ESMPs. The following reports were seen:

Project Monitoring report dated 17th April 2023 and 24th March 2023 for the Constriction of 5 stances drainable latrine with attached urinal at A kworo Tecwa village. The purpose was to carry out inspection of completed construction works. This was done together with the DCDO. Signed by the Senior Environment Officer.

Project monitoring reports dated 28th April 2023,

30th May 2023 and

30th June 2023 for the Drilling and Construction of deep boreholes.

Monitoring team included the CAO, District water Officer, Assistant Engineer, Senior Environment Officer, District Internal Audit, DCDO, Borehole maintenance technician, Assistant district water officer Sanitation. Monitoring was conducted for the water projects (Drilling and Construction of deep boreholes). Recommendations were made and report compiled by the Senior Environment Officer.

**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>	<p>The LG started implementing MSI program the previous FY 2022/23. However, the LG has been implementing irrigation through private initiatives. They have 3 acres under MSI program and 47 under non-beneficiaries spread out across the district. This is contained in a report to the DPO from Opiyo Barnabas an Agricultural officer of Labongo Layamo dated 5th June 2023. The report was able to aggregate irrigated acreage in terms of MSI beneficiaries and non-beneficiaries.</p> <p>Currently there are no grant beneficiary owing to the fact that the LG is a phase 2 district.</p>	2
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> <li>• By more than 5% score 2</li> <li>• Between 1% and 4% score 1</li> <li>• If no increase score 0</li> </ul>	<p>The MSI program has increased irrigated land by 3 acres while the non-beneficiary acreage has increased by 7 acres in the LG. The three acres were mainly for the demonstration farms that were established in FY 2022/23.</p>	2
2	<p>N23_Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>	<p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> <li>• Above 70%, score 4</li> <li>• 60% - 70%, score 2</li> <li>• Below 60%, score 0</li> </ul>	<p>The average score in the micro-scale irrigation for LLG performance assessment for year 2022 was 100% and for year 2023 was 91%, therefore the average score was 96%.</p>	4

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0	From the budget performance report of 18th August 2023, the LG received a total of UGX334,135,159 and allocated UGX 274,783,438 on complementary services including the demonstration sites. However, only 2 sites of Mucwini East and Namukora sub-counties were installed in the previous FY. Owing to the fact that the LG is a phase 2 district, the development component has been used for legible activities asap the guidelines which states that in the 1st year, 100% of the grant should be used to create awareness and establishment of demonstration plots.	2
Maximum score 6				
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	N/A, the project in the LG was in phase II during the FY under assessment.	1
Maximum score 6				
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	The Engineers estimate for the demonstration sites completed was UGX26,250,280 while the supplier's quotation was UGX 21,882,200. Based on these figures, the variation was 16.64% which is within the 20% tolerance limit allowed. This was contained in the bid evaluation of 15rh /6/2023.	1
Maximum score 6				
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY	The 2 sites of Mucwini East and Namukora were installed and completed FY2022/23. The contract between the LG and Davis & Shatliff was signed on 16/6/2023. Mr. Olaro Emmanuel CAO signed on behalf of the LG while Kenneth Katumba branch manager Davis & Shatliff Gulu on behalf of the contractor.	2
Maximum score 6		<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>		

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	According to the LLG staff list, only 26 extension workers were recruited and in place at the time of assessment. However the staff structure dated 1st July 2022 indicates that the sub counties should have recruited 102 extension workers.  $26/102*100=25\%$	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	The installed equipment at the sampled sites of Mucwini East and Namukora meets the standards, it includes mainly drag hose which is taped on to hydrants spread out on an acre plot. The water is pumped from permanent streams of Pager for Namukora and Aringa for Mucwini East.	2
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards  Maximum score 6	b) Evidence that the installed micro-scale irrigation systems during last FY are functional  • If 100% are functional score 2 or else score 0	The equipment was installed as of 29th /6/2023 according to the final payment voucher. The two sites were visited and equipment was tested in terms of pump performance and water delivery to the extreme positions of the fields.	2

### Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has reported accurate information  Maximum score 4	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	From the LLGs visited of Mucwini East and Namukora, the staff lists displayed at the LLGs office noticeboard corroborated the staff posting list obtained from the production department office. For Mucwini East subcounty, the extension worker Mr. Bosco Ocan was found at the host farmer's site and his name was among the staff of the sub-county displayed at the LLG noticeboard. At Namukora sub-county, the extension worker Mr. Nyeko Jerry was found at the subcounty officers where he was posted. Mr. Bosco Ocan was regularly signing in the staff register available in the SAS's office. It was difficult to ascertain if also Nyeko Jerry was signing the attendance register because the SAS's office was closed at the time of visiting the facility.	2
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5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0</p>	<p>From the LLGs visited of Mucwini East and Namukora that were visited, the equipment was inspected and was functional. The equipment included a surface pump and a drag hose. The hydrants were already installed in the field. At Mucwiin East, the system is powered by 3X200w powering a 2.1m<sup>3</sup>/hr and 30m head. At Namukora, the pump was diesel powered with 22m<sup>3</sup>/hr discharge and 8 m head.</p>	2
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0</p>	<p>From the 3rd quarter report dated 6th/4/2023, 276 farmers had been reached for awareness creation. From the 4th quarter dated 31st/7/2023 generated from the MIS, a total of 537 farmers had been reached for awareness creation. The report also indicates that a total of 211 expression of interest has been received.</p>	2
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0</p>	<p>Up to date information was entered in MIS. For instance, the log into MIS on 10/11/2023 was able to confirm information to corroborate what was contained in the 4th quarter monitoring report by the DPO on the status of MSI program in the LG dated 31st/7/2023. The report indicated that they had received 537 expression of interest (EOI) as end of 4th quarter corroborating information from MIS as of that date.</p>	1
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>c. Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0</p>	<p>From the production department quarterly reports, the LLG information has been used to generate the information. The sub-counties where the EOI is originating is indicated in the report. The information has been desegregated in terms of sex and age.</p>	1

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	There was no Performance Improvement Plan (PIP) in place at the time of assessment	<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	There was no Performance Improvement Plan (PIP) in place at the time of assessment to be implemented	<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	From the department of production, wage budget for extension workers was allocated UGX1,022,000,000 and a non-wage of UGX 263,893,870 was allocated. This demonstrates that the extension workers have been catered for.	<b>1</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	ii Deployed extension workers as per guidelines score 1 or else 0	There was evidence from the DPO staff lists of FY 2023/24 that at least each sub county had an extension worker though a number of them were serving in more than two sub-counties. For instance, Nyeko Jerry Richard (AO), serves in Namukora Sub-county and Namukora T/C. Ocan Bosco (AO) serves in Mucwini, Mucwini East sub-counties.	<b>1</b>
	Maximum score 6			

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines</p>	<p>b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0</p>	<p>There was evidence that the extension workers reported to their stations and working as seen in the attendance register at Mucwini East, Ocan Bosco (AO) the extension worker in charge of the sub-county was signing the attendance register regularly. At Namukora, the extension worker was present at the time of the visit but we could not ascertain from the attendance register since it was not available at the SAS office at the time of visiting the LLG.</p>	2
7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines</p>	<p>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</p>	<p>For the LLGs visited of Namukora and Mucwini east, the staff lists for 2023/24 were displayed on the subcounty noticeboards. For instance, Nyeko Jerry Richard who serves at Namukora subcounty, his name was on the list of displayed staff at the LLG. Ocan Bosco's name was equally displayed at Mucwini East sub-county noticeboard.</p>	2
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p>	<p>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</p>	<p>From the information given, extension workers were appraised as sampled below:</p> <ol style="list-style-type: none"> <li>1. Jacob Okema, the Agricultural Officer at Kiteny Sub-county was appraised on 3rd July 2023</li> <li>2. Ray Okek Innocent, the Assistant Agricultural Officer at Namakora sub-county was appraised on 5th July 2023</li> <li>3. Richard Komakech the Assistant Veterinary Officer from Orom sub-county was appraised on 7th July 2023</li> <li>4. Muzamil Otika the Assistant Animal Husbandry Officer at Mucwini Main sub county was appraised on 7th July 2023</li> <li>5. Phoebe Amito, the Agricultural Officer at Labongo Amida sub county was appraised on 20th July 2023</li> </ol>	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p>	<p>a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0</p>	<p>There was no evidence that corrective action was taken after performance appraisals were conducted at the time of assessment.</p>	0
	<p>Maximum score 6</p>			
	<p>Maximum score 6</p>			
	<p>Maximum score 4</p>			
	<p>Maximum score 4</p>			

8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>b) Evidence that:</p> <p>i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0</p>	<p>Two trainings were conducted in FY 2022/23 on 28th/2/2023 and 30th/6/2023. The first training was on enterprise selection to support the Parish Development Program (PDM). While the second training was about human resource management in public service facilitated by the Senior Human Resource Officer Komakech Jackson. This was contained in a report dated 10th/7/2023.</p>	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>ii Evidence that training activities were documented in the training database: Score 1 or else 0</p>	<p>There was no training database in place at the LG by the time of the assessment.</p>	1

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

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>a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0</p>	<p>The LG appropriately allocated the micro scale irrigation grant 100% on to complementary services for the FY2022/2023 as per description below;</p> <p>Budgeted amount for FY 2022/2023 was Ushs 274,783,438 allocated and released for Micro scale awareness creation was Ushs 274,783,438 as per Approved budget (PBS copy).</p>	2
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>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	<p>The Micro-scale irrigation project budget allocation was made and paid towards complementary services in line with the sector guidelines as per the expenditure listed below;</p> <ul style="list-style-type: none"> <li>- LG awareness creation to support Irrigation Project Ushs 50,004,000 Approved budget (PBS copy).</li> <li>- Awareness creation to farmers at village and parish level Ushs 174,652,438 Approved budget (PBS copy).</li> <li>- Farm visit for demonstration learning for famers Ushs 50,127,000 Approved budget (PBS copy).</li> </ul>	2



9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	<p>No co-funding as the project was under Phase II in the FY 2022/23.</p>	2
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>No co-funding as the project was under Phase II in the FY 2022/23, the farmers did not contribute any funds.</p>	2
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>Sensitisation meetings about farmer co-funding have been embedded in the farmer awareness training. Such of these trainings took place in Lagoro sub-county on 9th /5/2023 where the co-funding component was mentioned to the farmers. This is contained in a report dated 26th /5/2023 by Ladur Rosemary and Ikeba Damali Agricultural extension workers.</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> <li>• If more than 90% of the micro-irrigation equipment monitored: Score 2</li> <li>• 70-89% monitored score 1</li> <li>Less than 70% score 0</li> </ul>	<p>There was no evidence that the DPO had monitored MSI program on a monthly basis. There were only quarterly reports written by the DPO on the progress of MSI program in the LG. The 1st, 2nd, 3rd and 4th quarter reports were written on 12/12/2022, 13th /1/2023, 12th/4/2023 and 18th/7/2023 respectively. For instance, the 4th quarter report made by the DPO reported on the progress of the installations on the demonstration sites at Mucwini east and Namukora.</p>	0

10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines  Maximum score 8	b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0	There was no evidence that the LG had organized training of approved farmers by the time of assessment. The district is planning to conduct the trainings in the current FY2022/23 since they now have an approved farmer list by DPTC as per minute Min07/09/2023.	0
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines  Maximum score 8	c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0	The assessor interfaced with the extension worker of Mucwinin East one Ocan Bosco and Nyeko Jerry of Namukora sub-county. These extension workers demonstrated good understanding of the MSI program. They were able to demonstrate the use of the IrrTrack app and use of the MIS database. There was evidence of training activities as documented in a report dated 28th February 2023 that mentioned training of extension workers on enterprise selection.	2
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	The LG has established 2 farmer field schools at Mucwini East and Namukora Sub-counties. The LG was not able to achieve their target of establishing 5 demonstration sites in the first year of implementation.	2
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.  Maximum score 4	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	There was evidence that mobilisation of farmers took place at LLG level. Such awareness took place in Orom and Orom east sub-counties. At Orom subcounty, the training took place on 25th/4/2023 attended by 145 farmers. At Oromo east the training took place on 26th/4/2023 attended by 133 farmers. This information was contained in a report dated 15/5/2023 by Okema Jacob	2
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.  Maximum score 4	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	A report on specific training of political leaders was not available to the assessment team for the period of the exercise. Reports presented were only indicating that political leaders were in attendance at some of the farmer field meetings.	0

## Investment Management

12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0</p>	<p>The installed equipment had not been entered in the DLG assets register by the time of assessment. An effort to inspect a goods received note and delivery note did not yield any results.</p>	0
12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0</p>	<p>The applications exist in MIS and some hardcopies were kept at the DPO's office. A case in point was Kidega Moses of Labongo Akwang subcounty, Richard Lunyuta of Kitgum Municipality Central division. These were some of the hardcopy applications that were filled in the DPO's office.</p>	2
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>The LG had conducted 115 farm visits which was shown to the assessment team through a log in by the District Agricultural Officer on 10th /11/2023. The reports seen on file show that the following farm visits took place. Mwaka Patrick and Komakech Jackson of Labongo-Maida were visited on 14th /4/2023. Atwol Justine and Kukoya Charles of Omiyanyima west were also visited on 30th /5/2023.</p>	2
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>The eligible farmers were not publicized at the time of assessment.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>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>In the approved updated Procurement Plan for FY 2023/2024 by Adokorach Pamela (the CAO) dated 20th October 2023, there were no MSI projects included.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>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>There was evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by MAAIF. For example;</p> <ul style="list-style-type: none"> <li>• In FY 2022/2023, an invitation under selective bidding (Notice No. 0003) from the prequalified MAAIF list was dated 8th May 2023. Invited companies included the following among other the following; Davis Shirtliff, Akvo International, Adritex, Forest Investment, for the supply and installation of assorted irrigation equipment for demonstration under the Ugift Micro-Scale Irrigation Programme to Omiya Anyima West S/C was presented</li> </ul>	2
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>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>There was evidence that the LG concluded the selection of irrigation equipment supplier based on the set criteria. For example;</p> <ul style="list-style-type: none"> <li>• The LG presented an evaluation report for selective bidding 2022-2023 for Supply &amp; Installation of Assorted Irrigation Equipment to Mucwini &amp; Namokora S/C dated 25th May 2023. the bidders included; Davis and Shirtliff and Akvo International SMC Limited who were all found to be compliant to the requirements. However, Akvo international SMC Ltd's quotation was higher (UGX 22,176,000) than that of Davis &amp; Shirtliff (UGX 21,882,200). Davis and Shirtliff was therefore recommended for the award based on the evaluation report. The contracts committee approved the evaluation report on 25th May 2023 under minute number KITG/04/LGCC/32/22-23 and awarded the contract to Davis and Shirtliff International Ltd as per agreement dated 16th June 2023.</li> </ul>	2
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0</p>	<p>There was evidence that the microscale irrigation systems were approved by the Contracts Committee. For example;</p> <ul style="list-style-type: none"> <li>• Supply &amp; Installation of Assorted Irrigation Equipment to Mucwini &amp; Namokora S/C, procurement ref no. KITG868/Surp/22-23/00017 at a budget of UGX 26,250,280 was approved by the contracts committee on the 26th May 2023 under minute number KITG/04/LGCC/32/22-23 and award to Davis and Shirtliff as per agreement signed on 16th June 2023.</li> </ul>	1

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	There was evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier before commencement of installation as presented below;  • The LG presented an evaluation report for selective bidding 2022-2023 for Supply & Installation of Assorted Irrigation Equipment to Mucwini & Namokora S/C dated 25th May 2023. the bidders included; Davis and Shirtliff and Akvo International SMC Limited who were all found to be compliant to the requirements. However, Akvo international SMC Ltd's quotation was higher (UGX 22,176,000) than that of Davis & Shirtliff (UGX 21,882,200). Davis and Shirtliff was therefore recommended for the award based on the evaluation report. The contracts committee approved the evaluation report on 25th May 2023 under minute number KITG/04/LGCC/32/22-23 and awarded the contract to Davis and Shirtliff International Ltd as per agreement dated 16th June 2023.	2
	Maximum score 18			
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	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	The irrigation systems installed at the demonstration sites at Mucwini East and Namokora sub-comprises of hydrants and a drag hose. The one at Mucwini East is a 2.1 m <sup>3</sup> /hr 30m solar powered with 3X200w panels. The one in Namokora is diesel powered pump 22m <sup>3</sup> /hr and 8m head. This was in line with what was generated from IrriTrack.	2
	Maximum score 18			
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	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	From the 4th quarter report dated 18th/7/2023, MSI focal person at the LG together with representative of the district Engineer one Emmanuel Akena visited project sites especially in June 2023 while installation were ongoing.	2
	Maximum score 18			
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	h) Evidence that the LG has overseen the irrigation equipment supplier during:  i. Testing the functionality of the installed equipment: Score 1 or else 0	From the site books inspected at the farmer's sites, the MSI focal person at the LG had been visiting installation sites in the last half of June. For instance, he visited on 18th/6/2023 and 24th/6/2023 at the Namokora site.	1
	Maximum score 18			

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	There was no handover report presented to this effect. However, the sites are technically complete and under use. The only document presented was a payment certificate dated 28th/6/2023.	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	At the time assessment, no evidence in form of Payment vouchers was availed to prove that the Local Government made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's & signed acceptance form.	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	There was evidence that the LG had a complete procurement file for each contract and with all records required by the PPDA law. For example;  • For supply & Installation of Assorted Irrigation Equipment to Mucwini & Namokora S/C, procurement ref no. KITG868/SURP/22-23/00017, the file had an evaluation report signed by the member of the evaluation team on 25th May 2023. The evaluation report was approved by the contracts committee on the 26th May 2023 under minute number KITG/04/LGCC/32/22-23 and award to Davis and Shirtliff as per agreement between the parties signed on 16th June 2023.	2

### 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	There was no display of details of the nature and avenues to address grievance at Mucwini east and Namukora LLG sampled.	0
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14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  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	There was no complaint under production sector recorded as per the LG grievance redress Log book.	<b>1</b>
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	There was no complaint under production sector investigated as per the LG grievance redress Log book.	<b>1</b>
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	There was no complaint under production sector responded to as per the LG grievance redress Log book.	<b>1</b>
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  iv. Reported on in line with LG grievance redress framework score 1 or else 0	There was no complaint under production sector reported on as per the LG grievance redress Log book.	<b>1</b>

## 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	The host farmer visited at Aceber and Palabek-Gem had received brochures in regards to siting of the water source provided by the LG. This was evident enough that the LG had disseminated MSI guidelines to the farmers.	<b>2</b>
15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment.  i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	There was no evidence that the costed ESMPs were incorporated into designs, BoQs.	<b>0</b>



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	<p>There was evidence provided for the monitoring of irrigation impacts.</p> <p>Q1 Production Department supervisory and monitoring report for FY 2022/23, dated 12th October 2022. Monitoring was done for Cancoya Apiary demo site in Ladotonen in Kiteng. Report compiled by the District Production Officer and received by CAO on 17th October 2022.</p> <p>Q2 Production Department supervisory and monitoring report for FY 2022/23, dated 13th January 2023. Supervision and monitoring of micro scale irrigation program. Report compiled by the District Production Officer and received by CAO on 13th January 2023.</p> <p>Q3 Production Department supervisory and monitoring report for FY 2022/23, dated 12th April 2023. Supervision and monitoring of micro scale irrigation program. Report compiled by the District Production Officer and received by CAO on 12th April 2023.</p> <p>Q4 Production Department supervisory and monitoring report for FY 2022/23, dated 18th July 2023. Supervision and monitoring of micro scale irrigation program. Report compiled by the District Production Officer and received by CAO on 18th July 2023.</p>	<b>1</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	<p>There were no E&amp;S certification forms presented to the assessment team at the time of the assessment completed and signed by Environmental Officer prior to payment of the contractor. Only payment vouchers were seen.</p> <p>Payment for the supply of and installation of irrigation demo made on 28th June 2023, UGX 19,540.805, PV no. 6426107</p> <p>Payment for the assorted Horticulture inputs made on 28th June 2023 UGX 9,362,400, PV no. 6434878..</p>	<b>0</b>

Safeguards in the  
delivery of investments

Maximum score 6

iv. E&S Certification forms  
are completed and signed  
by CDO prior to payments of  
contractor  
invoices/certificates at  
interim and final stages of  
projects score 1 or else 0

There were no E&S certification forms  
presented to the assessment team at the  
time of the assessment. However, since  
there were supplies, the payment  
vouchers were presented for verification

Payment for the supply and installation of  
irrigation demo made on 28th June 2023,  
UGX 19,540.805, PV no. 6426107

Payment for the assorted Horticulture  
inputs made on 28th June 2023 UGX  
9,362,400, PV no. 6434878..

**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 Chief Finance Officer was substantively filled by Alexander Otim. Ref. No. CR/156/12 appointed vide letter dated 24th June 2011 under DSC Minute No. 4/3/2011/3a	<b>3</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.	b. District Planner/Senior Planner, score 3 or else 0	The position of District Planner was substantively filled by Christopher Okoth Ref. No. CR/160/2 appointed vide letter dated 23th May 2022 under DSC Minute No. 3/5/2022/2 (a) (iii)	<b>3</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.	c. District Engineer/Principal Engineer, score 3 or else 0	The position of District Engineer was neither substantively filled nor was there a staff secondment at the time of assessment. However, Willy Picho Omunga the Civil Engineer (water) was assigned duties vide letter dated 10th February 2022	<b>0</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.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	The position of District Natural Resources Officer was neither substantively filled nor was there a staff secondment at the time of assessment. However, David Wany Oyok the Senior Environment Officer was assigned duties vide letter dated 7th July 2014	<b>0</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.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	The position of District Production Officer was neither substantively filled nor was there a staff secondment at the time of assessment. However, Alfred Omony the Senior Fisheries Officer was assigned duties vide letter dated 17th January 2020	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 District Community Development Officer was substantively filled by James Okello P'okidi Ref. No. CR/160/2 appointed vide letter dated 9th March 2016 under DSC Min No. 5/3/2/2016(2)b	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	The position of District Commercial Officer was neither substantively filled nor was there a staff secondment at the time of assessment. However Alex Opira the Principal Commercial officer was assigned duties vide letter dated 8th July 2020.	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.	The position of Senior Procurement Officer was substantively filled by Susan Apio Catherine Ref. No. CR/160/2 appointed vide appointment letter dated 12th October 2023 under DSC Min No. 3/7/DSC/2023(b)(3)	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	The position of Procurement Officer was neither substantively filled nor was there a staff secondment at the time of assessment.	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. Principal Human Resource Officer, score 2 or else 0	The position of Principal Human Resources Officer was substantively filled by Stella Opu Ref. No. CR/160/2 appointed vide letter dated 15th December 2015 under DSC Min No.4/30/06/2015 (B)(2)	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 Senior Environment Officer was substantively filled by David Wany Oyok Ref.No. CR/160/2 appointed vide letter dated 24th May 2011 under DSC Min No. 5/2/2011(a)(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.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	The position of Senior Lands Management Officer was substantively filled by Matthew Otto Ref.No. CR/156/4 appointed vide letter dated 27th February 2015 under DSC Min No. 9/12/2014 H(a)	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	The position of Senior Accountant was substantively filled by Simon Peter Oola Ref.No. CR/160/2 appointed vide letter dated 18th December 2018 under DSC Min No. 46/2018(4)	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	The position of Principal Internal Auditor was neither substantively filled nor was there a staff secondment from MoPS at the time of assessment. However, Julice Aero Kilama the Senior Internal Auditor was assigned duties on 4th July 2023	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0	The position of Principal Human Resource Officer was neither substantively filled nor was there a staff secondment from MoPS at the time of assessment. However, Mary Christine Among, the Senior Records Officer was assigned duties vide letter dated 6th June 2022.	0

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

Maximum score is 15

a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).

The DLG had 17 sub-counties and 2 Town Council namely;

Only 8 SAS and 0 of Town Clerk were substantively filled as follows;

1. Michael Wokorach Ref. No. CR/160/2 was appointed SAS vide appointment letter dated 27th October 2006 under DSC Min No. 58/2006 and posted to Amida SC.

2. Gerald Ocamker Ref. No. CR/160/2 was appointed SAS vide appointment letter dated 11th January 2011 under DSC Min No. 3/10/2010 and posted to Mucwini sub county.

3. Carmichael Amigo Ref. No. CR/160/2 was appointed SAS vide appointment letter dated 20th May 2004 under DSC Min No. 32/2004 and posted to Amugu Sub County.

4. Robin Gills Kidaga Ref. No. CR/156/2 was appointed SAS vide appointment letter dated 9th July 2015 under DSC Min No. 3/22/6/2015(B)(2)(a) and posted to Namokora TC.

5. Pamela Adokorach Ref. No. CR/156/4 was appointed SAS vide appointment letter dated 24th June 2011 under DSC Min No. 4/2/2011/1b (ii) and posted to Laboro SC.

6. John Otto Ref. No. CR/160/2 was appointed SAS vide appointment letter dated 24th March 2022 under DSC Min No. 3/2/2022 (i) (7) (b) and posted to Omiya Anyima Sub County

7. Martha Akun Ref. No. CR/156/5 was appointed SAS vide appointment letter dated 22nd June 2023 under DSC Min No. 4/5/DSC//2023/6 (D) and posted to Labongo Amida West SC

8. Paula Tricia Okot Ref. No. CR/156/11 was appointed SAS vide appointment letter dated 15th July 2019 under DSC Min No. 48/2019 (40) and posted to Kitgum Matidi SC

New\_Evidence that the LG has recruited or the seconded staff is in place for all

b. A Community Development Officer /

The DLG had 17 sub-counties and 2 Town Council namely;

essential positions in every LLG  
Maximum score is 15

Senior CDO in case of  
Town Councils, in all  
LLGS, score 5 or else  
0.

Only 16 CDO positions were  
substantively filled as follows;

1. Alex Oyet Ref. No. CR/156/4  
was appointed CDO vide  
appointment letter dated 8th  
June 2023 under DSC Min No.  
3/3/DSC/2023 and posted to  
Labongo Amida West Sub  
County.

2. Eric Otema Ref. No. CR/156/4  
was appointed CDO vide  
appointment letter dated 8th  
June 2023 under DSC Min No.  
3/3/DSC/2023 (i) (7) and posted  
to Orom East Sub County

3. Scovia Abalo Ref. No.  
CR/156/4 was appointed CDO  
vide appointment letter dated  
30th June 2023 under DSC Min  
No. 4/6/DSC/2023 (a) (ii) (9) and  
posted to Mucwini East Sub  
County.

4. Irene Atii Ref. No. CR/156/4  
was appointed CDO vide  
appointment letter dated 30th  
June 2023 under DSC Min No.  
4/6/DSC/2023 (a) (ii) (11) and  
posted to Mucwini West Sub  
County.

5. Yokan Olum Ref. No.  
CR/156/4 was appointed CDO  
vide appointment letter dated  
8th June 2023 under DSC Min  
No. 3/3/DSC/2023 (i) (7) (c) and  
posted to Kiteny Sub County

6. Irene Amony Otto Ref. No.  
CR/156/4 was appointed CDO  
vide appointment letter dated  
30th June 2023 under DSC Min  
No. 4/6/DSC/2023 (a) (ii) (8) and  
posted to Namakoro North Sub  
County.

7. Ronald Willy Oryem Ref. No.  
CR/156/4 was appointed CDO  
vide appointment letter dated  
8th June 2023 under DSC Min  
No. 3/3/DSC/2023 (b) (ii) (7) and  
posted to Orom Sub County

8. Teddy Dina Atek Ref. No.  
CR/156/4 was appointed CDO  
vide appointment letter dated  
30th June 2023 under DSC Min  
No. 4/6/DSC/2023 (a) (ii) (10)  
and posted to Labongo Akwang  
Sub County.

9. Sarah Labol Ref. No.  
CR/160/2 was appointed CDO  
vide appointment letter dated  
13th August 2012 under DSC  
Min No. 1/8//2012 (3) (ii) and  
posted to Labongo Amida Sub

County.

10. Agnes Lily Okot Ref. No. CR/160/2 was appointed CDO vide appointment letter dated 15th July 2019 under DSC Min No. 48//2019 (34) and posted to Kitgum Matidi TC

11. Beatrice Lanyero Ref. No. CR/160/2 was appointed CDO vide appointment letter dated 18th December 2018 under DSC Min No. 46//2018 (24) and posted to Omiya-Anyima Sub County.

12. Rosemary Ladur Ref. No. CR/156/4 was appointed CDO vide appointment letter dated 15th July 2019 under DSC Min No. 48//2019 (24.2) and posted to Lagoro Sub-county.

14. Violet Nyamahunge Ref. No. CR/156/11 was appointed CDO vide appointment letter dated 15th July 2019 under DSC Min No. 48//2019 (43) and posted to Mucwini Sub-county.

15. Emmanuel Ameda Ref. No. CR/156/4 was appointed CDO vide appointment letter dated 15th July 2019 under DSC Min No. 48//2019 (24.1) and posted to Layamo Sub-county.

16. Damascus Yairo Ref. No. CR/160/2 was appointed CDO vide appointment letter dated 15th July 2019 under DSC Min No. 48//2019 (33) and posted to Namokora TC.

17. Arach Jeniffer Ref. No. CR/156/4 was appointed CDO vide appointment letter dated 8th June 2023 under DSC Min No. 3/3/DSC/2023 (i) (7) (e) and posted to Lalano Sub County



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

Maximum score is 15

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

The DLG had 17 sub-counties and 2 Town Councils namely;

Only 7 positions of Senior Accounts Assistant were substantively filled as follows;

1. Florence Akello was appointed Senior Accounts Assistant vide appointment letter dated 8th May 2023 Ref. No. CR/156/5 under DSC Min No. 3/4/DSC/2023(2) and posted to Mucwini West Sub-county.

2. Corine Laleng was appointed Senior Accounts Assistant vide appointment letter dated 8th May 2023 Ref. No. CR/156/5 under DSC Min No. 3/4/DSC/2023(2) and posted to Amida Sub-county.

3. Emily Achanda was appointed Senior Accounts Assistant vide letter dated 5th August 2022 Ref. No. CR/156/4 under DSC Min No. 4/2022 (i) (a) (26) and posted to District HQ.

4. Fred Okot was appointed Senior Accounts Assistant vide appointment letter dated 11th June 2010 Ref. No. CR/160/2 under DSC Min No. 5/3/2010 posted to Namukora TC.

5. Innocent Abalo was appointed Senior Accounts Assistant vide appointment letter dated 23rd March 2020 Ref. No. CR/160/2 under DSC Min No. 3/2020 (ii) (c) (3) posted to Mucwini East SC.

6. George Ivan Otika was appointed Senior Accounts Assistant vide appointment letter dated 18th December 2018 Ref. No. CR/160/2 under DSC Min No. 46/2018(2) posted to Kitgum Matidi TC.

7. Leofrida Ojara was appointed as Senior Accounts Assistant vide letter dated 22nd June 2023. Ref. No. CR/160/2 under DSC Min. No. 4/5/DSC/2023 (3) (21) and posted to Labongo Akwang SC.

Councils

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.  Maximum score is 4	If the LG has released 100% of funds allocated in the previous FY to:  a. Natural Resources department,  score 2 or else 0	The evidence derived from the final accounts for FY 2022/23 indicated that the LG released 90% for Natural Resources as per the computation below;  The budgeted amount was Ushs 218,298,857, amount released was Ushs 196,380,886 (Final A/cs 2022/23 page 17) leaving a balance of Ushs 21,917,971. Therefore, the % released was;  $(196,380,886/218,298,857) \times 100 = 90\%$  The LG did not release all the funds as planned hence not being compliant.	0
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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.  Maximum score is 4	If the LG has released 100% of funds allocated in the previous FY to:  b. Community Based Services department.  score 2 or else 0.	The evidence derived from the final accounts for FY 2022/23 indicated that the LG released 71% for Natural Resources as per the computation below;  The budgeted amount was Ushs 217,699,000, amount released was Ushs 154,997,063 (Final A/cs 2022/23 page 17) leaving a balance of Ushs 62,701,937. Therefore, the % released was;  $(154,997,063 /217,699,000) \times 100 = 71\%$  The LG did not release all the funds as planned hence not being compliant.	0
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Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.

Maximum score is 12

a. If the LG has carried out Environmental, Social and Climate Change screening,

score 4 or else 0

There was evidence that Kitgum DLG had carried out Environmental, Social and Climate Change Screening for the projects under DDEG.

1. Environment and Climate Change Screening Form for the Remodelling of District Chairpersons office at the District Headquarters. This was dated 5th July 2022 signed by the Senior Environment Officer – Wany Oyok David and Okello James – DCDO.

Project commenced on 28th April 2023.

2. Environment and Climate Change Screening Form for the Construction of the two stance drainable latrine at Kumele primary school in Omiya Anyima Sub-county. This was dated 14th March 2023 and signed by Wany Oyok David- Senior Environment Officer and Okello James – DCDO (Sub-county project).

Project commenced on 28th March 2023.

3. Environment and Climate Change Screening Form for the Construction of 2 stance VIP Latrine at Lumule village in Kitgum Matidi Sub-county. This was signed on 24th March 2023 by Wany Oyok David – Senior Environment Officer and Okello James – DCDO (Sub-county project).

Project commenced on 28th March 2023.

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

Maximum score is 12

b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG),

score 4 or 0

According to the NEMA guidelines annex 2c or A guide to the Environment Impact Assessment Process in Uganda by Kenneth Kakuru Annex 1 – September 2001, these projects were not in the list of those that require ESIAs, therefore no ESIAs was done.

4	<p>Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.</p> <p>Maximum score is 12</p>	<p>c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;</p> <p>score 4 or 0</p>	<p>There was evidence that Kitgum DLG had a costed ESMP for all projects implemented using the DDEG grant.</p> <p>1. There was costed ESMP for the Remodeling of District Chairpersons office at the District Headquarters. Dated 5th July 2022 with a total cost of UGX 2,000,000 for rain water gutters, mobilization etc.</p> <p>2. There was costed ESMP for the Construction of the two stance drainable latrine at Kumele primary school in Omiya Anyima Sub-county, dated 14th April 2023 with a total cost of UGX 600,000 for hand washing facilities, mobilization etc.</p> <p>3. There was costed ESMP for the Construction of 2 stance VIP Latrine at Lumule village in Kitgum Matidi Sub-county. dated 24th March 2023 with a total cost of UGX 600,000 for hand washing facilities, mobilization etc.</p>
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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>The LG audit opinion for FY 2022/2023 was unqualified</p> <p><b>10</b></p>
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 evidence provided indicated that the LG provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous FY as the submission letter dated 6th April 2023 to the MoFPED.</p> <p>The submission date was far beyond the recommended date as required by end of February (PFMA s. 11 2g).</p> <p><b>0</b></p>

7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>	<p>The LG submitted an annual performance contract on 25th July 2023 which was before August 31st of the current FY. Hence being compliant.</p>	4
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The LG submitted the Annual Performance Report for the previous FY on 23rd August 2023, which was before the mandatory time frame of August 31, of the current Financial Year.</p>	4
9	<p>Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year</p> <p>Maximum score is 4</p>	<p>If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The LG submitted the Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous as per the dates below;</p> <p>Quarter 1: the QBPR was submitted on 13th July 2023</p> <p>Quarter 2: the QBPR was submitted on 13th July 2023</p> <p>Quarter 3: the QBPR was submitted on 13th July 2023</p> <p>Quarter 4; the QBPR was submitted on 23rd August 2023</p> <p>From the above submission dates the LG submitted the 4th QBPR before the mandatory date of August 31 of the current Financial Year. Hence being compliant.</p>	4

**Education 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 substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.  <i>The Maximum Score of 70</i>	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	The position of District Education Officer was substantively filled by Anthony Lam Lawot Ref. CR/156/11 appointed vide letter dated 22nd June 2023 under Min No. 4/5/DSC/2023 (7) (a)	<b>30</b>
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.  <i>The Maximum Score of 70</i>	b) All District/Municipal Inspector of Schools, score 40 or else 0.	The position of Senior Inspectors of Schools was substantively filled by;  1. Hellen Torach Ref. No. CR/D/HRM/156/8 appointed vide letter dated 16th February 2004 under Min No. 66/2004  2. Okot P Bitek was appointed vide letter dated 15th July 2019 under Min No. 48/2019 (i)	<b>40</b>

**Environment and Social Requirements**

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

The Maximum score is 30

If the LG carried out:

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

There was evidence that the DLG carried out Environmental, Social and Climate Change Screening for Education Projects. The following were the 3 sampled projects:

1. Ministry of Education and Sports – Uganda Intergovernmental Fiscal Transfer Project for the Construction of one Block of two Classrooms at Akado primary school – Labongo Akwang Sub-county, dated 1st July 2022. This was signed Obwona Geoffrey Patel – Sub-county Chief, Wany Oyok David – Senior Environment Officer, Okello James – DCDO and Adokorach Pamela – CAO.

The costed ESMP was dated 1st July 2022 with total cost of UGX 3,000,000 for collecting solid waste, rain water gutters etc.

Project commenced on 28th November 2022.

2. Ministry of Education and Sports – Uganda Intergovernmental Fiscal Transfer Project for the Construction of one Block of two Classrooms at Pagen primary school –Labongo Layamo Sub-county, dated 1st July 2022. This was signed by Komakech Deogratins – Sub-county Chief, Wany Oyok David – Senior Environment Officer, Okello James – DCDO and Adokorach Pamela – CAO.

The costed ESMP was dated 1st July 2022 with total cost of UGX 3,000,000 for tree planting, rain water gutters, mobilization etc.

Project commenced on 28th November 2022.

3. Ministry of Education and Sports – Uganda Intergovernmental Fiscal Transfer Project for the Construction of 5 stances drainable latrine at Okidi primary school, dated 7th March 2023. This was signed by Akiin Martha – Sub-county Chief, Wany Oyok David – Senior Environment Officer, Okello James – DCDO and Adokorach Pamela – CAO.

The costed ESMP was dated 7th March 2023 with total cost of UGX 600,000 for hand washing facilities, and rainwater gutters.

Project commenced on 17th March 2022.

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.

According to the NEMA guidelines annex 2c or A guide to the Environment Impact Assessment Process in Uganda by Kenneth Kakuru Annex 1 – September 2001, these projects were not in the list of those that required ESIAs, therefore no ESIAs was done.

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	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.</p>	<p>The position of District Health Officer was vacant at the time of assessment. There was no evidence that CAO had requested for secondment from MoPs for this position. However, Henry Okello Otto the Senior Medical Officer was appointed Acting DHO vide letter dated 24th March 2022. Ref CR/156/9. DSC Minute No. 3/2/2022</p>	<b>0</b>
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0</p>	<p>The position of Assistant District Health Officer Maternal, Child Health and Nursing was substantively filled by Margaret Aryemo vide letter dated 2nd April 2015, DSC Minute No. 4/18/3/2015. Ref. CR/156/4</p>	<b>10</b>
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>c. Assistant District Health Officer Environmental Health, score 10 or else 0.</p>	<p>The position of Assistant District Health Officer Environmental Health was substantively filled by Charles Onono vide letter dated 15th December 2015, DSC Minute No. 4/30/06/2015 (A) (2). Ref. CR/160/2</p>	<b>10</b>
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.</p>	<p>The position of Principal Health Inspector was not in the structure</p>	<b>0</b>
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>e. Senior Health Educator, score 10 or else 0.</p>	<p>The position of Senior Health Educator was neither substantively filled nor was there a seconded staff. However, Winfred Amato was assigned duties vide letter dated 10th November 2022. Ref. CR/156/9</p>	<b>0</b>

1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>f. Biostatistician, score 10 or 0.</p>	<p>The position of Biostatistician was substantively filled by Patrick Kidega Ref. CR/156/5 appointed vide appointment letter dated 18th December 2018 under DSC Min No. 46/2018 (27)</p>	<b>10</b>
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>g. District Cold Chain Technician, score 10 or else 0.</p>	<p>The position of Cold Chain Technician was substantively filled by Samuel Akera Ref CR/156/4 appointed vide letter dated 28th January 2008 under DSC Min No. 38/2008.</p>	<b>10</b>
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.</p>		
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>i. Principal Health Inspector, score 20 or else 0.</p>		
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>j. Health Educator, score 20 or else 0</p>		

**Environment and Social Requirements**

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

Maximum score is 30

If the LG carried out:

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

There was evidence that the DLG carried out Environmental, Social and Climate Change Screening for all the Health sector projects. Among others, 3 projects were sampled.

1. Environment and Climate Change Screening Form for the Construction of Placenta pit at Akuromo Health Centre II. This was dated 21st July 2022 and signed by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

The costed ESMP signed on 26th July 2022 had a total cost of UGX 1,500,000 for the fencing off of the placenta pit etc.

Project commenced on 28th March 2023

2. Environment and Climate Change Screening Form for the Construction of placenta pit at Akilok Health Centre II. This was dated 26th July 2022 and signed by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

The costed ESMP signed on 26th July 2022 had a total cost of UGX 1,500,000 for the Fencing off of the placenta pit area.

Project commenced on 28th March 2023

3. Environment and Climate Change Screening Form for the Construction of placenta pit at Lalekan Health Centre II. This was dated 26th July 2022 and signed by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

The costed ESMP signed on 26th July 2022 had a total cost of UGX 1,500,000 for the Fencing off of the placenta pit area.

Project commenced on 28th March 2023

4. Environment and Climate Change Screening Form for the Construction of Intensive Care Unit in Kitgum General Hospital. This was dated 20th July 2022 and signed by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

The costed ESMP signed on 20th July 2022 had a total cost of UGX 2,000,000 for gutters, mobilization etc.

Project commenced date was not seen.

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

Maximum score is 30

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

According to the NEMA guidelines annex 2c or A guide to the Environment Impact Assessment Process in Uganda by Kenneth Kakuru Annex 1 – September 2001, these projects were not in the list of those that require ESIAs, therefore no ESIAs was done.

**Micro-scale Irrigation  
Minimum Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	<p>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</p> <p><i>Maximum score is 70</i></p>	<p>If the LG has recruited; a. the Senior Agriculture Engineer</p> <p><i>score 70 or else 0.</i></p>	<p>The LG had nether recruited nor was there a seconded Senior Agriculture Engineer at the time of assessment.</p>	<b>0</b>
<b>Environment and Social Requirements</b>				
2	<p>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.</p> <p><i>Maximum score is 30</i></p>	<p>If the LG: Carried out Environmental, Social and Climate Change screening score 30 or else 0.</p>	<p>There was evidence that the DLG carried out Environmental, Social and Climate Change Screening for the Micro-Scale Irrigation project. Two project was implemented.</p> <p>Environment, Social and Climate Change Screening Report for Micro Scale Irrigation Demonstration Site at Odilang, Pugoda East in Nam Okora Sub-county (Farazala Osman Akama - Farmer), dated 2nd June 2023. Signed by Senior Environment Officer and District Community Development Officer.</p> <p>The costed ESMPs were attached with a total cost of UGX 1,100,000 for tree planting etc.</p> <p>Environment, Social and Climate Change Screening Report for Micro Scale Irrigation Demonstration Site at Paryeko Tel A village, Pubech parish in Mucwini East Sub-county (Okema Johnson - Farmer), dated 29th May 2023. Signed by Senior Environment Officer and District Community Development Officer.</p> <p>The costed ESMPs were attached with a total cost of UGX 2,500,000 for tree planting, awareness creation etc.</p>	<b>30</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.	The position of Civil Engineer (Water), was substantively filled by Willy Omunga Picho Ref. CR/156/5 appointed vide letter dated 18th December 2018 under Min. No 46/2018 (83)	<b>15</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.	The position of Assistant Water Officer for Mobilisation was neither substantively filled nor was there a staff secondment from MoWE at the time of assessment. However, Emmanuel Ameda a CDO was assigned duties vide letter dated 17th December 2019.	<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.	The position of Borehole Maintenance Technician was neither substantively filled nor was there a staff secondment from MoWE at the time of assessment.	<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.	The position of Natural Resources Officer was not provided for in the structure	<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.	The position of Environment Officer was neither substantively filled nor was there a staff secondment from MoWE at the time of assessment..	<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.	The position of Forestry Officer was substantively filled by Martin Anywar Ref. CR/156/4 appointed vide letter dated 28th January 2008 under Min. No. 39/2008.	<b>10</b>

**Environment and Social Requirements**

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

If the LG:

a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.

There was evidence that the DLG carried out Environmental, Social and Climate Change Screening for all the water projects;

1. Environment and Climate Change Screening Form for the Construction of 5 stances drainable latrine at Akworo Tecwa South in Labongo Amida Sub-county. This was signed on 8th July 2022 by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

Project commenced on 17th March 2023

2. Environment and Climate Change Screening Form for the Construction of deep borehole at Nyapea B, Pugoda west in Nam – Okera Sub-county. This was signed on 8th July 2022 by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

3. Environment and Climate Change Screening Form for the Construction of deep borehole at Akuna-Kiteny village in Kiteny Sub-county. This was signed on 7th July 2022 by Wany Oyok David – Senior Environment Officer and Okello James – DCDO

4. Environment and Climate Change Screening Form for the Construction of deep borehole at Pagen west village in Labongo Layamo Sub-county. This was signed on 7th July 2022 by Wany Oyok David – Senior Environment Officer and Okello James – DCDO.

There was a costed Environment and Social Management Plan for Water Sources (ESMP) attached dated 1st July 2022 with UGX 1,700,000. Signed by the SEO and DCDO. This was planned for all the water sources.

All the water drilling projects commenced on 17th March 2023

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.	According to the NEMA simplified guidelines annex 2c, these projects were not in the list of those that require ESIAs, therefore no ESIAs was done.	<b>10</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.	No abstraction permit was presented at the time of the assessment. However,the projects implemented by the DLG FY 2022/2023 did not call for abstraction permits. The LG drilled boreholes and contracted companies obtained the drilling permit. ICON Projects LTD Po Box 34678, Kampala had drilling permit no. KAM45/DP-00983/2022/RR issued on Friday July 01,2022 until Friday June 30,2023 signed by Eng. Joseph Oriona Eyatu Director of water development	<b>10</b>