



LGMSD 2022/23

Kotido District

(Vote Code: 528)

Assessment	Scores
Crosscutting Minimum Conditions	45%
Education Minimum Conditions	30%
Health Minimum Conditions	75%
Water & Environment Minimum Conditions	65%
Micro-scale Irrigation Minimum Conditions	30%
Crosscutting Performance Measures	53%
Educational Performance Measures	67%
Health Performance Measures	61%
Water & Environment Performance Measures	75%
Micro-scale Irrigation Performance Measures	56%

**Crosscutting
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): If so: Score 4 or else 0 	<p>The evidence provided indicated that the District implemented one infrastructure project using DDEG funding and it was still ongoing as per reports. the project was the construction and slabbing of first floor of Council Chambers at the District HQs at Ushs 58,000,000 per the Annual Budget Performance Report page 13. This is a phased project and the planned phase was completed as planned.</p>	4
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> By more than 5%, score 3 1 to 5% increase, score 2 If no increase, score 0 <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>A copy of assessment results provided by OPM indicated as follows;</p> <p>LLG performance for FY 2022/2023 was 83%</p> <p>LLG performance fr FY 2023/2024 was 81%</p> <p>Therefore, the was a decrease in performance by 2%.</p>	0
2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> If 100% the projects were completed : Score 3 If 80-99%: Score 2 If below 80%: 0 	<p>There was evidence that the DDEG funded investment projects implemented in the previous FY were completed as Perth quarter 4 budget performance report for FY 2022/2023. The phased project involved construction and slabbing of first floor of Council Chambers at the District HQs at Ushs 58,000,000 as per the Annual Budget Performance Report page 13.</p>	3
3	<p>Investment Performance</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:</p> <p>Score 2 or else score 0.</p>	<p>The DDEG project implemented in the FY 2022/2023 was completed as per the phase that was budgeted for, Ugx 58,000,000 was all received and completed as per the reports.</p> <p>1. Construction and slabbing of first floor of Council Chambers at the District HQs at Ushs 58,000,000 as per the Annual Budget Performance Report page 13. Approved Budget on page 25.</p>	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	For the construction and slabbing of first floor of Council Chambers at the District HQs at Ushs 58,000,000, there was no variations (0.00%) as the Engineers figure was the same as the contract figure at UGX 58,000,000.	2
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Performance Reporting and Performance Improvement

4	Accuracy of reported information Maximum 4 points on this Performance Measure	a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate, score 2 or else score 0	A comparison of the LG staff list with the staff list found in the 3 LLGs visited (Kacheri Sub County, Panyangara Sub County and Kotido Town Council) showed that the information on the positions filled in LLGs as per minimum staffing standards was accurate. For instance the following staff were found in Kacheri Sub County; <ol style="list-style-type: none"> 1. Lokol Rebecca- Senior Assistant Secretary 2. Ochen Tony Mark- Agruculture Officer 3. Owilli Ochan Quent- Head Teacher 4. Kiyonga Benard Oyoyo 5. Longoli Hellen Zakiya- Parish Chief 6. Lokora Bosco Emmy- Parish Chief 7. Lokiru Duales- Parish Chief 8. Lomongo Moses- Office Attendant 	2
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4	Accuracy of reported information Maximum 4 points on this Performance Measure	b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG: <ul style="list-style-type: none"> • If 100 % in place: Score 2, else score 0. <p>Note: if there are no reports produced to review: Score 0</p>	There was no evidence of completion reports for DDEG projects implemented that were availed to the assessment team.	0
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5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise; If there is no difference in the assessment results of the LG and national assessment in all LLGs score 4 or else 0 NB: The Source is the OPAMS Data Generated by OPM.	The LLGs scores obtained from the internal District internal assessment and from the LLG IVA was; DLG IVA Rengen S/C 81 94 Kacheri T/C 62 85 Kacheri S/C 70 60 Panyagara S/C 67 60 The performance of two LLGs (Rengen and Kacheri T/C) was outside the credibility performance range of -/+ 10 which implied that the internal assessment of the LG was not credible.	0
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5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	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. Score: 2 or else score 0	There was no evidence that the District developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY.	0
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5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY: Score 2 or else score 0	There was no evidence that the LG developed any PIPs for the lowest performing LLGs and therefore there was nothing to implement.	0
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Human Resource Management and Development

6	Budgeting for and actual recruitment and deployment of staff Maximum 2 points on this Performance Measure	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. Score 2 or else score 0	There was no evidence provided at the time of assessment that the LG had 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.	0
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7	Performance management Maximum 5 points on this Performance Measure	a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI); Score 2 or else score 0	There was no evidence provided at the time of assessment that the LG conducted a tracking and analysis of staff attendance as guided by Ministry of Public Service CSI.	0
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7	Performance management	i. Evidence that the LG has conducted an appraisal with the following features:	HODs had been appraised as per guidelines issued by MoPS during the previous FY as follows	1
	Maximum 5 points on this Performance Measure	HODs have been appraised as per guidelines issued by MoPS during the previous	<ol style="list-style-type: none"> 1. Achar Cerino, DHO was appraised on 30th June 2023 by CAO Lomongin Joseph 2. Obita Francis, Ag. District Commercial Officer was appraised on 22nd June 2023 by CAO Lomongin Joseph 3. Ochaya Fredrick Ajusi, Ag. District Engineer was appraised on 30th June 2023 by CAO Lomongin Joseph 4. Etuko Emmy Brian, Ag DCDO was appraised on 22nd June by CAO Lomongin Joseph 5. Akello Hilda, CFO was appraised on 22nd June 2023 by CAO Lomongin Joseph 6. Okuda Robert Kennedy DPO was appraised on 22nd June 2023 by CAO Lomongin Joseph 7. Draleru Harriet, Ag. DNRO was appraised on 22nd June 2023 by CAO Lomongin Joseph 8. Okia Julius Ag. District Planner was appraised on 22nd June 2023 by CAO Lomongin Joseph 9. Lowari Angello Max Ag, DEO was appraised on 22nd June 2023 by CAO Lomongin Joseph 	
		FY: Score 1 or else 0		

7	Performance management	ii. (in addition to "a" above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:	The LG had implemented administrative rewards and sanctions on time as provided for in the guidelines: For instance on 25th January the committee sanctioned Okech David Zulu a Driver in the Works department was sanctioned for abandoning duty and was requested to write a commitment to change his behavior. Also Logole Paul Lotyang, Senior Civil Engineer was forwarded for reprimand to the District Service Commission over negligence of duty.	1
	Maximum 5 points on this Performance Measure	Score 1 or else 0	The committee was comprised of Sarah Narem, PAS- Chairperson, Lowari Anjello, DEO- member, Achar Cerino, DHO- Member, Akello Hilder, CFO- Member, Ajusi Fredrick Ochaya, and Ag, District Engineer- Membber	

7	Performance management Maximum 5 points on this Performance Measure	iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional. Score 1 or else 0	The HR department did not provide evidence that the LG had established a Consultative Committee (CC) for staff grievance redress which was functional.	0
8	Payroll management Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: Score 1.	The LG did not recruit any staff during the previous FY.	1
9	Pension Payroll management Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: Score 1.	One staff retired during the previous FY. Laloyo Christine Batibua retired on the 25th August 2022 and accessed the pension payroll in October 2022.	1

Management, Monitoring and Supervision of Services.

10	<p>N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:</p> <p>Score 2 or else score 0</p>	<p>The evidence from the release letters indicated that the transfers (DDEG) to LLGs were executed following the requirements of the budget in the previous FY as per the releases below;</p> <p>Kotido S/C received Ushs 19,703,000</p> <p>Nakapelimrou S/C received Ushs 23,329,000</p> <p>Kacheri S/C received Ushs 21,430,000</p> <p>Rengen S/C received Ushs 16,596,000</p> <p>Panangara S/C received Ushs 18,668,000</p> <p>Kamoru S/C received Ushs 2,266,000</p> <p>Kanair S/C received Ushs 2,266,000</p> <p>Kapeta S/C received Ushs 2,266,000</p> <p>Lokwakael S/C received Ushs 2,266,000</p> <p>Loletio S/C received Ushs 2,266,000</p> <p>Maaru S/C received Ushs 2,266,000</p> <p>Longaroe S/C received Ushs 2,266,000</p> <p>Napumpum S/C received Ushs 2,266,000</p> <p>The direct DDEG transfers to LLGs for the last FY were as follows:</p> <p>In quarter 1: Did not receive DDEG</p> <p>In quarter 2: Release was on 18th October 2022.</p> <p>In quarter 3: The release was on 19th January, 2023.</p> <p>In quarter 4: Did not receive DDEG.</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>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 not timely warrant direct DDEG transfers to LLGs for the last FY, in accordance with the requirements of the budget as follows:</p> <p>Quarter 1: The LG did not receive DDEG</p> <p>Quarter 2: Release was on 3rd October 2022 and warranted on 13th October 2022, warrant was made in 10 days.</p> <p>Quarter 3: Release was on 02nd January 2023 and warranted on 6th January 2023 which was 4 days.</p> <p>Quarter 4: The LG did not receive DDEG.</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 invoicing and communicating of all DDEG transfers for the previous FY to LLGs was done however it was not within 5 working days from the date of funds release in each quarter;</p> <p>Quarter 1 LG did not receive DDEG funds,</p> <p>Quarter 2 funds was released on 3rd October 2022 and the communication was made on 18th October, 2022 which was more than 5 days.</p> <p>Quarter 3 funds was released on 2nd January 2023 and the communication was made on 19th January, 2023 which was more than 5 days.</p> <p>Quarter 4, LG did not receive DDEG funds.</p>	0
11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:</p> <p>Score 2 or else score 0</p>	<p>The LG provided evidence of only quarter four reports for supervision and mentoring of LLGs in the District FY 2022/2023.</p> <p>Q 1 - No monitoring report was conducted.</p> <p>Q 2- No monitoring report was conducted</p> <p>Q 3 -No monitoring report was conducted</p> <p>Q 4 Supervision report was conducted from 13th June 2023 for the three projects namely the construction of the Nakapelimoru Production Office, the Construction of the Panyangara SC Administration Office Block, and Kotido Administration Office Block. Some of the objectives of the activity were to establish whether value for money is being realized in the implementation of the three projects or not.</p> <p>The report was prepared by the Senior Planner Okia Julius.</p>	0

11	<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p>	<p>The LG availed quarter four reports which was only conducted in the previous FY and it was discussed by the TPC to make recommendations for corrective actions and follow-up. These were signed by the Chairperson Lomongin Joseph.</p> <ol style="list-style-type: none"> 1. Quarter one report was not conducted.. 2. Quarter two report was not conducted 3. Quarter three report was not conducted. 4. Quarter four report was discussed on 27th June 2023- TPC- MIN.04/June/2023:Discussion of Quarter 4 joint monitoring reports for Three DDEG funded projects for 2022/23. 	0
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Investment Management

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:</p> <p>Score 2 or else score 0</p> <p>Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0</p>	<p>An updated IFMS soft copy of the assets register was presented at the time of assessment. The register captured details of land, buildings, transport equipment, machinery, medical equipment, furniture & fittings, ICT equipment,</p> <p>Roads & bridges and natural assets among others. Some of the details captured for each asset included:</p> <ol style="list-style-type: none"> 1. Asset description 2. Asset category 3. Current status 4. Cost price 5. Current location 6. Date of acquisition 7. User 8. Serial number 9. Capacity. 	2
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12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>	<p>It was noted by the CFO that the board of Survey report was with the Auditors so the assessment team couldn't ascertain whether LG used the Board of survey report of the FY 2021/22 to make Assets management decision.</p>	0
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 functional Physical Planning Committee appointed by the CAO as evidenced by the appointment letter Ref CR//214/18 dated 19th September, 2016.</p> <p>The committee held all the quarterly meetings and were all submitted to the Ministry as per the minutes of the meetings availed to the Assessment team;</p> <ol style="list-style-type: none"> 1. Quarter 1 Minute dated 28th September 2022 was submitted to the Ministry on 15th May 2023. 2. Quarter 2 minute dated 20th December 2022 was submitted to the ministry on 15th May 2023. 3. Quarter 3 minute dated 30th March 2023 was submitted to the ministry on 15th May 2023. 4. Quarter 4 minute dated 15th June 2023 was submitted to the ministry on 7th July 2023. 	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:</p> <ol style="list-style-type: none"> (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>Score 2 or else score 0</p>	<p>There was evidence that the LG conducted a desk appraisal on the project implemented as per the report availed at the time of assessment. For the DDEG project was desk appraised on 7th March 2022 checking whether the proposed projects were in the LGDP, AWP, and availability of funds in the Approved budget.</p> <ol style="list-style-type: none"> 1. Construction and slabbing of the first floor of Council Chambers at the District HQs at Ushs 58,000,000 and the project was recommended for field appraisal. 	2

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the LG conducted field appraisal for the projects implemented as per the report availed at the time of assessment. It was evidenced that the appraisal checked technical feasibility, (ii) Environmental and social (iii) customized design for investment projects The project field appraisal was conducted on 7th March, 2022 for the DDEG projects that were implemented in the previous FY 2022/23 as follows;</p> <ol style="list-style-type: none"> 1. Construction and slabbing of the first floor of Council Chambers at the District HQs and the project was recommended for funding and implementation. 	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p>	<p>It was noted by Senior Planner that project profiles with costing for the current FY projects were not discussed by TPC.</p>	0

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>The Environment Officer and the CDO screened for environmental and social risks/impact and put mitigation measures before the projects were approved for construction. However, monitoring using checklists was not done. For example;</p>	0
		<p>Score 2 or else score 0</p>	<ol style="list-style-type: none"> 1. Construction of administration block at Kotido General hospital prepared on 12th September, 2022 2. Fencing of Nakwakwa HCII prepared on 12th September, 2022 3. Renovation of a twin staff house at Lopuyo HCII prepared on 12th September, 2022 4. Construction of a twin staff house at Nakwakwa primary school prepared on 14th September, 2023 5. Construction of a twin staff house at Lokiding primary school prepared on 14th September, 2022 6. Rehabilitation of Rengen-Lopuyo-Lokiding roads prepared on 4th August, 2023 7. Establishment of micro-scale irrigation site at Lomukura prepared on 15th May, 2023 8. Establishment of micro scale irrigation site at St. Comboni primary school prepared on 15th May, 2023 	
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>There was evidence that all infrastructure projects for the current FY, planned to be implemented using the DDEG, were incorporated in the LG approved procurement plan signed on 20th November, 2023 by the Deputy CAO, Lochoro Daniel. The planned infrastructures were Construction of placenta pit at Ugx 15M, Renovation of staff house at Ugx 50M and construction of a 5-stance VIP latrine at Ugx 35M all at Lokiding HCII. The other was completion of chain link fence at Nakwakwa HCII at Ugx 38M.</p>	1
		<p>Score 1 or else score 0</p>		

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	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	There was no evidence to show that the infrastructure projects to be implemented in the current FY, using DDEG were approved by the Contracts Committee before commencement of construction.	0
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines: Score 1 or else 0	There was no evidence to show that the LG had properly established the project implementation team as specified in the sector guidelines	0
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer: Score 1 or else score 0	There was evidence that the infrastructure project followed the standard technical designs provided by the LG Engineer as was observed at the construction site for the council block at the district headquarters where the slab was of total thickness 200mm;150mm thick maxspans and 50mm thick reinforced concrete.	1
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0	There was a report dated 15th June, 2023 by the project supervisor to indicate that supervision by the relevant technical officers had been done.	2
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement): Score 1 or else score 0	There was no evidence to show that LG had verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement) that was seen during the assessment.	0

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	The LG did not have a complete procurement file in place for each contract with all records as required by the PPDA Law. What was on procurement file was an expired contract dated 1st March, 2021 signed with Ms. Wide Builders Constructors/Suppliers with start date of 3rd March, 2021 and end date of 30th June, 2022. A letter of extension of contract dated 20th February, 2023 signed by the CAO, Lomongin Joseph with start date as 1st March, 2023 ending on 31st March, 2023.	0
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Environment and Social Safeguards

14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	a. Evidence that the District/Municipality has i) designated a person to coordinate response to feedback (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant. Score: 2 or else score 0	Files on the grievances redress mechanism were not availed at the time of assessment.	0
14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	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. If so: Score 2 or else 0	Files on the grievances redress mechanism were not availed at the time of assessment.	0
14	Grievance redress mechanism operational. Maximum 5 points on this performance measure	c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress. If so: Score 1 or else 0	Files on the grievances redress mechanism were not availed at the time of assessment.	0

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0	A review of the DDP III and AWP & budget showed that Climate change and the environment were integrated in DDP III on page 155, AWP on page 11 and the approved budget on page 12 which included wetland management, tree planting, training farmers in smart agriculture, etc. Likewise, community and mindset change, reducing negative cultural practices and attitudes as an intervention on Social issues is also found on page 197 of LG DDP III, AWP on page 12, and Approved Budget on page 14.	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management score 1 or else 0	There was evidence of dissemination to LLGs of enhanced DDEG Guidelines. A meeting held on 5th April 2023 in the District Wooden Block under MIN no. 05 April 23:Disseminationof DDEG guidelines for FY 2023/24 to LLGs by the District Planner.	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation): c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary: score 3 or else score 0	Since there were no DDEG projects budgeted for and approved in the previous FY, costed ESMPs were similarly not prepared and neither were project documents with BoQs.	3
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change. Score 3 or else score 0	There were no projects with costing of the additional impact from climate change that were budgeted for and approved in the previous FY	0

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 1 or else score 0	There was no evidence that all DDEG projects were implemented on land where the LG has proof of ownership, access, among others.	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	The Environment Officer and CDO conducted support supervision and monitoring to ascertain compliance with ESMPs and provided monthly reports as listed below; 1. Monitoring report for the upgrade of Kamor HCII to HCIII dated October, 2022 2. Report dated 13th January, 2022 for the drilling of 2 boreholes at Kanair and Nakapelimoru army secondary school 3. Report dated 18th May, 2023 for the 4 micro irrigation demonstration sites (Farmers and Institutions)	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	g. Evidence that E&S compliance Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractors' invoices/certificates at interim and final stages of projects: Score 1 or else score 0	The Environment Officer and CDO did not comply with the signing of the certification forms prior to payments of contractors 'invoices/certificates at interim and final stages of projects. Some certificates were not signed by both and yet the requirement is that both the CDO and Environment Officers are expected to certify every project that they have monitored throughout the project implementation cycle. Below are some of the certificates sampled; 1. Interim payment certification No. 1 issued on 22nd May, 2023 for the construction of administrative block at Kotido general hospital was signed by the CDO and Environment Officer 2. Interim payment certificate No. 1 issued on 16th May, 2023 for the construction of piped water supply scheme at Napeikar was signed by the Environment Officer only 3. Interim payment certificate No. 3 issued on 10th May, 2022 for the construction of a twin staff house and a 2 stance latrine at Kanair primary school was signed by both the CDO and Environment Officer.	0

Financial management

16	<p>LG makes monthly Bank reconciliations</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the LG made monthly bank reconciliations and were up to-date at the point of time of the assessment as per the printed copies of the reconciled bank accounts availed to Assessment Team as detailed below;</p> <p>A/c name: Kotido District UWEP Recovery</p> <p>A/c No: 6212200003</p> <p>Reconciled up to 31st October 2023</p> <p>Amount; Ugx 27,544,105</p> <p>A/c name: Kotido LG Revolving Fund</p> <p>A/c No: 6212100015</p> <p>Reconciled up to 31st October 2023</p> <p>Amount; Ugx 5,372,700</p> <p>A/c name: Kotido General Fund</p> <p>A/c No: 9030005641011</p> <p>Reconciled up to 31st October 2023</p> <p>Amount; Ugx 176,049,750</p>	2
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the LG produced all quarterly internal audit (IA) reports for the previous FY as shown below;</p> <p>1st quarter report was produced on 30th October, 2022.</p> <p>2nd quarter report was produced on 30th January 2023.</p> <p>3rd quarter report was produced on 30th April 2023.</p> <p>4th quarter report was produced on 28th July 2023.</p>	2

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>The LG provided information to the Council Chairperson and the LG PAC through the registry on the status of implementation of internal audit findings for FY 2022/2023. The dates for submission for follow-up on quarterly internal audit queries to the LG PAC were as follows:</p> <p>Quarter one report was received on 30th October 2022.</p> <p>Quarter two report was received on 30th January 2023.</p> <p>Quarter three report was received on 30th June 2023.</p> <p>Quarter Four report was received on 29th July 2023.</p>	1
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>The reports were submitted through the registry as follows:</p> <ol style="list-style-type: none"> 1. Quarter 1 on 30th October 2022 2. Quarter 2 on 30th January 2023 3. Quarter 3 on 30th June 2023 4. Quarter 4 on 29th July 2023 <p>Quarter one, two and Quarter three reports were reviewed by PAC and were all reviewed in one meeting that was held on 9th March 2023 at the District Board room under minute no 04/DPAC/03/2023: Examination of Kotido District Internal Audit Report for First to Third Quarter FY 2022/2023.</p> <p>For Quarter four report, it was noted by the Clerk to Council that it was actually discussed by the PAC. However, the minutes were misplaced, and he couldn't not trace them.</p>	0

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 289,360,000 (Final draft Accounts FY 2022/23 page 34) and the Actual Revenue collected was Ushs 150,922,187 which gave a variance of Ushs 138,437,813 this indicates that District local Government collected actual revenue of what they had planned for.</p> <p>$(138,437,813/289,360,000) \times 100\% = 48\%$.</p> <p>The LG managed to correct 52% of its planned revenue in the Previous FY.</p>	0
19	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 2 points on this Performance Measure.</p>	<p>a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY</p> <ul style="list-style-type: none"> • If more than 10 %: score 2. • If the increase is from 5% - 10 %: score 1. • If the increase is less than 5 %: score 0. 	<p>The ratio of OSR for the LG for previous FY as compared to that of the previous FY but one as per Final draft A/c 2022/23 page 34 was;</p> <p>OSR 2021/22 Total revenue = Ushs 114,750,094</p> <p>OSR 2022/23 Total revenue = Ushs 150,922,187</p> <p>Therefore</p> <p>Revenue 2022/23 Less revenue 2021/22</p> <p>Ushs 150,922,187- Ushs 114,750,094= Ushs 36,172,093</p> <p>= $36,172,093/114,750,094 \times 100 = 32\%$</p> <p>Therefore, the Own Source Revenue for FY 2022/23 increased by 32% compared to the last year collection.</p>	2

20	Local revenue administration, allocation, and transparency	a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0	The shareable revenue of Ugx 11,785,397 was transferred within the FY 2022/2023 as required to the LLGs as below: Kacheri S/C received Ushs 89,267 Rengen S/C received Ushs 524,769 Panyangara S/C received Ushs 718,622 Nakapelimoru S/C received Ushs 2,386,029 Maaru received Ushs 601,939 Longaroe received Ushs 631,338 Kacheri T/C received Ushs 738,325 Lokwakial received Ushs 980,767 Kanair received Ushs 491,698 Kamoru received Ushs 374,102 Napumpum received Ushs 1,324,565 Loletio received Ushs 715,946 Lokitelaebu Town council received Ushs 1,116,572 Kapeta received Ushs 524,770.	2
	Maximum 2 points on this performance measure.			

Transparency and Accountability

21	LG shares information with citizens	a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0	There was evidence to show that the LG shares information with citizens one such note read "Best Evaluated Bidder Procurement Refrerence: KOTI528/SWRKS/2022-2023/00004 Subject of Procurement: Construction of Administration Block at Kotido General Hospital Method of Procurement: Open Domestic Bidding Best Evaluated Bidder: Great Deeds Supply and Construction Company Limited Price: Ugx 454,181,200/= Date of display: 18th October, 2022 Date of removal: 31st October, 2023	2
	Maximum 6 points on this Performance Measure			

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>A copy of LG performance assessment results dated 29th June 2023, acknowledged by the district Planner and well publicized on the district notice board.</p>	2
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>There was evidence that the LG conducted a baraza on 16th September 2022 with the public to discuss the upcoming programs, peace, and pacification of Karamoja.</p> <p>Another Baraza was conducted by the district officials on 12 October 2022 at Longario sub-county. Key issues were discussed and this included budgeting for water, gender, and children welfare.</p>	1
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>There was evidence that the LG made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal dated 22nd July 2023 on the notice board.</p>	1
22	<p>Reporting to IGG</p> <p>Maximum 1 point on this Performance Measure</p>	<p>a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0</p>	<p>It was noted by the clerk to Council that no IGG issue was reported in the Previous FY.</p>	1

**Educational
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>School year 2020</p> <p>Total No. of candidates registered was 389</p> <p>Total absentees were 15</p> <p>Total that sat were (389- 15) =374</p> <p>Total Grades (1,2&3) = 10+209 + 80=299</p> <p>Pass rate =(299)x 100 = 79.94%</p> <p style="text-align: center;">374</p> <p>School year 2022</p> <p>Total No. of registered candidates was 348</p> <p>Total absentees were =21</p> <p>Total that sat were (348 - 21) =327</p> <p>Total grades (1,2& 3)= 14+174+79 =267</p> <p>% pass rate= (267) x 100 =81.65%</p> <p style="text-align: center;">327</p> <p>% Change = 81.65 - 79.94 = 1.71%</p>	2

1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>b) The LG UCE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 3 • Between 1 and 5% score 2 • No improvement score 0 	<p>School year 2020</p> <p>Total No. of candidates registered was = 61</p> <p>Total absentees were =00</p> <p>Total that sat were = 61</p> <p>Total Grades (1,2&3) = 4 +12+15 =31</p> <p>Pass rate = $31 \times 100 = 50.8\%$</p> <p style="text-align: center;">61</p> <p>School year 2022</p> <p>Total No. of registered candidates was = 78</p> <p>Total absentees were =04</p> <p>Total that sat were (78 - 04) =74</p> <p>Total grades (1,2& 3)= 3+27+29 =59</p> <p>% pass rate= $59 \times 100 = 79.7\%$</p> <p style="text-align: center;">74</p> <p>% change = $79.7 - 50.8 = 29.9\%$</p>	3
2	<p>N23_Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p> <p>Maximum 2 points</p>	<p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p> <ul style="list-style-type: none"> • By more than 5%, score 2 • Between 1 and 5%, score 1 • No Improvement, score 0 <p>NB: If the previous average score was 95% and above, Score 2 for any increase.</p>	<p>The average score of education LLG performance increased by 62% compared to the last year as per the computation below;</p> <p>The average score for the current year was 72%.</p> <p>The average score for the previous financial year was 10%</p>	2

3	Investment Performance: The LG has managed education projects as per guidelines	a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0	DLG did receive a Sector Development Grant of Ushs 1,283,435,000 for FY 2022/2023. was used towards;	2
	Maximum 8 points on this performance measure		<ol style="list-style-type: none"> 1. Construction of 2-stance VIP latrine for Teachers at Rengen Seed SS at Ugx 31,031,000. 2. Construction of a one-classroom block at Rengen Seed SS at Ugx 869,064,000. 3. Construction of a one-twin staff house, 1 Kitchen, and 1-stance line latrines for Lokiding Primary Schools at Ugx 188,862,500. 4. Construction of two (1) -twin staff houses, 1 Kitchen, and two 1-stance line latrines for Nakwakwa Primary Schools at Ugx 188,862,500. 	
3	Investment Performance: The LG has managed education projects as per guidelines	b) If the DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors score 2 or else score 0	There was evidence that the DEO, Environment Officer, and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors.	2
	Maximum 8 points on this performance measure		<ol style="list-style-type: none"> 1. Voucher no 6424650 dated 28th June 2023 for Ushs 28,375,686; Certificate No 2, dated 13th June 2023; Contract No.KOTI/528/WRKS/22-23/00002, Project; Construction of School Staff at Lokiding Primary School was certified by DEO on 13th June 2023, District Environment Officer on 13th June 2023, district Engineer on 13th June 2023 and DCDO on 13th June 2023, payment was initiated on 13th June 2023 and payments were made on 28th June 2023 which was within the time flame. 2. Voucher no 6424650 dated 28th June 2023 for Ushs 25,380,000; Certificate No 3, dated 13th June 2023; Contract No.KOTI/528/WRKS/21-22/00004, Project; Construction of School Staff at Losakucha Primary School was certified by DEO on 13th June 2023, District Environment Officer on 15th June 2023, district Engineer on 15th June 2023 and DCDO on 13th June 2023, payment was initiated on 13th June 2023 and payments were made on 28th June 2023 which was within the time flame. 	

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

Maximum 8 points on this performance measure

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

All three sampled project were within +5.42% of +/- 20% acceptable variation and therefore complied.

The projects sampled were;

Project 1: Construction of a Twin staff house, kitchen and a 2-stance VIP latrine at Nakwakwa primary school

Procurement ref: KOTI528/wrks/2022-2023/00001

Project 2: Construction of a Twin staff house, kitchen and a 2-stance VIP latrine at Lokiding primary school

Procurement ref: KOTI528/wrks/2022-2023/00002

Project 3: Construction of Rengen Seed secondary school

Procurement ref:

Project 1:

Estimated cost: Ugx 196,243,000/=

Contract cost: Ugx 185,601,000/=

Variation: Ugx 10,642,000/=

%age variation

$(10,642,000/196,243,000) = 5.42\%$

Project 2:

Estimated cost: Ugx 196,243,000/=

Contract cost: Ugx 192,400,210/=

Variation cost: Ugx 3,842,790/=

%age variation

$(3,842,790/196,243,000) \times 100\% = 1.95\%$

Project 3:

Estimated cost: Ugx 2,850,000,000/=

Contract cost: Ugx 2,809,000,000/=

Variation cost: Ugx 41,000,000/=

%age variation $(41,000,000/2,850,000) \times 100\% = 1.43\%$

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	From Quarter 4 report on page 55, the budgeted amount was Ugx 1,283,435,000/= for Rengen Seed secondary school and amount spent was Ugx 675,922,000/= which was 52.66% as illustrated below;	0
	Maximum 8 points on this performance measure	<ul style="list-style-type: none"> • If 100% score 2 • Between 80 - 99% score 1 • Below 80% score 0 	(675,922,000/1,283,435,000) x 100%= 52.66%. The physical site inspection indicated that works on site were complete at 52.66% which collaborated with quarter 4 the report.	
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	Kotido LG had deployed 169 out of the required 382 primary school teachers putting the staffing levels at 44%.	0
	Maximum 6 points on this performance measure	<ul style="list-style-type: none"> • If 100%: score 3 • If 80 - 99%: score 2 • If 70 - 79% score: 1 • Below 70% score 0 		
4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards	b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,	The LG Consolidated Assets register for kotido DLG 2022/2023 dated 16th February, 2023 captured assets for the 14 registered primary schools and 3 USE schools consisting of the following ; 127 classrooms, 228 latrine stances , 1597 desks, 118 teachers houses and 4 laboratories' prepared by the DLG education office	3
	Maximum 6 points on this performance measure	<ul style="list-style-type: none"> • If above 70% and above score: 3 • If between 60 - 69%, score: 2 • If between 50 - 59%, score: 1 • Below 50 score: 0 	This implies that all schools met the DES basic requirements and minimum standards of compiling the assets register in the recommended format . (17/17) x 100%= 100%	

Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>The DLG teacher's deployment list from the DEO'S office dated 18th July 2023 matched with that one found at the schools visited for assessment for instance:</p> <p>At Lokiding primary school taken as rural, the list had 11 teachers and was posted inside the head teacher's office and the same number was verified on ground with Ms. Angom Lucy Rose thus matched with that of the DEO.</p> <p>Nakwakwa Primary School taken as semi urban School the list indicated 11 teachers with Maracello Ocello as head teacher also matched well with the DEO's list..</p> <p>Nakoreto primary school taken as urban the list had 10 teachers and the head teacher being Ms. Akello Secondina. The list also matched well with that of DEO.</p> <p>This implied that the accuracy of teachers deployment as per sampled schools was at $3/3 \times 100 = 100\%$.</p>	2
5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.</p> <ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>Evidence indicated that the DLG had recorded school assets registers that provided a detailed account of the infrastructure in all UPE and USE schools as captured below from the 3 sampled schools;</p> <p>Nakoreto primary school taken as urban had 10 classrooms, 149 desks, 14 stances of latrines and 8 teachers houses .</p> <p>,Nakwakwa primary school taken as semi- urban had 8 classrooms, 14 latrine stances, 235 desks & 8 teacher's houses.</p> <p>Lokiding primary school taken as rural had the following assets in place 7 classrooms, 120 desks, 19 latrine stances & 10 teachers houses.</p> <p>All the verified assets infrastructures and equipments were also indicated in the consolidated Education Department Assets Register</p>	2

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

There was evidence in Nakoreto and Lokiding that Head teachers in these schools complied with the MoES annual budgeting and reporting guidelines;

Nakoreto primary school(urban)

Primary schools had budgeted for the whole calendar year 2023 dated 13thFebruary, 2023 with clear cash flow statements for term I, term 2 budget was dated 5th May, 2023 & term III 2023 was dated 12th October,2023 all fully signed by the SMC chairperson Mr. Loworon Peterl and an asset register that had 10 classrooms, 149 desks, 14 stances of latrines and 8 teachers houses was attached.

Nakwakwa primary school taken as semi urban primary school lacked evidence at the time of assessment.

Lokiding primary school equally had the necessary annual budget for the previous FY clearly showing the budgeted figures for term III 2022, term I 2023, term II 2023 all had been signed by the chairperson SMC Mr. Lopio Romano

$2/3 \times 100 = 66.6\%$

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

There was evidence adduced to prove that LG had supported Schools in the preparation and implementation of SIPs.

At schools visited, there were reports that pointed out the implemented SIPS

From the sampled and visited Schools; Nakoreto P/S, Nakwakwa P/S and Lokiding primary school the Headteachers possessed respective SIPs and implementation was evident as shown below;

Lokiding primary school, the feedback report evidenced indicated that from the SIP dated 9th February to 31st December 2023.

A school fence was being put in place to ensure security.

A school garden was in place though they had not yielded any harvest due to the change in the weather.

Through conducting go back to school campaigns pupils enrolment had increased.

Nakwakwa primary school in a report dated 15th may,2023 the LG education office supported in the following SIP areas;

- Creating awareness to parents on the advantages of education through the go back to school campaigns

Ensuring that almost all learners are registered with EMIS through constant reminders.

- Providing more teachers housing facilities.

Nakoreto primary school SIPs in place that had been implemented involved the following:

Conducting back to school campaigns within the community through mass campaigns by the school governing bodies and leaders.

-teaching and learning effectiveness was envisaged through increased number of candidates to 47

School committees and departments were all functional.

This indicated: $3/3 \times 100 = 100\%$

6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> • If 100% score: 4: • Between 90 - 99% score 2 • Below 90% score 0 	<p>The LG had collected and compiled EMIS data forms for all the 14 UPE and 3 USE registered schools from the previous FY. The captured EMIS information indicated 16,227 UPE pupils and 812 USE students.</p> <p>The %age of schools was;</p> 17×100 17 $= 100\%$	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>From the wage estimates 2023/2024, the LG had 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 at Ugx 3,679,661,506/= as captured in the approved budget estimates for FY 2023/2024.</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>Maximum 8 points on this performance measure</p>	<p>b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY,</p> <p>Score 3 else score: 0</p>	<p>The DLG deployed 169 primary school teachers for the 14 UPE schools which aligns with the education sector guidelines.</p> <p>According to the staff lists seen at the time of assessment, for instance:</p> <p>Nakoreto Primary School taken as Urban had 10 teachers with enrolment of 1014 pupils.</p> <p>Nakwakwa Primary School taken as semi urban had 11 teachers with enrolment of 1118 pupils.</p> <p>Lokiding Primary School taken as rural had 11 teachers with pupil enrolment of 1076 pupils.</p>	3
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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>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board,</p>	<p>The teacher deployment data had been disseminated or publicized on LG notice board as well as on the noticeboards of visited schools at the time of assessment. Nakoreto Primary School had 10 teachers, Nakwakwa Primary School had 11 teachers displayed, while Lokiding Primary School had 11 teachers displayed.</p>	1
	<p>Maximum 8 points on this performance measure</p>	<p>score: 1 else, score: 0</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 copy to DEO/MEO</p>	<p>All primary school head teachers had been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO. For instance;</p>	2
	<p>Maximum 8 points on this performance measure</p>	<p>Score: 2 or else, score: 0</p>	<ol style="list-style-type: none"> 1. Achayayo Lucy Grace- Lookorok PS was appraised on 6th December 2022 by Akello Hellen SAS, Nakapelimoru Sub County 2. Ojwok Richard Janayo- Kanairi PS was appraised on 22nd December 2022 by Aceng Josephine SAS, Kanairi Sub county 3. Ghinno Moses- Lokitelaebu PS was appraised on 28th December 2022 by Auma Florence, Lokitelaebu TC 4. Amone Andrew Ben, Kacheri PS was appraised on 27th December 2022 by Ariko Maxwell, SAS Kacheri Sub County 5. Ocherro Maracero,, Nakwakwa PS was appraised on 23rd December 2022 by Aleper Christinem SAS Rengen Sub county 6. Akello Jean Oryono- Napumpum PS was appraised on 28th December 2022 by Titin Dorothy, SAS Napumpum 7. Ocheng Kilama- Maru PS was appraised on 28th December 2022 by Baari Francis, SAS Maru Sub county 8. Achan Betty-Losakucha PS was appraised on 31st December 2022 by Nameja Christine, SAS Kapeta Sub county 9. Akot Suzan- Kalosarich PS was appraised on 29th December 2022 by Otim Denis, SAS Panyangara Sub county 10. Auma Santina- Regen PS was appraised on 22nd December 2022 by Aleper Christine SAS Rengen Sub county 	

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>Kotido LG had three Secondary schools. There was no evidence that the head teacher were appraised for the calendar year 2022.</p>	0
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>All staff in the LG Education department had been appraised against their performance plans</p> <ol style="list-style-type: none"> 1. Inspector of Schools, Aigi Deborah was appraised on 26th June 2023 by Katiango Benson Senior Education Officer 2. Senior Education Officer, Katiango Benson was appraised on 22nd June 2023 by Lowari Angelo Principal Educationn Officer/Ag. DEO <p>The roles of Senior Inspector of Schools, Education Officers and sports officer were vacant.</p>	2
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>There was no evidence provided by the HR department that the LG has prepared a training plan to address identified staff capacity gaps at the school and LG level.</p>	0

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>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>The assessment noted from DEO, that the LG was compliant as the CAO wrote to the permanent secretary in a letter dated 3rd July, 2023 on the enrolment and budget allocation</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score:2 or else, score: 0</p>		
9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.</p>	<p>Kotido LG made allocations towards monitoring and supervision of schools of UGX: 56,000,000 for FY 2022/2023 from a letter of acknowledgement by the DEO to the CAO. This was in compliance to the sector guidelines.</p>	2
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score:2 else, score: 0</p>		
9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters</p>	<p>The District did not do timely warranting/verification (within 5 working days) from the date of releases from MoFPED as determined below:</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score: 2 else score: 0</p>	<ol style="list-style-type: none"> 1. • 1st Quarter was released on 18th July, 2022 and warranted on 8th August, 2022 after 10 days. 2. • 2nd Quarter released on 3rd October, 2022 and warranted on 13th October, 2022 after 10 days. 3. • 3rd Quarter released on 2nd January, 2023 and warranted on 6th January, 2023 after 4 days. 4. • 4th Quarter released on 11st April, 2023 and warranted on 2nd May, 2023 after 22 days. 	

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

The District did not do timely invoicing/communication (within 5 working days) from the date of releases from MoFPED as determined below:

1. Quarter 1 funds was released on 18th July 2022 and the communication was made on 25th August 2022 which was more than 5 days.
2. Quarter 2 funds were released on 3rd October 2022 and the communication was made on 24th October 2022 which was more than 5 days.
3. Quarter 3 funds were released on 2nd January 2023 and the communication was made on 19th January 2023 which was more than 5 days.
4. Quarter 4 funds were released on 11 April 2023 and the communication was made on 20th April 2023 which was more than 5 days.

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

For the FY 2022/2023, the Education department prepared an inspection Plan dated 6th July, 2023 to 18th June, 2023 it was prepared by education department. and Was signed by the DEO together with the DIS. The plan prioritized to inspect the Government Schools (14 Primary and 3 Secondary). Below were the dates on which the pre-inspection plans were carried out;

Term III 2022 meeting was on 21st August, 2022 planned to cover all the 17 schools between 21st August to 28th August, 2022.

Term I 2023 meeting was held on 4th February, 2023 planned to inspect 17 schools in attendance were 07 members between 13th February to 27th March, 2023.

Term II 2023 meeting was held on 6th August, 2023 planned to cover 17 schools, in attendance were 6 members it was to begin on 10th August, 2023 to 15th August, 2023.

$17/17 \times 100 = 100\%$ compliant.

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> • If 100% score: 2 • Between 80 – 99% score 1 • Below 80%: score 0 	<p>The reviewed inspection reports for the previous Financial Year revealed that 100% UPE Schools were inspected for term I 2022, term I ,II & III 2023 but feedback reports were not seen at Nakoreta, Nakwakwa and Lokiding</p> <p>The term 3 2022 report was dated 21st October, 2022, indicated all 17 schools were inspected- $17/100 \times 100 = 100\%$</p> <p>Term one report dated 4th April, 2023 indicated 14 out of 17 schools were inspected, $14/17 \times 100 = 82\%$</p> <p>Term 2 report dated 6th August, 2023 indicated all 17 schools were inspected</p> <p>$17 \times 100 = 100\%$</p> <p>17</p> <p>Therefore, inspection was at $100\% + 82\% + 100 = 282/3 = 94\%$</p>	1
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>The assessment team noted that inspection reports were discussed especially at the DLG level as indicated in a report dated 31st October, 2022 basically for term 3 of 2022, 17th April, 2023 and 18th August, 2023 for term 1, II & III respectively minute No 3/10/23 .</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0</p>	<p>Head teachers of all the schools visited, revealed that the Inspectorate had not presented findings from inspection and monitoring results to them as required by the guidelines , among the schools was ; Nakoreta primary school, Nakwakwa primary school & Lokiding primary schools</p> <p>Evidence seen of DES submission was only for term 2 report dated 20th September, 2023. Acknowledgement was on 6th September, 2023. No evidence was seen for submission of other term reports.</p>	0

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>	<p>There was evidence that the council committee responsible for the education sat and discussed delivery issues in meeting that was held on 8th February 2023 at the District wooden Board room where at least 7 members were present. Under Min no MIN 6/JSCM/02/2023. Some of the recommendation were;</p> <p>The council committee unanimously approved Kotido PTC be transited to Gulu University- Kotido campus with the following terms and conditions;</p> <ol style="list-style-type: none"> 1. - Employment opportunities for natives of Kotido. 2. - Bursaries of scholarships for the natives of Kotido. 3. - Start various ciurses to take care of all disciplines and human demands and needs. 	2
11	<p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p>	<p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p>	<p>There was evidence that the LG education department conducted activities to mobilise, attract and retain children in school called "Go back to school". In a report dated 17th March, 2023, 3 days were put aside between 12th to 14th March, 2023 in a campaign called leave no one behind 3 community schools of Kanamwar, Kanalobae & Potongor sensitization was carried out to increase pupils enrolment especially in the community schools that had low enrolment as compiled by district inspector of schools Deborah Aigi.</p>	2

Investment Management

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*

The Consolidated School Asset Register at the DEO's office revealed accurate reporting on the assets of 14 UPE schools and the 3 USE schools.

The assessment focused on three schools to verify the records in the consolidated asset register, and the findings are presented below:

Nakoreto primary school taken as urban had 10 classrooms, 149 desks, 14 stances of latrines and 8 teachers houses .

,Nakwakwa primary school taken as semi- urban had 8 classrooms, 14 latrine stances, 235 desks & 8 teacher's houses.

Lokiding primary school taken as rural had the following assets in place 7 classrooms, 120 desks, 19 latrine stances & 10 teachers houses.

All the verified assets infrastructures and equipment were also indicated in the consolidated Education Department Assets Register

Planning and budgeting for investments

Maximum 4 points on this performance measure

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, *score: 1 or else, score: 0*

There was evidence of conducting desk appraisal on 9th February 2022 for technical feasibility, environmental and social acceptability and use of customized designs for eligible projects under education and all projects were derived from DDP III page 81 as follows;

1. - Construction of 2-stance VIP latrine for Teachers at Rengen Seed SS at Ugx 31,031,000 and was recommended for field appraisal.
2. - Construction of a one 3 classroom block at Rengen Seed SS at Ugx 869,064,000 and was recommended for field appraisal.
3. - Construction of a one -twin staff house, 1 Kitchen and 1-stance line latrines for Lokiding Primary Schools at Ugx 188,862,500 and was recommended for field appraisal.
4. - Construction of two (1) -twin staff houses, 1 Kitchens and two 1-stance line latrines for Nakwakwa Primary Schools at Ugx 188,862,500 and was recommended for field appraisal.

The Desk Appraisal report was endorsed by the senior Planner and other technical staff.

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, score 1 else score: 0</p>	<p>There was evidence of conducting field appraisal checking for technical feasibility, environmental and social acceptability and use of customized designs as per the examples;</p> <p>Field appraisal Construction of 2-stance VIP latrine for Teachers at Rengen Seed SS. Impacts and mitigation measures identified and recommended for funding as per the form and the project was appraised on 9th February 2022.</p> <p>Field appraisal Construction of a one 3 classroom block at Rengen Seed SS. Impacts and mitigation measures identified and recommended for funding as per the form and the project was appraised on 9th February 2022</p> <p>Field appraisal Construction of a one - twin staff house, 1 Kitchen and 1-stance line latrines for Lokiding Primary Schools. Impacts and mitigation measures identified and recommended for funding as per the form and the project was appraised on 9th February 2022.</p> <p>Field appraisal Construction of two (1) - twin staff houses, 1 Kitchens and two 1-stance line latrines for Nakwakwa Primary Schools. Impacts and mitigation measures identified and recommended for funding as per the form and the project was appraised on 9th February 2022.</p> <p>All field appraisal forms were Signed by District Planner, District Engineer, DCDO, DNRO and District Environment Officer.</p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i></p>	<p>The LG Education department had budgeted for and ensured that planned sector infrastructure projects had been approved and incorporated into the procurement plan. The planned infrastructure included the construction of Rengen Seed Secondary School phase II, as per procurement plan that was signed on 30th November, 2023, by D/CAO Lochoro Daniel.</p>	1

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 were Contracts Committee minutes for the sitting of 10th October, 2022 which approved the evaluation report and contract award in minute CC/05/010//10/022. The contract awarded was for Construction of staff houses, kitchens and 2-stance VIP latrines at Nakwakwa and Lokiding primary schools. However a letter from the Solicitor General clearing the contract for construction of the Rengen Seed Secondary school was not seen.	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	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>	There was no evidence to show that the LG had properly established a project implementation team for school construction projects constructed in the last FY as specified in the sector guidelines.	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES <i>Score: 1, else, score: 0</i>	There was evidence that the school infrastructure followed the standard technical designs provided by the Mo ES as was observed at Rengen Seed Secondary school where the dimensions of the classrooms internally were 8.81 x 7 m, window openings were of size 1.5 x 1.2m as per the designs.	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i>	There was no evidence to show that monthly site meetings had been held for all sector infrastructure project planned in the previous FY	0
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted <i>score: 1, else score: 0</i>	There was no evidence to show 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., had been conducted.	0

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, <i>score: 1, else score: 0</i>	There was evidence the sector infrastructure projects were properly executed and payments to contractors were within specified timeframes and the contract. For example; <ol style="list-style-type: none"> 1. - Voucher no 6424650 dated 28th June 2023 for Ushs 28,375,686; Certificate No 2, dated 13th June 2023; Contract No.KOTI/528/WRKS/22-23/00002, Project; Construction of School Staff at Lokiding Primary School was certified by DEO on 13th June 2023, District Environment Officer on 13th June 2023, district Engineer on 13th June 2023 and DCDO on 13th June 2023, payment was initiated on 13th June 2023 and payments were made on 28th June 2023 which was within the time flame. 2. - Voucher no 6424650 dated 28th June 2023 for Ushs 25,380,000; Certificate No 3, dated 13th June 2023; Contract No.KOTI/528/WRKS/21-22/00004, Project; Construction of School Staff at Losakucha Primary School was certified by DEO on 13th June 2023, District Environment Officer on 13th June 2023, district Engineer on 13th June 2023 and DCDO on 13th June 2023, payment was initiated on 13th June, 2023 and payments were made on 28th June 2023 which was within the time flame. 	1
13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i>	There was no evidence to show that the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30.	0

Procurement, contract management/execution

Maximum 9 points on this performance measure

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

The LG did not have complete procurement files in place for each contract with all records as required by the PPDA Law. The files reviewed were;

Project: Construction of Twin staff house, kitchen and a 2-stance VIP latrine at Nakwakwa Primary school

Procurement ref: KOTI528/wrks/2022-2023/00001, had the following documents on file

- Signed works contract dated 15th November, 2022 with Symphony Investment Group Limited
- Contracts Committee minutes dated 10th October, 2022 where the contracts were approved for award in Minute CC/05/010//10/022
- Evaluation report dated 6th October, 2022
- PP1 form, call for bids, issue and receipt of bids records, acceptance and offer letters

• Project: Construction of Twin staff house, kitchen and a 2-stance VIP latrine Lokiding Primary school

Procurement ref: KOTI528/wrks/2022-2023/00002, had these documents

- Signed works contract dated 15th November, 2022 with Ms.Ekaliban Enterprises limited
- Contracts Committee minutes dated 10th October, 2022
- Evaluation report dated 6th October, 2022
- PP1 form, call for bids, issue and receipt of bids records.

The file for construction of Rengen Seed Secondary School was not seen during the assessment.

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>Grievances were recorded and handled within the Education sector for example; a complaint recorded on 31st August, 2022 for non-payment of wages by the foreman to Barigana Peter, a masson who worked at the construction of a staff house at Losakucha primary school for two months. The meeting complaint was handled on 12th September, 2022 and the masson was paid all his arrears.</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>The LG did not disseminate the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation and this was confirmed from the following school visited such as Nakoreta primary school, Nakwakwa primary school & Lokiding primary schools.</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>A costed ESMP was incorporated within the BoQs and contractual documents for the construction of a twin staff house at Lokiding primary school with a total BoQ costed at 192,400,210 and under Bill No.1: School Staff House-4, Element No. 13 allocated for environmental and social safeguards at a cost of UGX. 21,310,000</p>	2
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, score: 1, else score:0</p>	<p>The constructed twin staff house at Lokiding primary school was located on land with a certificate of title issued on 17th June, 2019 with Instrument No. 00041308 on Block(Road) 4, Plot 58</p>	1

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>The Environment Officer and CDO conducted support supervision and monitored development projects with the technical team to ascertain compliance with ESMPs including follow-up on recommended corrective actions and prepared monthly monitoring reports for example;</p> <ol style="list-style-type: none"> 1. Report dated 13th January, 2022 for the drilling of 2 boreholes at Kanair and Nakapelimoru Army secondary school 2. Monitoring report dated 16th September, 2022 for the construction of a twin staff house at Nakwakwa primary school and the construction of a twin staff house at Lokiding primary school, 3. Quality assurance report for the construction of Panyangara seed secondary school dated 24th May, 2023 4. Monitoring report dated 19th April, 2023 for Lokiding primary school, Nakwakwa primary school, Kokoria market and Kanair primary school. 	2
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>d) If the E&S certifications were approved and signed by the environmental officer and CDO prior to executing the project contractor payments</p> <p><i>Score: 1, else score:0</i></p>	<p>Certification forms were approved and signed by the Environmental Officer and CDO prior to executing the project contractor payments for example,</p> <ol style="list-style-type: none"> 1. Interim payment certificate No.3 issued on 10th May, 2022 for the construction of twin staff house and 2 stance latrine at Kanair primary school including the kitchen was signed by the Environment Officer and CDO 2. Interim payment certificate No. 2 issued on 13th June, 2023 for the construction of a school staff house at Lokiding primary school was signed by the Environment Officer and CDO 3. Interim payment certificate No. 3 issued on 13th June, 2023 for the construction of a school staff house at Losakucha primary 	1

**Health
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>New_Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If the LG registered Increased utilization of Health Care Services (focus on total deliveries.</p> <ul style="list-style-type: none"> • By 20% or more, score 2 • Less than 20%, score 0 	<p>From the annual HMIS reports 107, the annual deliveries for the 3 Health facilities: Kacheri HCIII, Lokitelebu HCIII and Nakapelimoru HCIII respectively for FY 2021/22 were: 1164,680 and 858. The total deliveries of the same Health facilities for the same Health facilities for FY 2021/22 was 2702.</p> <p>The annual deliveries of the same Health Facilities respectively for the FY 2022/23 were 1173,573 and 633. The total deliveries of the same Health facilities for the FY 2022/23 was 2379</p> <p>From the calculation,it shows there was a Percentage drop in deliveries of 12.2% from FY 2021/22 to 2022/23</p>	0
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the average score in Health for LLG performance assessment is:</p> <ul style="list-style-type: none"> • 70% and above, score 2 • 50% - 69%, score 1 • Below 50%, score 0 	<p>The the average score in Health for LLG performance assessment for the current year under review was 53% as per the OPAMS.</p>	1
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. If the average score in the RBF quality facility assessment for HC IIIs and IVs previous FY is:</p> <ul style="list-style-type: none"> • 75% and above; score 2 • 65 - 74%; score 1 • Below 65; score 0 	<p>RBF was incorporated into the PHC as per the letter from MOW to CAO dated 7th Decemeber 2022</p>	0

3	Investment performance: The LG has managed health projects as per guidelines.	a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.	DLG did receive Sector Development Grant Ushs 1,160,059,000 for FY 2022/2023 and was used towards; <ol style="list-style-type: none"> 1. Renovation of Health Staff Houses and Health Department Offices at Ushs 134,000,000 2. Construction of Kamoru HCII Maternity Ward (Up-gradin to HC III) at Ushs 881,500,000 3. Expansion of Kotido General Hospital at Ushs 487,500,000. 4. Fencing Nakwakwa HC II at Ushs 44,324,000. 	2
Maximum 8 points on this performance measure				
3	Investment performance: The LG has managed health projects as per guidelines.	b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0	The verified vouchers indicated the District Health Officer, District Environment Officer, District Community Development Officer, and LG Engineer certified works on health projects before the LG made payments to the contractors/ suppliers. For example; <ol style="list-style-type: none"> 1. Voucher no 6433294 dated 28th June 2023 for Ushs 313,398,160 Certificate No 1, dated 12 June 2023; Contract No.MOH-UGIFT/WRKS/21-22/00001, Project; Upgrade of Kamor H/C III with the construction of a maternity ward, a 4 stance latrine, and a placenta pit was certified by District Health Officer on 16th June 2023, District Environment Officer on 15th June 2023, district Engineer on 14th June 2023 and DCDO on 15th June 2023. 2. Voucher no 6439116 dated 28th June 2023 for Ushs 172,584,000 Certificate No 1, dated 14th June 2023; Contract KOTI/528/WRKS/22-23/00004, Project; Construction of Administration block at Kotido General Hospital was certified by District Health Officer on 14th June 2023, District Environment Officer on 14th June 2023, district Engineer on 14th June 2023 and DCDO on 14th June 2023. 	2
Maximum 8 points on this performance measure				

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

Maximum 8 points on this performance measure

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

Of three projects sampled two were +9.75% within +/- 20% of the acceptable variation, while the third was -27.37% therefore did not comply.

The projects were,

Project 1: Construction of Administration Block at Kotido General hospital

Procurement Ref: KOTI528/wrks/2022-2023/00004

Project 2: Upgrade of Kamor HCII to HCIII of maternity ward Kamor

Procurement ref: KOTI528/wrks/2022-2023/00001

Project 3: Construction of Partial chain link fencing at Nakwakwa HCII

Project 1:

Estimated Cost: Ugx 487,500,000/=

Contract cost: Ugx 454,181,200/=

Variation Cost: Ugx 33,318,800/=

%age variation (33,318,800/487,500,000) x 100%= 6.83%

Project 2:

Estimated Cost: Ugx 720,000,000/=

Contract cost: Ugx 913,079,435/=

Variation cost: Ugx -197,079,435/=

%age variation (-197,079,435/720,000,000) x 100%= -27.37%

Project 3:

Estimated cost: Ugx 44,324,000/=

Contract cost: Ugx 40,000,000/=

Variation Cost: Ugx 4,324,000/=

%age variation (4,324,000/44,324,000) x 100% = 9.75%

3	Investment performance: The LG has managed health projects as per guidelines.	d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY	From quarter 4 report the planned amount was spent at 75%, this was indicated on page 90 and physical inspection of site corroborated the report as the works were done at 75% too.	0
	Maximum 8 points on this performance measure	<ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 		
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure	Kotido LG had deployed 138 out of the required 187 health workers as per approved staff structure. The staffing level was at 74%.	0
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 		
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.	There was evidence that the health infrastructure followed the standard technical designs provided by the MOH, as was observed at Kamoru HCII upgrade where there was construction of a maternity ward. It was noted that the internal dimensions of the post-natal ward were 5 x 6.5 m with the entrance opening of 2.1 x 2.4 m. the waiting benches were made of concrete slab of 2.3 x 0.4 x 0.01M.	2
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • If 100 % score 2 or else score 0 		

Performance Reporting and Performance Improvement

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence that the information on positions of health workers filled for the 3 sampled health facilities; Kacheri HCIII, Lokitelaebu HCIII and Nakapelimoru HCIII was accurate as indicated below.</p> <p>Kacheri HCIII had 14 staff (DHO facility staff list). This was corresponding to the actual number of staff on the staff list at the health facility noticeboard and the confirmed staff deployed on site).</p> <p>Lokitelaebu HCIII had 13 staff (DHO facility staff list). This was corresponding to the actual number of staff on the staff list at the facility noticeboard and confirmed staff deployed on site).</p> <p>Nakapelimoru HCIII had 16 staff (DHO facility staff list). This was corresponding to the actual number of staff on the staff list at the health facility noticeboard and the confirmed staff deployed on site).</p>	2
5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>There was an upgrade of Kamuru HC III from HCII, but construction was still going on at the time of assessment.</p> <p>The maternity centre was constructed and functional.</p> <p>There was chain link construction done at Nakwakwa HC II</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities prepared and submitted Annual Workplans & budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>Only 2 out of the 3 sampled Health facilities prepared and submitted their Annual workplan and budget to the DHO's Office. They were :Kacheri HCIII and Nakapelimoru HCIII .</p> <p>Kacheri HCIII prepared its Work plan and budget for FY 2022/23 and submitted to DHO's Office on 26th March,2022.</p> <p>Nakapelimoru HCIII also prepared its Workplan and budget and submitted to DHO's office on 26th March 2022.</p>	0

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was evidence that none of the sampled Health centres Kacheri HCIII, Lokitelebu HCIII and Nakapelimoru HCIII, prepared and submitted a Budget Performance report.</p> <p>There were no Budget performance reports for these facilities seen in the DHO's office at the time of assessment.</p>	0
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>There was evidence that none of the sampled Health centres: Kacheri HCIII, Lokitelebu HCIII and Nakapelimoru HCIII prepared and submitted to DHO office the Performance improvement Plans.</p> <p>There were no Facility improvement plans and reports from these Facilities, seen in the DHO's office at the time of assessment.</p>	0
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>d) Evidence that health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter) If 100%,</p> <ul style="list-style-type: none"> • score 2 or else score 0 	<p>There was evidence to show that the 3 sampled Health Facilities submitted their monthly HMIS 105 and Quarterly 106a reports timely as indicated below:</p> <p>Submission of 105 reports</p> <p>July 2022</p> <p>Kacheri HCIII submitted on 3rd August, 2022</p> <p>Lokitelaebu HCIII submitted on 6th August, 2022</p> <p>Nakapelimoru HCIII submitted on 6th August, 2022</p> <p>August 2022</p> <p>Kacheri HCIII submitted on 3rd September, 2022</p> <p>Lokitelaebu HCIII submitted on 6th September, 2022</p> <p>Nakapelimoru HCIII submitted on 4th September 2022</p>	2
	<p>Maximum 14 points on this performance measure</p>			

September 2022

Kacheri HCIII submitted on 4th October, 2022

Lokitelaebu HCIII submitted on 6th October, 2022

Nakapelimoru HCIII submitted on 4th October, 2022

October 2022

Kacheri HCIII submitted on 7th November, 2022

Lokitelaebu HCIII submitted on 6th November, 2022

Nakapelimoru HCIII submitted on 7th November, 2022

November 2022

Kacheri HCIII submitted on 6th December, 2022

Lokitelaebu HCIII submitted on 7th December, 2022

Nakapelimoru HCIII submitted on 6th December, 2022

December 2022

Kacheri HCIII submitted on 3rd January 2023

Lokitelaebu HCIII submitted on 5th January 2023

Nakapelimoru HCIII submitted on 7th January 2023

January 2023

Kacheri HCIII Submitted on 3rd February, 2023

Lokitelaebu HCIII Submitted on 7th February, 2023.

Nakapelimoru HCIII Submitted on 7th February, 2023.

February 2023

Kacheri HCIII Submitted on 5th March, 2023

Lokitelaebu HCIII Submitted on 5th March, 2023

Nakapelimoru HCIII Submitted on 6th March, 2023

March 2023

Kacheri HCIII Submitted on 2nd April, 2023

Lokitelaebu HCIII Submitted on 6th April, 2023

Nakapelimoru HCIII Submitted on 7th April, 2023

April 2023

Kacheri HCIII Submitted on 5th May,2023

Lokitelaebu HCIII Submitted on 7th May,2023

Nakapelimoru HCIII Submitted on 5th
May,2023

May 2023

Kacheri HCIII Submitted on 3rd June,2023

Lokitelaebu HCIII Submitted on 6th June,2023

Nakapelimoru HCIII Submitted on 5th
June,2023

June 2023

Kacheri HCIII Submitted on 5th July,2023

Lokitelaebu HCIII Submitted on 5th July,2023

Nakapelimoru HCIII Submitted on 6th July,2023

Quarterly reports 106a

Quarter 1

Kacheri HCIII Submitted on 3rd October,2022

Lokitelaebu HCIII Submitted on 7th October
,2022

Nakapelimoru HCIII Submitted on 5th
October,2022

Quarter 2

Kacheri HCIII Submitted on 4th January,2023

Lokitelaebu HCIII Submitted on 4th
January,2023

Nakapelimoru HCIII Submitted on 4th
January,2023

Quarter 3

Kacheri HCIII Submitted on 4th April,2023

Lokitelaebu HCIII Submitted on 5th April,2023

Nakapelimoru HCIII Submitted on 4th
April,2023

Quarter 4

Kacheri HCIII Submitted on 4th July,2023

Lokitelaebu HCIII Submitted on 4th July,2023

Nakapelimoru HCIII Submitted on 4th July,2023

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>RBF was incorporated into PHC as the letter from MOH to CAOs dated 7th December 2022.</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>RBF was incorporated into PHC as the letter from MOH to CAOs dated 7th December 2022.</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>There was no evidence that the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. The Planner could not trace submission date for the QBPRs by the DHO. He noted the new system does not send email notification compared to previous system and therefore she could not ascertain the submission dates.</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>Kotido District health department did not have an approved improvement plan for the weakest performing Health Facilities.</p> <p>There was no approved plan seen at the time of assessment.</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 for implementation of a PIP for the lowest performing Health facilities.</p> <p>There was no PIP report seen at the time of assessment</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 evidence that Kotido district LG budgeted for health workers in accordance with staffing norms. The LG approved wage for health workers for FY2023/24 was Ugx 2,062,777,000 (Approved budget estimates for Kotido LG 2023/24 page 9 of 17 , vote 871). This was in line with Health Sub Programme Grant Budget and Implementation Guideline for Local Government FY 2023/24 where the provided wage rate was 2,062,776,533 as indicated on page 97 vote 871. Therefore, Kotido LG budgeted for health workers as per the guidelines/in accordance with the staffing norms</p>	2
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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

The deployment list received from DHO corresponded to the health workers at the health facilities visited. For instance;

Kacheri HCIII had 14 health workers (Confirmed Staff list at Kacheri HCIII noticeboard)

Lokitelaebu HCIII had 13 (Confirmed staff list at Lokitelaebu HCIII noticeboard)

Nakapelimoru HCIII had 16 (Confirmed staff list at Nakapelimoru HCIII noticeboard)

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

There was evidence that the health workers were working in the health facilities they were deployed (as per health staff deployment lists, attendance registers and attendance analysis for personnel at the health facilities).

Kacheri HCIII: 11 out of 14 health workers deployed to Kacheri HCIII were present on duty on the day of assessment. 1 health worker (Okiria Simon Gilbert; Laboratory Technician) was off for study leave, another health worker (Natuk Allen; Porter) was supporting DHO office while the other staff (Amwony Grace; Enrolled Midwife) was off duty on the day of assessment.

Examples of health workers found working at the health facility on the day of assessment included;

1. Omara Charles; Nursing Assistant was present on duty on 27th November 2023. The facility monthly attendance analysis for health personnel indicated that she was present on duty for 22 days in the month of October 2023.

2. Leperes Fredrick; Senior Clinical Officer was present on duty on 27th November 2023. The facility monthly attendance analysis for health personnel indicated that he was present on duty for 25 days in the month of October 2023.

3. Amwony Grace; Enrolled Midwife was present on duty on 27th November 2023. The facility monthly attendance analysis for health personnel indicated that she was present on duty for 15 days in the month of October 2023.

(Kacheri HCIII staff attendance book 27th November 2023 and Attendance Analysis for health personnel for October 2023).

Lokitelaebu HCIII: 9 out of 13 staff deployed to the health facility were present on duty on the day of assessment. 2 health workers (Awilli Scovia; Enrolled Midwife and Ataa Christine; Enrolled Nurse) were off duty and the other 2 health workers (Auma Christine; Clinical Officer and Lokwii David; Health Assistant) were for study leave during the time of assessment.

Examples of health workers found working at the health facility on the day of assessment included;

1. Atito Gloria; Enrolled Midwife was present on duty on 27th November 2023 and monthly attendance analysis for health personnel indicated that he was present on duty for 16 days in the month of October 2023.

2. Ojok Jiponi Senior Clinical Officer was present on duty on 27th November 2023 and monthly attendance analysis for health personnel indicated that she was present on duty for 15 days in the month of October 2023.

3. Ojangole Faustine; Laboratory Technician was present on duty on 27th November 2023 and monthly attendance analysis for health personnel indicated that he was present on duty for 14 days in the month of October 2023.

(Lokitelaebu HCIII staff attendance book 27th November 2023 and Attendance Analysis for health personnel for October 2023).

Nakapelimoru HCIII: 10 out of 16 staff deployed to the health facility were present on duty on the day of assessment. 3 health workers (Omara Josephine; Enrolled Midwife, Kalany Teima; Laboratory Assistant and Aikdi Stella; Enrolled Nurse) were for study leave, 1 health worker (Abura Boniface; Health Information Assistant) was on sick leave and the other 2 health workers (Atim Betty; Nursing Assistant and Aceng Pamela Sharun; Enrolled Midwife) were off duty on the day of assessment.

Examples of health workers found working at the health facility on the day of assessment included;

1. Akello Nickolina; Enrolled Nurse was present on duty on 28th November 2023 and monthly attendance analysis for health personnel indicated that she was present on duty for 22 days in the month of October 2023.

2. Arach Theresa; Nursing Assistant was present on duty on 28th November 2023 and monthly attendance analysis for health personnel indicated that she was present on duty for 21 days in the month of October 2023.

3. Lopio Kalisto; Enrolled Nurse was present on duty on 28th November 2023 and monthly attendance analysis for health personnel indicated that he was present on duty for 20 days in the month of October 2023.

(Nakapelimoru HCIII staff attendance book 28th November 2023 and Attendance Analysis for health personnel for October 2023).

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>	<p>There was evidence that Kotido District LG publicized health worker deployment. Lists of health workers were found displayed on the noticeboards and walls at the three facilities visited.</p> <p>The displayed lists of staff at Kacheri HCIII, Lokitelaebu HCIII and Nakapelimoru HCIII Noticeboards had a total of 14, 13 and 16 staff respectively. (Kacheri HCIII Lokitelaebu HCIII and Nakapelimoru HCIII Noticeboards). These lists were clearly indicated as staff list for FY 2023/24.</p>	2
	<p>Maximum 9 points on this performance measure</p>			
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p>	<p>a) Evidence that the DHO/MMOHs has:</p> <p>i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0</p>	<p>The DHO 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 as below;</p> <ol style="list-style-type: none"> 1. Cherop Rogers Incharge Lopuyo HC II, was appraised on 15th June 2023 by Aleper Christine SAS Rengen Sub County 2. Aupe Claudia Magi Incharge Lokiding HC II, was appraised on 20th June 2023 by Lokol Rebecca SAS Kachere Sub County 3. Ongolekol David Michael Incharge Napumpum HC III, was appraised on 30th June 2023 by Achar Cerino, Titin Dorothy SAS Napumpum Sub County 4. Atim Betty Incharge Nakapelimoru HC III, was appraised on 30th June 2023 by Akello Helen, SAS Nakapelimoru Sub County 5. Look Agnes Incharge Apalopama HC II, was appraised on 30th June 2023 by Nameja Christine, SAS Kapeta Sub County 6. Acheng Charity Grace Incharge Nakwakwa HC II, was appraised on 15th June 2023 by Aleper Christine SAS Rengen Sub County 7. Latigi Evaline Incharge Kamor HC II, was appraised on 30th June 2023 by Okuda John Bosco SAS Kamor Sub County 8. Ojer John Micheal Incharge Apalopus HC II, was appraised on 29th June 2023 by Okuda John Bosco SAS Kamor Sub County 9. Leperes Fredrick Incharge Kacheri HC III, was appraised on 28th June 2023 by Lokol Rebecca SAS Kachere Sub County 10. Akongo Catherine Incharge Rekitae HC II, was appraised on 30h June 2023 by Otim Denis SAS Panyangara Sub County 	1
	<p>Maximum 6 points on this performance measure</p>			

8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0	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
	Maximum 6 points on this performance measure		<ol style="list-style-type: none"> 1. Lokawa Paul, Medical Laboratory Technician at Napumpum HC III was appraised on 31st may 2023 by Ongolekol David Michael, In-charge 2. Logiel Mark David, Health Assistant at Nakwakwa HC II was appraised on 30th June 2023 by Acheng Charity Grace, In-charge 3. Auma Gloria, Enrolled midwife at Lookorok HC II was appraised on 30th June 2023 by Matidis Otuu, In-charge 4. Mwotil Martin, Enrolled nurse at Rekitae HC II was appraised on 15th June 2023 by Akongo Catherine, In-charge 5. Napeyon Basiliyo, Health Assistant- Napalopama HCII was appraised on 30th June 2023 by Look Agnes, In-charge 6. Loturo Alex, Enrolled Nurse at Kacheri HC III was appraised on 20th June 2023 by Leperes Frederick, In-charge 7. Amulen Judith Irene, Enrolled Nurse at Rengen HC III was appraised on 13th June 2023 by Lokote JB Dickens, In-charge 8. Lopio Kalisto, Enrolled Nurse at Nakaperimoru HC III was appraised on 5th June 2023 by Atim Betty, in-charge 9. Ajok Christine, Enrolled Midwife at Lopuyo HC II was appraised on 7th June 2023 by Cherop Rogers, In-charge 10. Ongom Pius Nathan, Health Assistant at Lokiding HC II was appraised on 24th June 2023 by Awupe Claudia Magie, In-charge 	
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	iii. Taken corrective actions based on the appraisal reports, score 2 or else 0	The DHO had taken corrective actions based on the appraisal reports and these included; cervical cancer screening, guidance and counselling, health administration, comprehensive emergency care, surgical management of patients, HIV and Tuberculosis in pediatric care, financial management, family planning, and report writing.	2
	Maximum 6 points on this performance measure			

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>There was a training data base in the DHO's office and training plan for both long and short-term trainings.</p>	1
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8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>There was evidence provided by the health department that the LG had Documented training activities in the training/CPD .</p> <p>There were several training Reports for example:</p> <p>A training of Management of Malaria in pregnancy, held from 14th -16th August 2022. 11 staff attended this training.</p> <p>ICCM training by CUAMM conducted on 19th - 22nd October it was organized for Health facility in-charges.</p> <p>A training on immunization practices TOT training and introduction of new vaccines this took place on 28th May 2023, and Six(6) staff attended the training.</p>	1
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Management, Monitoring and Supervision of Services.

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>There was a letter from CAO to MOH dated 29th September 2023 , confirming Health facilities to receive PHC funds. The letter indicated 15 Health facilities to benefit from PHC grant.</p>	2
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9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>A review of the approved budget FY 2022/2023 showed that on page 30 supervision & monitoring were allocated UGX 242,839,000 and on (page 45), PHC non-wage was allocated UGX 667,864,000.</p> <p>As per the computation $242,839,000 / 667,864,000 \times 100 = 36\%$</p> <p>As per the computation, the allocation of supervision and monitoring was more than 15% of PHC non-wage.</p>	2
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>The District did not do timely warranting/verification (within 5 working days) from the date of releases from MoFPED as determined below:</p> <ol style="list-style-type: none"> 1. • 1st Quarter was released on 18th July, 2022 and warranted on 8th August, 2022 after 10 days. 2. • 2nd Quarter released on 3rd October, 2022 and warranted on 13th October, 2022 after 10 days. 3. • 3rd Quarter released on 2nd January, 2023 and warranted on 6th January, 2023 after 4 days. 4. • 4th Quarter released on 11st April, 2023 and warranted on 2nd May, 2023 after 22 days. 	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>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of receipt of the funds release in each quarter, score 2 or else score 0</p>	<p>The evidence provided indicated that the invoicing and communicating of all PHC NWR Grant transfers for the previous FY to health facilities was not within 5 working days from the day of funds release in each quarter;</p> <p>Quarter 1 funds was released on 18th July 2022 and the communication was made on 25th August 2022 which was more than 5 days.</p> <p>Quarter 2 funds were released on 3rd October 2022 and the communication was made on 24th October 2022 which was more than 5 days.</p> <p>Quarter 3 funds were released on 2nd January 2023 and the communication was made on 19th January 2023 which was more than 5 days.</p> <p>Quarter 4 funds were released on 11 April 2023 and the communication was made on 20th April 2023 which was more than 5 days</p>	0
<p>Maximum 9 points on this performance measure</p>	<p>Maximum 9 points on this performance measure</p>	<p>Maximum 9 points on this performance measure</p>	<p>Maximum 9 points on this performance measure</p>	<p>Maximum 9 points on this performance measure</p>

9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>There was no evidence that the DLG had publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoPPED on the notice board.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>The DHMT conducted quarterly performance review meetings on the following dates:</p> <p>Quarter 1 meeting took place on 16th -17th August 2022.</p> <p>Quarter 2 meeting took place on 9th-10th November 2022.</p> <p>Quarter 3 meeting took place on 10th -11th March 2023</p> <p>Quarter 4 meeting took place on 16th -17th June 2023.</p> <p>However, there was no evidence to show that Kotido district implemented the recommended actions in the Performance review meetings.</p> <p>There were no quarterly progress reports nor anywhere in the performance review minutes.</p> <p>to indicate implementation of the actions raised in the performance review meetings</p>	0

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>There was evidence to show that DHMT Quarterly performance review meetings involved.</p> <p>Health facilities in-charges, other departments and development Partners as indicated below.</p> <p>Health Facility in charges</p> <p>Some of the in charges attended included:</p> <p>Lokote JB, in-charge Rengen HCIII.</p> <p>Chalangat Irene I/C Napupum HCIII</p> <p>Asio Lydia I/C Nakaperimoru HC111</p> <p>Members from other Departments</p> <p>Lekemu Godfrey Accountant</p> <p>Kalyango Benson Senior Education Officer</p> <p>Logole Paul District Engineer</p> <p>Development Partners</p> <p>Dr. Mikago Peter UPMB-LSD</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>Kotido District did not have a Health Centre IV but has a General Hospital known as Kotido General Hospital.</p> <p>There was evidence to show that Kotido District carried out Support supervision to Kotido General Hospital.</p> <p>Some of the dates at which the district Supervised the Hospital were:</p> <p>20th September 2022.</p> <p>8th December 2022</p> <p>22nd March 2023.</p> <p>20th June 2023.</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <ul style="list-style-type: none"> • If not applicable, provide the score 	<p>There was no evidence to show that Kotido District ensured that HSD carried out Support supervision. There were no HSD support supervision reports on HSD support supervision seen at the Health Department Office at the time of assessment.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>The district conducted integrated support supervision every quarter and used results of these support supervisions and monitoring to make recommendations.</p> <p>Quarter 1 integrated support supervision took place on 19th -23rd September 2022.</p> <p>Recommended midwives in Kacheri HCIII, to be taking MUAC and weights of mothers at every visit to Health Centre.</p> <p>It also recommended all Mid wives to undertake CPD to update their skills.</p> <p>This was implemented, Midwives started taking MUAC and weigh of mothers at every visit to Health facility. This was reported in the Follow up reports on support supervision dated 25th March 2023.</p> <p>A quarter 1 support supervision on Lokitelaebu HCIII recommended update of Client charts and orienting staff on Birth and death registration.</p> <p>A follow on the above recommendations during the Quater2 support supervision found that the above recommendations had been implemented. There were updated clients' charts in Lokitelaebu HCIII.</p> <p>And the staff had been oriented on Birth and death.</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>There was evidence that Kotido district provided support supervision to facilities on management of Medicines and health supplies.</p> <p>Quarter 1SPARS report dated 24th September 2022 indicated that that a support supervision was done on 8th -18th August 2022 and covered 4 Health centers.</p> <p>Another MMS supervision was done on 6th October -17 th November 2022 and covered 8 Health centres.</p> <p>Another MMS supervision was done on 13th - 24th March 2023</p> <p>The 4th quarter MMS supervision was done on 28th-30 May 2023, and covered 3 Health facilities</p>	1
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>A review of the Approved Budget FY 2022/2023 report showed that DHO allocation was UGX 49,323,000. A review of the report shows that Ugx 14,796,900 was spent on Health promotion page 52 of approved budget.</p> <p>Expressed as a % = $14,796.000 / 49,323,000 \times 100 = 30\%$</p>	2
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0</p>	<p>DHMT conducted Health promotion, and disease control activities as indicated below:</p> <p>There was Socio mobilization on Test and treat malaria and this took place on 24th August -1st September 2022. This took place in 6 Sub counties which included Lokitelaebu,PanyangaraNakapelamoru etc.</p> <p>It covered 991 people. (Reported by Acuma Tonny DHE dated18th September 2022)</p> <p>There was Socio mobilization and Community Dialoguesbwith Community leaders to promote uptake of HIV/TB testing services .This took place 4th-12th march 2023 it covered 6 Sub counties .A total of 635 people were sreened for HIV and TB.(Reported by DHE Tonny Acuma 25th May 2023)</p> <p>There was PMTCT sensitization done in 9 sites including Nakaperumuru,Panyngara etc this took pace 4th -13 June2023.</p> <p>It covered 270 people.</p>	1

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	A follow up report on Health promotion dated 29th June 2023, indicated that VHTs and community leaders continued conducting Community mobilization and sensitization the importance of HCT This followed socio mobilization in the Community by DHT on 19th -26th June 2023	1
	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	Kotido District had an updated register for July 2023	1
	Maximum 4 points on this performance measure		There Assets for different Health facilities including medical equipment, Diagnostic Equipments, Nursing and midwifery equipments, weigh scales, Friedges, sterilization equipment like Autoclaves, oxygen cylinders etc.	

It also had Vehicles for example the Ambulance UBF 611 J eng Number 1H209087020, Toyota Pickup UAL 697N Eng number JH20594870

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)); score 1 or else score 0	The DLG presented desk appraisal for investment projects implemented under the Health Sector in FY2022/23 to check whether these prioritized investments were derived from DDP III page 81 and AWP as proof that they were eligible for expenditure under sector guidelines and funding source as per the example below.	1
	Maximum 4 points on this performance measure		<ol style="list-style-type: none"> 1. Renovation of Health Staff Houses and Health Department Offices at Ushs 134,000,000 and recommended for field appraisal. 2. Construction of Kamoru HCII Maternity Ward (Up-gradin to HC III) at Ushs 881,500,000 and recommended for field appraisal. 3. Expansion of Kotido General Hospital at Ushs 487,500,000 and recommended for field appraisal. 4. Fencing Nakwakwa HC II at Ushs 44,324,000 and recommended for the field. 	
			All the projects were appraised on 25 February 2022 by the District Planner, Environment Officer, DCDO, District Engineer, and other technical staff and all projects were recommended for field appraisal.	

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>There was evidence of conducting field appraisal checking for technical feasibility, environmental and social acceptability, and use of customized designs as per the examples;</p>	1
	<p>Maximum 4 points on this performance measure</p>		<ol style="list-style-type: none"> 1. Field appraisal for Renovation of Health Staff Houses and Health Department Offices. Impacts and mitigation measures were identified and recommended for funding as per the form and the project was appraised on 25th February 2022 signed by DHO, District Planner, and DCDO. 2. Field appraisal for Construction of Kamoru HCII Maternity Ward (Up-gradin to HC III). Impacts and mitigation measures were identified and recommended for funding as per the form and the project was appraised on 25th February 2022 signed by DHO, District Planner, and DCDO. 3. Field appraisal for Expansion of Kotido General Hospital. Impacts and mitigation measures were identified and recommended for funding as per the form and the project was appraised on 25th February 2022 signed by DHO, District Planner, and DCDO. 4. Field appraisal for Fencing Nakwakwa HC II. Impacts and mitigation measures were identified and recommended for funding as per the form and the project was appraised on 25th February 2022 signed by DHO, District Planner, and DCDO 	
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>The following health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction however, monitoring using the checklist was not done.</p>	0
	<p>Maximum 4 points on this performance measure</p>		<ol style="list-style-type: none"> 1. Construction of administration block at Kotido General hospital prepared on 12th September, 2022 2. Fencing of Nakwakwa HCII prepared on 12th September, 2022 3. Renovation of a twin staff house at Lopuyo HCII prepared on 12th September, 2022 4. Renovation of a staff house at Lokiding HCII prepared on 8th August, 2023 5. Fencing of Kotido general hospital prepared on 8th August, 2023 6. Construction of a mortuary at Kotido general hospital prepared on 8th August, 2023 7. Upgrade of Kamoir martenity ward HCII to III prepared on 3rd October, 2022. 	

13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines	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	There was evidence that the LG health department did not timely by April 30 for the current FY, submit all its infrastructure and other procurement requests to PDU for incorporation into the approved annual work plan, budget and procurement plan this was done on 12th June, 2023. The projects planned for implementation were Construction of placenta pit at Ugx 15 M, Renovation of staff house at Ugx 50 M and construction of a 5- stance VIP latrine at Ugx 35M all at Lokiding HCII. The other was completion of completion of chain link fence at Nakwakwa HCII at Ugx 38M.	0
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines	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	There was no evidence to show that the LG Health department submitted procurement request form (Form PP1), to the PDU by 1st Quarter of the current FY.	0
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines	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	The Contracts Committee sitting on 10th October, 2022 approved the evaluation report and contract award for construction of maternity ward at Kamoru HCII upgrade in minute KOTICC/05/010/10/022. There was a Solicitor General letter dated 14th December, 2022 signed by Peter Masaba cleared the same contract.	1
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines	d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0	There was no evidence that the LG established a Project Implementation Team (PIT) for all health projects constructed within the last FY as per guidelines.	0
	Maximum 10 points on this performance measure	If there is no project, provide the score		

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the health infrastructure followed the standard technical designs provided by the MOH, as was observed at Kamoru HCII upgrade where there was construction of a maternity ward. It was noted that the internal dimensions of the post-natal ward were 5 x 6.5 m with the entrance opening of 2.1 x 2.4 m, the waiting benches were made of concrete slab of 2.3 x 0.4 x 0.01M.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There were no records of minutes by the clerk of works seen during the assessment.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility , the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no record of minutes of site meeting attended by the members such as the DE, DHO, CDO, Environment officer seen during assessment.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no evidence in form of supervision reports to show that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>The verified vouchers indicated the District Health Officer, District Environment Officer, District Community Development Officer, and LG Engineer certified works on health projects before the LG made payments to the contractors/ suppliers. For example;</p> <ol style="list-style-type: none"> 1. Voucher no 6439116 dated 28th June 2023 for Ushs 172,584,000 Certificate No 1, dated 14th June 2023; Contract KOTI/528/WRKS/22-23/00004, Project; Construction of Administration block at Kotido General Hospital was certified by District Health Officer on 14th June 2023, District Environment Officer on 14th June 2023, district Engineer on 14th June 2023 and DCDO on 14th June 2023, payment was initiated on 14th June 2023 and payments were done on 28th June 2023 which was within the time frame. 2. Voucher no 6433294 dated 28th June 2023 for Ushs 313,398,160 Certificate No 1, dated 12 June 2023; Contract No.MOH-UGIFT/WRKS/21-22/00001, Project; Upgrade of Kamor H/C III with construction of a maternity ward, a 4 stance latrine and a placenta pit was certified by District Health Officer on 16th June 2023, District Environment Officer on 15th June 2023, district Engineer on 14th June 2023 and DCDO on 15th June 2023, payment was initiated on 12th June 2023 and payments were done on 28th June 2023 which was within the time frame. 	1

<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 to show that the LG did not have complete procurement files for each health infrastructure contract with all records as required by the PPDA Law. The procurement files reviewed were;</p> <p>Project: Construction of Administration Block at Kotido General hospital</p> <p>Procurement ref: KOTI528/wrks/2022-2023/00004 had the following documents there in;</p> <ul style="list-style-type: none"> • Signed works contract dated 14th January, 2023 with GREAT DEEDS Supply and Construction Company Limited • Evaluation report dated 6th October, 2022 • Contracts Committee minutes dated 10th October, 2022. • The Solicitor General letter dated 6th December, 2022 signed by Magomu David Andrew. • Project: Construction of Maternity ward at Kamoru HCII Upgrade <p>Project ref: KOTI528/wrks/2022-2023/00001 with these documents therein</p> <ul style="list-style-type: none"> • Signed works contract dated 24th January, 2023 with Ms. Mangron Investments limited • Evaluation report dated 27th September, 2022 • Contracts Committee minutes were not seen during assessment • The Solicitor General Letter approving the contract was not seen during assessment. <p>Project: Construction of Partial fencing at Nakwakwa HCII</p> <ul style="list-style-type: none"> • Signed contract dated 14th April, 2023 with Ms.Katuman Catering Services • Evaluation report dated 23rd March, 2023 • Contracts Committee minutes dated 27th March, 2023.
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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>A complaint for non-payment of wages totaling to UGX. 490,000 recorded on 4th November, 2022 by 5 workers employed by D adar company ltd for the construction of a staff house at Apalopus HCII in Kamor sub county. This was handled by the Grievances Redress Committee on 24th November, 2022 in a meeting that was held at the Labour Office under "Min 3. Presentation on submissions by Representatives of Casual Laborers and Min 5. Way forward and Recommendations and Min 6. Reactions" were the D adar company ltd committed by signing to fulfilling and settling the arrears for the workers.</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>There was evidence of National guidelines for WASH IN HEALTH CARE FACILITIES, UGANDA dated 2022 and the IPC guidelines plus an MOU dated 1st October, 2022 signed by Green Labels Services ltd. and the District specifically for management of medical waste. An attendance list dated 14th September, 2022 titled "Dissemination of HCW management (WASH) guidelines with recipients from different health units acknowledged receipt of the WASH guidelines and also a report that followed the training of health workers on the National Guidelines on WASH services in healthcare facilities. This was followed up by a training held from 24th - 25th February, 2023 held at Hursey Resort Hotel in Soroti for the three districts of Karenga, Kaabong and Kotido.</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>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>The District had a functional system for medical waste management which included incinerators and placenta pits for the Kotido general hospital, a registered waste management service provider called Green Labels Services ltd. With an MOU dated 1st October, 2022 signed by Green Labels Services ltd. and the District. The district also had coded waste bins in all health units for segregating waste, waste pits for burning non-wet generated medical waste.</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 14th September, 2022 that followed the training of health workers on the National Guidelines on WASH services in healthcare facilities. And also followed up by a training held from 24th - 25th February, 2023 held at Hursey Resort Hotel in Soroti for the three districts of Karenga, Kaabong and Kotido were availed.</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	A costed ESMP was incorporated into the designs, BoOs, bidding and contractual documents for health infrastructure projects of the previous FY for example, the fencing of Nakwakwa HCII prepared on 20th September, 2022 with a total BoQ costed at UGX. 36,532,592.5 with Bill No 1 item 1: Site Preparation and Clearance as environmental and social safeguards costed at UGX. 1,140,000.	2
	Maximum 8 points on this performance measure			
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0	There was evidence of land ownership for the renovation of a staff house at Lokiding HCII located on land with a certificate of title issued on 18th May, 2021 with instrument No. MOR-00000125 at Plot 57, Block 4	2
	Maximum 8 points on this performance measure			
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	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.	The Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs and provided monthly reports for example; <ol style="list-style-type: none"> 1. Monitoring report for the upgrade of Kamor HCII to HCIII dated October, 2022 2. Monitoring report for the renovation of staff house in Lopuyo HCII and Fencing of Nakwakwa HCII at Rengen sub county dated 28th March, 2023 3. Report for the construction of maternity ward at Kamoru HCII dated 13th June, 2023 	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

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 for example;

1. Interim payment certificate No. 1 issued on 22nd May, 2023 for the construction of an administration block at Kotido hospital was signed by both the Environment Officer and CDO

2. Interim payment certificate No. 2 issued on 13th June, 2023 for the rehabilitation of a theater at Kotido general hospital was signed by both the Environment Officer and CDO

3. Interim payment certificate No 4 issued on 21st February, 2023 for the construction of a health staff house at Apolupus HC was signed by both the Environment Officer and CDO

**Water &
Environment
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. % of rural water sources that are functional.</p> <p>If the district rural water source functionality as per the sector MIS is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	<p>The percentage of the rural water sources that were functional in Kotido DLG in the previous FY was 74%.</p>	0
1	<p>Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:</p> <ul style="list-style-type: none"> o 90 - 100%: score 2 o 80-89%: score 1 o Below 80%: 0 	<p>The percentage of the water facilities with functional water and sanitation committees in Kotido DLG during the FY 2022/2023 was 97%.</p>	2
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. The LG average score in the water and environment LLGs performance assessment for the current FY. If LG average scores is;</p> <ul style="list-style-type: none"> • Above 80%, score 2 • 60% - 80%, score 1 • Below 60%, score 0 	<p>The LG average score in the water and environment LLGs performance assessment for the current Financial Year was 56% as per the report viewed in the OPAMS.</p>	0

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

Maximum 8 points on this performance measure

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

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

o If 80-99%: Score 1

o If below 80 %: Score 0

The number of water projects implemented in water stressed sub-counties with safe water coverage below the district average which was 74% were:-

Drilling of 2 production wells and rehabilitation of 2 boreholes in Nakapelimoru S/C with a safe water coverage of 70%, rehabilitation of 4 boreholes in Rengen S/C with a safe water coverage of 71%.

The projects that were implemented during the year under review as captured in pages 17 and 18 of the Annual budget performance report were:-

Drilling of 2 production wells, construction of a piped water supply system and rehabilitation of 8 boreholes.

The projects implemented in water stressed LLGs were 8 in number. The total number of projects implemented in the FY were 11 in number.

The percentage of projects implemented in water stressed sub-counties was $8/11 \times 100\% = 73\%$.

2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If variations in the contract price of sampled WSS infrastructure investments for the previous FY are within +/- 20% of engineer's estimates</p> <ul style="list-style-type: none"> o If within +/-20% score 2 o If not score 0 	<p>The variation in the contract price of the sampled infrastructure investment implemented in the previous FY were within +/-20% of the Engineers' estimate as illustrated below:-</p> <p>1). Drilling of 2 production wells in Nakapelimoru S/C:</p> <p>Engineer's estimate = UGX 98,222,300</p> <p>Contract Sum = UGX 95,485,600</p> <p>Various = UGX 2,736,700</p> <p>Percentage variance = $2,736,700/98,222,300 \times 100\% = 2.8\%$</p> <p>2). Rehabilitation of 8 boreholes in Rengen, Panyangara, and Nakapelimoru sub-counties.</p> <p>Engineers estimate = UGX 30,540,000</p> <p>Contract price = UGX 30,540,000</p> <p>Variation = UGX 0</p> <p>Percentage variation = $0/30,540,000 \times 100\% = 0\%$</p>	2
2	<p>N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p>Maximum 8 points on this performance measure</p>	<p>d. % of WSS infrastructure projects completed as per annual work plan by end of FY.</p> <ul style="list-style-type: none"> o If 100% projects completed: score 2 o If 80-99% projects completed: score 1 o If projects completed are below 80%: 0 	<p>Projects that were implemented in the previous FY as captured on page 17 and 18 of the ABPR included the following:-</p> <p>Drilling of 2 production wells in Nakapelimoru Sub-County, construction of a piped water systems in Kotido Sub-County, and rehabilitation of 8 boreholes in Rengen, Panyangara and Nakapelimoru sub-counties. Basing on the sampled facilities and the field visits conducted it was established that the construction of the piped water system in Kotido sub-county was not completed up to the planned level; but the others were completed. The total number projects planned were 11 in number i.e. drilling of 2 production wells, rehabilitation of 8 boreholes and construction of a piped water supply system as per the annual work plan. The percentage of the completed projects was: $10/11 \times 100\% = 91\%$.</p>	1

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>There was no increase in the percentage of water supply facilities that were functioning between the FY 2021/2022 and the FY 2022/2023.</p> <p>The Percentage of the water supply facilities that were functioning in the FY 2021/2022 was 74% and FY 2022/2023 was 74% respectively.</p> <p>Hence percentage increase was $74\% - 74\% = 0\%$.</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 & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 1% score 2</p> <p>o If increase is between 0-1%, score 1</p> <p>o If there is no increase : score 0.</p>	<p>There was an increase in the percentage of water facilities with functional water and sanitation committees between FY 2021/2022 and FY 2022/2023.</p> <p>The percentage of facilities with functional water and sanitation committees in the FY 2021/2022 and FY 2022/2023 was 88% and 97% respectively.</p> <p>The percentage increase therefore was $97\% - 88\% = 9\%$.</p>	2

Performance Reporting and Performance Improvement

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

Maximum 3 points on this performance measure

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

The DWO accurately reported on WSS facilities constructed and their performance in the previous FY (2022/2023) as reflected in pages 17 and 18 of the annual budget performance report 2022/2023 and the following facilities were sampled;

- 1). Rehabilitation of a borehole in Nayonaiangamito in Nakapelimoru sub-county, funded under DWSCG, and completed on 11th May, 2023.
- 2). Drilling of 1 production well in Kanair village in Kanair sub-county, funded under UGIFT, with a DWD number 79108 and completed on 8th March, 2023.
- 3). Rehabilitation of a deep borehole in Nakongumuthu South village in Napumpum sub-county, funded under DWSCG, and completed on 23rd May, 2023.

These projects were completed as per the plan,

Findings from the field visit of the three sampled projects showed that all projects were in place and functional, boreholes were well protected with no deep latrines in the radius of 30m, water yield and water quality was visually good and all had functional WUCs.

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

The DWO presented the quarterly reports and when reviewed the following was noted:

In the first quarter report which was dated 15th October, 2022, in pages 26 and 27, there was information about the status of the water facilities for each Lower Local Government.

For the second quarter report which was dated 10th January, 2023 in pages 25 and 26; the DWO had compiled the information about the functionality status of all the water sources in the Sub-counties in the District.

While for the third quarter report which was dated 11th April, 2023 the information about the water facilities status was found in pages 26 and 27.

Finally, for the fourth quarter which was dated 10th July, 2023, the information on the water facility status was found in pages 26 and 27.

Form 1 and 4 were attached to each respective quarter.

Therefore, it was confirmed that the District Water Officer collects and compiles quarterly information on the sub-county water supply and sanitation functionality of facilities.

There was evidence that the DWO updated the MIS with quarterly information. The DWO presented form 1 having the information on all the new water facilities that were constructed in the year. These forms were submitted to the MoWE on 8th September, 2023 for inclusion in the national data base. The DWO also presented form4 which had summaries of the status of all the water facilities per sub-county.

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

There was evidence that the DWO updated the MIS with quarterly information. The DWO presented form 1 having the information on all the new water facilities that were constructed in the year. These forms were submitted to the MoWE on 8th September, 2023 for inclusion in the national data base. The DWO also presented form4 which had summaries of the status of all the water facilities per sub-county.

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>The copy of the LLG assessment report was availed at the time of assessment, the overall average for the water sector performance in the district was 65%; and the least performing LLGs were; Kacheri T/C, Kanair S/C, Kapeta S/C, Lokitelebu T/C Nakapelimoru S/C, and Napumpum S/C, however, there were no PIPs seen and no performance improvement reports seen for any of the LLGs at the time of the LG assessment exercise.</p>	0
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Human Resource Management and Development

6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2</p>	<p>From the wage estimates 2022/23 dated September 2022 and signed by CAO Joseph Lomongin CR/102/3, the DWO had budgeted for the following Water & Sanitation staff as follows:</p> <ol style="list-style-type: none"> 1. 1 Civil Engineer(Water) = Ugx 4,000,000/=; 2. 2 Assistant Water Officers (1 for mobilization = Ugx 601,341/= and 1 for sanitation & hygiene = Ugx 4,000,000/=); 3. 1 Engineering Assistant (Water) = Ugx 2,200,000/= 4. 1 Borehole Maintenance Technician = Ugx 268,143/= <p>The total annual budget for water was Ugx 79,400,000/=</p>	2
6	<p>Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment & Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>From the wage estimates 2022/23 dated September 2022 and signed by CAO Joseph Lomongin CR/102/3, the the Environment and Natural Resources Officer had budgeted for the following Water & Sanitation staff as follows:</p> <ol style="list-style-type: none"> 1. 1 Natural Resources Officer; 6,500,000/= 2. 1 Environment Officer; Ugx 4,000,000/= 3. 1 Forestry Officer:Ugx 4,000,000/= <p>The total annual budget for water was Ugx 310,400,000/=</p>	2

7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<p>The DWO had appraised District Water Office staff against the agreed performance plans during the previous FY:</p> <ol style="list-style-type: none"> 1. Ocan Patrick, Assistant Engineering Officer Water was appraised on 30th June 2023 by Ag. CAO Jonathan Kapel 2. Lokiru Paul, Borehole Maintenance Technician was appraised on 30th June 2023 by Ag. CAO Jonathan Kapel 3. John Paul Kedi, DWO was appraised on 7th July 2023 by Ag. CAO Jonathan Kapel 	3
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<p>The District Water Office had identified capacity needs of staff from the performance appraisal process but the training activities had neither been conducted in adherence to the training plans at district level nor were they documented in the training database.</p>	0

Management, Monitoring and Supervision of Services.

8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<ul style="list-style-type: none"> • 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 	<p>The DWO allocated over 20% of the budget for the current FY 2023/2024 to water stressed sub-counties which had safe water coverage below the district average which was 74%.</p> <p>The water stressed sub-counties were;</p> <p>Kacheri S/C with safe water coverage of 72% was allocated drilling of 1 production well and rehabilitation of 3 boreholes, Nakapelimoru S/C with safe water coverage of 70% was allocated drilling of 1 production well, and Rengen S/C with a safe water coverage of 71% was allocated drilling of 1 production well and rehabilitation of 3 boreholes.</p> <p>The total budget allocation to water stressed LLGs was UGX 172,037,560.</p> <p>The total annual development budget for Kotido DWO for the current FY was UGX 772,118,413.</p> <p>Percentage allocation to water stressed LLGs was = $172,037,560/772,118,413*100\% = 22\%$.</p>	0
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Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 6 points on this performance measure

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

There was evidence that DWO communicated to the LLG their respective allocations per source to be constructed in the current FY.

The DWO presented the correspondence file in which communications to Lower Local Governments were contained.

In this file there was a letter dated 25th August, 2023 addressed to the different sub-county chiefs, of the following sub-counties Kacheri, Kotido, Nakapelimoru, Panyangara, and Rengen; a copy of the table attached to same letter was seen on the DLG notice board and it was also seen on the notice board of Panyangara S/C.

The DWO also made a presentation during the district budget conference which was held on 7th November, 2023, on slide number 21 of his presentation was a table summarizing the allocations of the projects to be implemented in the current FY to the various selected sub-counties.

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

Maximum 8 points on this performance measure

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

- If 95% and above of the WSS facilities monitored quarterly: score 4
- If 80-94% of the WSS facilities monitored quarterly: score 2
- If less than 80% of the WSS facilities monitored quarterly: Score 0

There was evidence that the DWO monitored each of the WSS facilities at least quarterly.

The DWO presented 4 sets of the quarterly monitoring reports and a monitoring plan which was covering a period from July 2022 up to June 2023, together with quarterly progress reports, which upon review the following was found out:- During the first quarter as per the first quarter report dated 15th October, 2022, it was noted in page 26 there was a summary table in the report which showed that a total of 558 water facilities were monitored.

In the second quarter as per the monitoring report dated 10th January, 2023, a total of 558 water sources were monitored during this quarter.

Likewise, for quarter 3 report dated 11th April, 2023 the number of water sources monitored was 423.

In quarter 4 as per the report dated 10th July, 2023, gave a summary of the water facilities that were visited as 558.

On average, therefore the water facilities that were visited quarterly was = $558 + 558 + 423 + 558 = 2,097/4 = 525$.

Kotido DLG had a total of 364 WSS facilities as per the national data base from MoWE.

The percentage of the quarterly monitored water facilities was $525/587 * 100\% = 89\%$.

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

There was evidence that the DWO conducted DWSCC meetings quarterly, the DWO presented four sets of minutes of the DWSCC meetings. The following were the meetings that were conducted:-

In the first quarter the meeting was held on 23rd September, 2022. The key issues discussed during this meeting were found in minute number Min.8/09/2022 where the DWO emphasised on the field findings from the quarterly monitoring that was conducted jointly between the technical officers, development partners and the politicians and issues pointed out during the monitoring included the broken down water facilities, it was resolved that to cab down the rate of break down the DWO helps to establish water boards at the sub-counties and also build the capacity of the hand pump mechanics to address the issue.

During the second quarter the meeting was held on 16th December, 2022 and the key issues discussed during the meeting were found in minute Min.8/12/2022 among the key issues discussed was the activity implementation status and it was pointed out that Nayan piped water supply construction works in Kotido sub-county had seriously delayed and it was agreed that the contractor be summoned for discussion.

For the third quarter the meeting was held on 9th March, 2023 and the major issues of discussion were found in minute Min.8/03/2023. One of the main issue of discussion was the O&M of the piped water schemes in the District, a recommendation was arrived at that the schemes be encouraged to join the Karamoja Umbrella organization so as to reduce the running costs and the heavy burden on the water boards, Lokitelebu and Lobanya Water Supply Systems were pointed out as examples.

Whereas in quarter 4 the meeting was held on 1st June, 2023, and key issues discussed under minute Min.9/06/2023. The specific issue discussed here was the project implementation status of the sector work plan of the financial year; and the DWO informed the house that all the projects in the plan were completed except one the construction of the piped water supply system in Kotido sub-county, where the contractor had abandoned the site.

9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>There was evidence that DWO communicated to the LLG their respective allocations per source to be constructed in the current FY.</p> <p>The DWO presented the correspondence file in which communications to Lower Local Governments were contained.</p> <p>In this file there was a letter dated 25th July, 2023 addressed to the different sub-county chiefs, of the following sub-counties Kacheri allocated UGX 56,952,500, Kotido allocated UGX 278,023,470, Nakapelimoru allocated UGX 45,500,000 , Panyangara UGX 7,635,000, and Rengen UGX 11,452,500; a copy of the table attached to same letter was seen on the DWO notice board and it was also seen on the notice board of Panyangara S/C.</p> <p>The letter had a table that detailed the planned projects to be implemented in the current financial year and also detailing the allocations to each sub-county together with the financial amounts for each project.</p>	2
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> • If funds were allocated score 3 • If not score 0 	<p>The total NWR for the previous FY for Kotido DLG water sector was UGX 67,398,640. The DWO allocated UGX 36,180,232 towards mobilization activities.</p> <p>The percentage allocation therefore was $36,180,232/67,398,640 \times 100\% = 54\%$.</p> <p>This was a clear sign that the DWO followed the sector guidelines in the allocation of the NWR estimates for the mobilization activities.</p>	3
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.</p>	<p>There was evidence that the DWO in liaison with the CDO trained the WSCs on their roles, and responsibilities and O&M. The DWO presented a training report dated 31st July, 2023. The training period spanned from 19th to 22nd June, 2023. The topics handled included safe water chain, O&M, roles and responsibilities, simple book keeping skills among others.</p> <p>The trainers were Moding David ADWO in charge mobilization and Lokiru Paul the BMT.</p>	3

Investment Management

11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG: Score 4 or else 0	The DWO presented an up to date water supply and sanitation facilities register which had all the water supply and sanitation facilities in the District by location and up on review it was noted that some of the newly constructed water facilities were included in the register as they were detailed in form 1 which was submitted to the Ministry of Water and Environment on 8th September, 2023 for inclusion in the national data base.	4
11	Planning and Budgeting for Investments is conducted effectively <i>Maximum 14 points on this performance measure</i>	Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (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: Score 4 or else score 0.	The evidence showed the LG's DWO, District Planner, Senior Environmental Officer and DCDO conducted a desk appraisals for all WSS projects in the budget. It was established the prioritized investments were derived from the approved district development plans (LGDPIII) and were eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage). The desk appraisals were conducted and discussed on 26th July 2023. The projects were derived from LG DP III, pages- 81 and Approved Budget pages, 11. Projects appraised were; 1. Construction of Piped water supply scheme at Nayan and were recommended for field appraisal. 2. Drilling of production borehole at Morualokoto and was recommended for field appraisal. 3. Drilling of production borehole at Rengen seed secondary School and were recommended for field appraisal. 4. Drilling of production borehole Loukorok HC II and were recommended for field appraisal.	4

11

Planning and Budgeting for Investments is conducted effectively

Maximum 14 points on this performance measure

c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2

All the budgeted investments for the current FY had completed application forms from the beneficiary communities as per the records reviewed from a file of community application forms presented by the DWO to the assessor. Some of the sampled community applications included:

1). Application from Nyakwae village in Lokwakial S/C, the application was dated 19th November, 2021, and the DWO recommended it to be included for implementation in FY 2023/2024 on 24th August, 2023. The application was endorsed by the LC I Mr. Lotoo Anyura and the following community members: Koryang Maria, Nakopit Shopiya, and Adome Kuno.

2). Application from Moru-Alokoto village in Kacheri S/C, the application was dated 18th November, 2021, and was endorsed by the LCI Lonyang Paul with the following community members Losiya John, Lochul Mark and Nachan Nakiru. The application was cleared by the DWO for implementation in 2023/2024 financial year on 24th September, 2023.

3) Application from Chaicaon village in Rengen S/C, this application was dated 2nd December, 2021, endorsed by the LCI Longoli Losecha with the following community members: Nakoroi Maria, Adungo Lopusiye and Kichango Paul. And this application was cleared for implementation in the FY 2023/2024 on 25th August, 2023 by the District Water Officer.

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>	<p>There was evidence that field-based appraisals were conducted for WSS projects to determine whether they are technically feasible, environmentally, and socially acceptable and the designs have been customized in case of any technical issues</p> <p>Field appraisals were conducted between 22th July 2023 and reports were signed off by District planner, District engineer, District Water Officer, DCDO and Environment Officer.</p>	2
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p>	<p>All water infrastructure projects for the current FY were not screened for environmental and social risks/impacts and ESMPs were not prepared. The list of projects below that should have been screened were provided in the LG Approved Budget Estimates 2023/24.</p> <ol style="list-style-type: none"> 1. At Nayan village, Kotido Sub-county the construction of piped water supply scheme under a conditional Grant - Development 186-o/w Piped Water Sub-grant at a cost of UGX. 173,759,000 2. Nayan village, Kotido Sub-county the construction of piped water supply scheme under a conditional Grant - Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 104,245,000 3. Lookorok HCII, Nakaperimoru Sub-county the siting and drilling of production bore hole under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 45,500,000 4. Morualokto village, Kacheri Sub county siting and drilling of production borehole under a conditional Grant - Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 45,500,000 5. Natututur village, Kacheri Sub county Borehole Rehabilitaion under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,250,000 	0

6. Rengen seed secondary school, Rengen Sub-county for the siting and drilling of production borehole under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 45,500,000

7. Nadome village, Panyangara Sub county Borehole Rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant 4,623,000

8. Katomasa Loduon, Kacheri Town Council Borehole Rehabilitation under a conditional Grant - Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,600,000

9. Lokiding HCII, Kacheri Town Council Borehole Rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 4,200,000

10. Kamoru HC2 Kamoru sub county Borehole Rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,600,000

11. Locholok village, Longaroe sub county Borehole rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,818,000

12. Loperualomongin village, Longaroe sub county borehole rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,500,000

13. Napeet-Lojom Longaroe sub county borehole rehabilitation under a conditional Grant -Development 187-o/w Rural Water & Sanitation Sub-grant at UGX. 3,800,000

12

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

Maximum 14 points on this performance measure

a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0

There was evidence that the water infrastructure investments were incorporated in the LG approved procurement plan, which was signed by the D/CAO, Lochoro Daniel on 20th November, 2023. The investments planned included; Drilling and Siting of boreholes Ugx 136 M, Rehabilitation of boreholes Ugx 30 M and Construction of Nayan water scheme Ugx 256 M.

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 Score 2:</p>	<p>There was evidence to show that the water supply and public sanitation infrastructure for the previous FY, was approved by the Contracts Committee before commencement of construction. This was done on 27th March, 2023 when the committee sat and approved the contract for rehabilitation of boreholes within the district in minute CC/04/27/03/023.</p>	2
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	<p>There was evidence to show that the District Water Officer did not properly established the Project Implementation team as specified in the Water sector guidelines. This was in a letter dated 30th September, 2022 signed by CAO, Lomongin Joseph, were the following persons were named;</p> <ul style="list-style-type: none"> • Kedi John Paul-DWO as Contract Manager • Ochieng Charles Internal Auditor-member • Lokim Christine- Senior Environment officer • Lemukol John Bosco-Senior Labour officer • Ochaya Frederick Ajusti-Ag DE-as Project manager <p>The letter left out the Clerk of works.</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>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>All the water and public sanitation infrastructure sampled were constructed in accordance to the standard designs provided by the District Water Officer for example a boreholes in Nayonaingangamito village of Nakapelimoru S/C, the platform stand was 600mm by 600mm and the apron depth and width was 100mm as prescribed on the designs.</p>	2

12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p>	<p>e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2</p>	<p>There was evidence that the relevant technical officers carried out monthly technical supervision of WSS infrastructure projects as was seen in reports dated 17th May, 2023 and 18th May, 2023 by the Ag. DWO.</p>	2
	<p><i>Maximum 14 points on this performance measure</i></p>			
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p>	<p>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</p>	<p>There was evidence that the DWO did verify works and payments were initiated. However, payments to the contractors were not within specified timeframes in the contracts for example;</p>	0
	<p><i>Maximum 14 points on this performance measure</i></p>	<p>o If 100 % contracts paid on time: Score 2 o If not score 0</p>	<ol style="list-style-type: none"> 1. Voucher no.6420318 dated 28th June 2023 for Ushs 40,949,976 with certificate no. 1 Dated 15th May 2023; contract no. KOTI/528/WRKS/20-21/00007; Construction of Piped water supply Scheme at Napeikar by W & S Consults International was certified and verified by the District water Officer on 15th May 2023, payment was initiated on 11th May 2023 and made on 28th June 2023 which was more than 30 days. 2. Voucher no.6438906 dated 28th June 2023 for Ushs 18,988,000 with certificate no. 1 Dated 15th May 2023; contract no. KOTI/528/WRKS/21-22/000018; Rehabilitation of 13 boreholes by De Adar Foundation Enterprise was verified by the District water Officer on 15th May 2023, payment was initiated on 10th May 2023 and made on 28th June 2023 which was more than 30 days. 3. Voucher no.6424501 dated 28th June 2023 for Ushs 8,139,559 with certificate no. 1 Dated 9th June 2023; contract no. KOTI/528/WRKS/20-21/000021; Rehabilitation of 25 boreholes by Xtri Trust Limited was verified by the District water Officer on 8th June 2023, payment was initiated on 13th June 2023 and the payments were made on 28th June 2023 which was within 30 days. 	

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>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:</p> <p>Score 2, If not score 0</p>	<p>There was evidence that LG had a complete procurement file for water infrastructure investments was in place for the contract with all records as required by the PPDA Law. The file reviewed was;</p> <p>Project: Rehabilitation of Boreholes</p> <p>Procurement ref; KOTI/wrks/2022-2023/00010 had these documents;</p> <ul style="list-style-type: none"> • Signed works contract dated 29th November, 2022 with Ms. Icon Projects Limited • Evaluation report dated 23rd March, 2023 • Contracts Committee minutes dated 27th March, 2023 • PP1 form, call for bids, issue of and receipt of bids, offer and acceptance letters among the documents on file. 	2
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Environment and Social Requirements

13	<p>Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p>	<p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p> <p>Score 3, If not score 0</p>	<p>A complaint recorded on 14th June, 2023 by Peter Lopuli a resident of Kakuloi village in Longaroi sub county for a vandalism of a borehole that had been rehabilitated. The culprit of the vandalism was Longom Moses and the case was handled by the Grievance Redress Committee and settled on 15th June, 2023.</p>	3
14	<p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs:</p> <p>Score 3, If not score 0</p>	<p>There was evidence of minutes of the sub-county WASH Advocacy meeting held on 21st October, 2022 at Good Shepherd Hall-Kotido Catholic Diocese under Minute 4/21/10/2022; Remarks from the DWO and Minute 6/21/10/2022 and Minute 8/21/10/2022: Discussions and agreed action points/way forward, highlighting the dissemination on water sector guidelines.</p>	3

Safeguards in the
Delivery of Investments

*Maximum 10 points on
this performance
measure*

a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented:
Score 3, If not score 0

There was evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented for example;

1. Construction of pipe water flow scheme at Nayan prepared on 13th January, 2022
2. Construction of a production well at Nakapelimon secondary school 13th January, 2022
3. Construction of a production well at Kanair primary school prepared on 13th January, 2022

As well as the costed plans for the respective projects below;

1. Construction of a production wells at Nakapelimon and Kanair sub counties at UGX 2,400,000 prepared on 13th January, 2022
2. Construction of a piped water scheme at Nayan village at UGX. 13,050,000 13th January, 2022

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>There was evidence that all the WSS projects were implemented on land where the LG had proof of consent. The DWO presented a file of all the land agreements for all the WSS projects that were implemented in the previous FY. Below are some of the agreements that were sampled by the assessor:-</p> <p>1). Land agreement signed on 21st April, 2023 between Lokojo Apanaboko, Logiro Veronica and the community of Kalekori village of Kanair S/C. This agreement was signed by Lowor Lokwapus the LCI on behalf of the community together with Narika Sylvia, Adyaka Stephen, and Ojwok Richard Janayo.</p> <p>2). Land agreement signed on 26th April, 2023 between Lowany Luka, Chilla Michael and the community of Nagirigiroi village of Kotido S/C, and was signed by Naiki Silvia the LCI with Loouru Agnes, Koryang Lopeikolongit, and Namuga Gabriel on behalf of the community.</p> <p>3). Land agreement signed on 28th April, 2023 between Amodanyang Apasinyon and the community of Kanair village of Kanair S/C, it was also signed by Douna Paul the LCI with Natee Agnes, Uma Alice and Lokiru Zacharia on behalf of the community.</p>	3
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:</p> <p>Score 2, If not score 0</p>	<p>The Environment and Social Compliance Certification(E & S) were availed as seen below;</p> <p>1. Environment and Social Compliance Certification (E & S) for Borehole drilling, pump testing casting and installation at Nakapelimoru Secondary School was signed by District Environment Officer on 5th June 2023 and DCDO on 5th June 2023.</p> <p>2. Environment and Social Compliance Certification (E & S) for Borehole drilling, pump testing casting and installation at Kanair Pimary School was signed by District Environment Officer on 5th June 2023 and DCDO on 5th June 2023.</p>	2

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

The CDO and Environment Officers monitored the water projects to ascertain compliance with ESMPs and provided monthly reports as listed below;

1. Report dated 13th January, 2022 for the drilling of 2 boreholes at Kanair and Nakapelimoru Army secondary school
2. Report for the activities carried out from 3rd to 10th June, 2023 of 10 boreholes, 2 drilled production wells and 8 rehabilitated boreholes.

**Micro-scale
Irrigation
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>	<p>The LG presented data on irrigated land for the last two financial years, disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries.</p> <p>The Agricultural Statistical Data Report dated 30th June 2023 for Kotido DLG, captured statistics on irrigated land and it showed the following acreage for irrigated land per Sub-County for the financial years 2021/2022 and 2022/2023.</p> <p>In 2021/2022, the DLG recorded a total of 9 acres of irrigated land. 3 acres in Maaru Sub-County and Six (6) acres in Longaroe and Kotido Municipality.</p> <p>In 2022/2023, the DLG recorded 14.3 acres of land under irrigation, i.e., Kapus’s irrigation project in Kotido Sub-County had 12 acres, Karamoja Agro-Farm Systems Consults Multipurpose Project in Kotido Municipality had 1 acre, Longole, a farmer in Kotido Municipality had 1.3 acres.</p>	2

1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> • By more than 5% score 2 • Between 1% and 4% score 1 • If no increase score 0 	<p>This district LG had 3 acres of irrigated land that were fully functional in the financial year 2021/2022.</p> <p>In the financial year 2022/ 2023, the LG had 14.3 acres under total irrigated agriculture.</p> <p>Increase in acreage.</p> <p>Percentage Increase=(New Acreage–Old Acreage) / Old Acreage X (100)</p> <p>Percentage Increase=(14.3-9.0 / 9.0) X100</p> <p>Percentage Increase ≈ 0.5889 X 100</p> <p>Percentage Increase ≈ 58.89%</p> <p>Therefore, the percentage increase in acreage from FY 2021/2022 to FY 2022/2023 was approximately 58.9%.</p>	2
2	<p>N23_Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>	<p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> • Above 70%, score 4 • 60% - 70%, score 2 • Below 60%, score 0 	<p>The average score in the micro-scale irrigation for LLG performance assessment for the current year under review was 35% as per the OPAMS.</p>	0
3	<p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p>	<p>a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0</p>	<p>There was no evidence that the development component of the Micro-Scale irrigation grant was used on eligible activities. The budget performance reports in the quarterly progress reports were not properly populated and the DLG did not present the annual budget performance report.</p> <p>The budget performance report found in the Quarter Four report, dated 18th August 2023, indicated incorrect reporting dates and showed;</p> <p>i). Complementary activities cost was Ugx 135,912,460</p> <p>ii). Procurement of Micro-irrigation equipment and supply of critical inputs for micro-irrigation demo sites cost was Ugx 75,365,384</p>	0

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 There was no evidence that was provided and the CFO noted that the LG is still under the implementation stage 2 of micro scale irrigation. 0

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 contract price variations exceeded the range of +/-20% from the Agriculture Engineer's estimates and was calculated as follows; 0

Maximum score 6

SAE costed figure = UGX
57,360,000

The contractor's costed figure for the four demonstration sites was = UGX 69,307,220

Variation = $(69,307,220 - 57,360,000) / 57,360,000 \times 100$

Percentage Variation $\approx 0.208 \times 100$

Percentage Variation $\approx 20.8\%$

Hence the variation in contract prices was above the +/-20% of the engineer's estimates.

3	<p>Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines</p> <p>Maximum score 6</p>	<p>d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0 	<p>The completion rate for the supply and installation of micro-scale irrigation equipment ranged below 80%. Out of the three sites visited during the assessment, none was completed and functional.</p> <p>Supplier contracts were signed on 27th April 2023 between Kotido DLG and OSSTEVAN Company Limited.</p> <p>System-generated payment vouchers of Ugx 57,360,000 for OSSTEVAN Company Limited were processed and paid on 28th June 2023.</p> <p>Due to poor workmanship of the contractor, the tank stands for the sites, i.e., the host farmer site located in the central division Sub-county, Nakoreto Primary School located in Maaru sub-county, and St Comboni site located in Kotido Sub-County failed and collapsed.</p> <p>Goods received notes (GRN) and Goods Delivery Notes indicated that the supplies were delivered on 11th July 2023, beyond the deadline of 30th June.</p> <p>No completion certificates were presented since site installations and reconstruction of the tank standards was still ongoing.</p>	0
4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>a) Evidence that the LG has recruited LLG extension workers as per staffing structure</p> <ul style="list-style-type: none"> • If 100% score 2 • If 75 – 99% score 1 • If below 75% score 0 	<p>Kotido LG had appointed 18 Agricultural extension workers out of the required 46 extension workers putting the staffing levels at 39%.</p>	0

4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF</p> <ul style="list-style-type: none"> • If 100% score 2 or else score 0 	<p>The irrigation demonstration sites in the three different LLGs visited did not meet 100% standards as defined by MAAIF. The following did not meet the standard;</p> <p>Only Sprinkler irrigation technology was demonstrated on the three sites visited instead of the three irrigation technologies. That is to say, the host farmer site (central division Sub-county), Nakoreto Primary School (Maaru sub-county), and St Comboni site (Kotido Sub-County).</p> <p>The tank stand constructed on the three sites was below standards and had even collapsed at the time of the assessment.</p> <p>Two of the three sites visited did not have the reservoir tanks on site.</p> <p>Low-flow micro sprinkler systems installed did not have sprinkler heads and other fittings.</p> <p>However, site acreages were in line with MAAF standards i.e host farmer site (central division Sub-county) was 1 acre, Nakoreto Primary School (Maaru sub-county) was 1.7 acres, and St Comboni site (Kotido Sub-County) was also 1.7 acres.</p>	0
4	<p>Achievement of standards: The LG has met staffing and micro-scale irrigation standards</p> <p>Maximum score 6</p>	<p>b) Evidence that the installed micro-scale irrigation systems during last FY are functional</p> <ul style="list-style-type: none"> • If 100% are functional score 2 or else score 0 	<p>Upon site visits to the three demonstrations, it was found that none of them was operational and functional. Installation on the three sites was incomplete.</p> <p>No site books were found on the sites and no inventory of the installed Micro-scale irrigation equipment was kept.</p>	0

Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence that information on the positions of extension workers filled was accurate. From the three sampled Lower Local Governments, it was found that;</p> <p>Ocheng Bradford - Assistant Agricultural officer was working in Kotido Subcounty</p> <p>Iko Peneina- Agricultural Officer, was working in Kotido Sub-county</p> <p>Toola Dan - Agricultural officer, was working in Rengen Sub-county</p> <p>Dodoi Janet Loluk, Animal Husbandly Officer, was working in Rengen Sub-county</p> <p>Ilukoi Denis- Assistant Animal Husbandly Officer, was working in Nakaplemoru Sub-county</p> <p>Ajok Janet- Assistant Animal Husbandly Officer, was working in Nakaplemoru Sub-county</p>	2
5	<p>Accuracy of reported information: The LG has reported accurate information</p> <p>Maximum score 4</p>	<p>b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0</p>	<p>There was no inventory of the micro-irrigation equipment installed in Kotido DLG. The Goods Received Notes and the Goods Delivery Notes dated 11th July 2023 showed that the equipment was delivered late after the year of assessment.</p> <p>Upon site visits, it was observed that the demonstrations were not functional, and installation was still ongoing.</p>	0

Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans

Maximum score 6

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

There was evidence that information was collected quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services, and farmer EOI.

The quarterly progress reports were compiled by the AO and endorsed by the CAO. For instance, Quarter One (Q1) was reported on 30th September 2022, Quarter Two (Q2) on 30th December 2022, Quarter Three (Q3) on 30th May 2023, and Quarter Four (Q4) was reported late on 18th August 2023. The following information was obtained.

In Q4, Table 5 on page 7 presented the list of participants who attended the technical training on the implementation of farm visits after farmers expressed interest. Twenty-five (25) sensitization and awareness raising were conducted across the 13 Sub-counties with 1262 stakeholders, 773 were males and 489 were females.

In Q3, Table 4 on pages 9 and 10 presented a summary of concerns raised/ generated by stakeholders during the awareness-raising event. Environmental screening report prepared by the Environmental Officer Joseph dated 18th May 2023 for the 4 demonstration sites

In Q2, District level sensitization and awareness-raising event on the micro-irrigation program were conducted with 100 stake holder attendance.

The Q1 report indicated that by the end of the quarter, the DPO and District Agricultural Officers (DAO)- MSI Focal person had completed up to module 5(b). Additionally, five AOs were in progress, having completed 20-60% of the modules.

6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>b) Evidence that the LG has entered up to-date LIG information into MIS: Score 1 or else 0</p>	<p>There was an up-to-date LIG information entry into MIS.</p> <p>For example, 261 EOI and EOI with prepared farm visits = 121, 48 farm visits, Awareness raising event held with farmers for awareness raising = 1220 attendees.</p>	1
	<p>Maximum score 6</p>		<p>The LG presented evidence of the hard copies of the EOI application and the up-to-date MIS database on the EOI. This was found tallying at 260 candidates.</p> <p>SAE logged into his Irri Track application, and the assessor verified data on the farm visits as shown as an output in the MIS database.</p>	
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>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>There was no evidence that the LG prepared quarterly reports using information compiled from LLGs in the MIS.</p> <p>Quarterly reports did not follow the reporting templates as required per the guidelines. MIS statistics were only presented in the program Volume 1 Magazine.</p>	0
	<p>Maximum score 6</p>			
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>d) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0</p>	<p>Kotido DLG was a phase II district and the performance improvement plan (PIP) was only applicable to phase I districts. Therefore no approved PIP was presented.</p>	1
	<p>Maximum score 6</p>			
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p>	<p>ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0</p>	<p>Kotido DLG was a phase II district and the performance improvement plan (PIP) was only applicable to phase I districts. Therefore no PIP implementation reports were presented.</p>	1
	<p>Maximum score 6</p>			

Human Resource Management and Development

7

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

Maximum score 6

a) Evidence that the LG has:

i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0

The LG budgeted for extension workers as per guidelines/in accordance with the staffing norms at Ugx 809,264,076/=. The monthly budget per role was as below;

1. Agriculture Officer = Ugx 4,000,000/=
2. Assistant Animal Husbandry Officer = Ugx 2,200,000/=
3. Assistant Agricultural Officer = Ugx 2,200,000/=
4. Veterinary Officer = Ugx 4,000,000/=

1

7

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

Maximum score 6

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

From the staff list and attendance registers, it was evident that Kotido LG had deployed agricultural extension workers as below;

Agriculture Officer; Toloa Dan-Rengen Sub County, Ocen Tony Mark- Kacheri Sub County, Okello Godfrey Ewol- Nakapelimoru Sub County, Iko Penina- Kotido Sub County

Assistant Animal Husbandry Officer; Achilla Brddford- Panyangara Sub County, Ajok Janet- Nakapalimoru Sun Cunty, Dodoi Janet Loluk- Rengen Sub County, Ilukol Denis- Nakapalimoru Sub County, Longok Anthony- Kotido Sub County,

Assistant Agricultural Officer; Ocheng Bradford- Kotido Sub County,

Veterinary Officer; Oboo Gladys- Rengen Sub County, Ongok George Olanya- Panyangara Sub County

1

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>	<ul style="list-style-type: none"> From the LLGs sampled, there was evidence that extension workers are working in LLGs where they are deployed 	2
	<p>Maximum score 6</p>		<p>Agriculture Officer; Toloa Dan-Rengen Sub County, Ocen Tony Mark- Kacheri Sub County, Okello Godfrey Ewol- Nakapelimoru Sub County, Iko Penina- Kotido Sub County</p>	
			<p>Assistant Animal Husbandry Officer; Achilla Brddford- Panyangara Sub County, Ajok Janet- Nakapalimoru Sun Cuntly, Dodoi Janet Loluk- Rengen Sub County, Ilukol Denis- Nakapalimoru Sub County, Longok Anthony- Kotido Sub County,</p>	
			<p>Assistant Agricultural Officer; Ocheng Bradford- Kotido Sub County,</p>	
			<p>Veterinary Officer; Oboo Gladys- Rengen Sub County, Ongok George Olanya- Panyangara Sub County</p>	
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>There was evidence that extension workers deployed had been publicized and disseminated to LLGs and displayed on the staff list on the LLG notice boards. Sampled LLG noticeboards showed for instance;</p>	2
	<p>Maximum score 6</p>		<ol style="list-style-type: none"> Agriculture Officer; Toloa Dan- Rengen Sub County, Ocen Tony Mark- Kacheri Sub County, Okello Godfrey Ewol- Nakapelimoru Sub County, Iko Penina- Kotido Sub County. Assistant Animal Husbandry Officer; Achilla Brddford- Panyangara Sub County, Ajok Janet- Nakapalimoru Sun Cuntly, Dodoi Janet Loluk- Rengen Sub County, Ilukol Denis- Nakapalimoru Sub County, Longok Anthony- Kotido Sub County. Assistant Agricultural Officer; Ocheng Bradford- Kotido Sub County. Veterinary Officer; Oboo Gladys- Rengen Sub County, Ongok George Olanya- Panyangara Sub County. 	

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

Maximum score 4

a) Evidence that the District Production Coordinator has:

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

The District Production Coordinator had Conducted annual performance appraisal of all extension Workers against the agreed performance plans and had submitted a copy to HRO during the previous FY as follows;

1. Ajok Janet, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Longoli Joseph, Senior Veterinary Officer
2. Aboo Gladys, Veterinary Officer was appraised on 30th June 2023 by Ogwang Constantine, Animal Husbandry Officer
3. Longok Anthony, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Longoli Joseph, Senior Veterinary Officer
4. Dodoi Janet Loluk, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Longoli Joseph, Senior Veterinary Officer
5. Ocheng Bradford, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Obin Bernard, Senior Agricultural Officer
6. Ilukol Denis, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Longoli Joseph, Senior Veterinary Officer
7. Toola Dan, Agriculture Officer, was appraised on 30th June by Okuda Robert Kennedy, Principal Agriculture Officer
8. Ocheng Tony Mark, Agriculture Officer, was appraised on 30th June by Okuda Robert Kennedy, Principal Agriculture Officer
9. Okello Godfrey, Agriculture Officer, was appraised on 30th June by Okuda Robert Kennedy, Principal Agriculture Officer
10. Iko Penina, Agriculture Officer, was appraised on 30th June by Okuda Robert Kennedy, Principal Agriculture Officer
11. Achilla Bradford, Assistant Animal Husbandry Officer was appraised on 30th June 2023 by Longoli Joseph, Senior Veterinary Officer

8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0	The District Production Coordinator had taken corrective actions from the appraisals and these included; report writing, data analysis using software, project planning and management, livestock disease surveillance system, and Computer skills	1
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	b) Evidence that: i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	There was no evidence provided by the HR department to show that training activities were conducted in accordance to the training plans at District level:	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	There was no evidence provided by the HR department to show that training activities were documented in the training database.	0

Management, Monitoring and Supervision of Services.

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 - 75% capital development; and 25% complementary services): Score 2 or else 0	The LG had appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment) and complementary services. The budget for Micro Scale irrigation during the year was UGX 7,392,200 of which UGX 5,544,150 representing 75% of the budget was allocated to Capital Development and UGX 1,848,050 representing 25% was allocated to Complimentary Services.	2
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9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	<p>LG which was in phase 2,100% micro-scale irrigation grant was allocated to complementary services as below;</p> <p>15% LG awareness creation was Ushs.277,207.5</p> <p>40% farmer awareness creation was Ushs.739,220</p> <p>30% irrigation demonstrations were Ushs.554,415</p> <p>15% of farmer visits were Ushs 277,207.5</p> <p>According to Page 7 of Sector Grant guidelines.</p>	2
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	<p>There was no evidence of co-funding planned as per the current budget.</p>	0
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	<p>There was no evidence was provided that the LG used the farmer co-funding following the same rules applicable to the micro scale irrigation grant since they are still on stage two of implementation.</p>	2
	<p>Maximum score 10</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.

Maximum score 10

e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0

There was evidence that the LG had disseminated information on use of the farmer co-funding e.g.,

Report on exchange learning and Benchmarking exercise on Micro-irrigation program in Nwoya District dated 8th June 2023.

Report on Radio talk show held 13th May 2023 and 23rd June 2023

Report on awareness raising for Local leaders at parish level dated 10th May 2023

Report on sensitization and awareness raising on the Micro-irrigation program in the four divisions of Kotido Municipal Council dated 25th March 2023.

Report on Sub-County- and Town Council Level awareness and sensitization meeting on Micro-irrigation program dated 21st March 2023.

Report on farmers' awareness-raising conducted in Longaroe and Rengen Sub-county dated 20th June 2023.

Report on Stakeholder's awareness raising meeting at the central division parish dated 18th May 2023.

Report on Agro chemical user training in Nakapelimoru Sub-County dated 17th May 2023.

Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines

Maximum score 8

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.)

- If more than 90% of the micro-irrigation equipment monitored: Score 2

- 70-89% monitored score 1

Less than 70% score 0

There was no evidence that the DPO has monitored the installed micro- scale irrigation equipment on a monthly basis.

10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines	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	Kotido DLG was in its first year of implementation of the Micro-scale program and had not reached the stage of co-funding of the MSI projects.	2
Maximum score 8				
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines	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	There was no evidence that the Local Government (LG) provided hands-on support to the Local Level Government (LLG) extension workers during the implementation of complementary services in the previous financial year. Supervision reports were not on file, and minutes of field meetings were also not documented.	0
Maximum score 8				
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines	d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0	Kotido DLG was in its first year of implementation and had not reached the stage of establishing farmer field schools.	2
Maximum score 8				

11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	There was evidence that the LG conducted activities to mobilize farmers as per guidelines, for example, the awareness-raising reports for the LLGs and Town Councils. These included;	2
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Maximum score 4

Report on awareness raising for Local leaders at parish level dated 10th May 2023

Report on sensitization and awareness raising on the Micro-irrigation program in the four divisions of Kotido Municipal Council dated 25th March 2023.

Report on Sub-County- and Town Council Level awareness and sensitization meeting on Micro-irrigation program dated 21st March 2023.

Report on farmers' awareness-raising conducted in Longaroe and Rengen Sub-county dated 20th June 2023.

Report on Stakeholder's awareness raising meeting at the central division parish dated 18th May 2023.

Report on Agro chemical user training in Nakapelimoru Sub-County dated 17th May 2023.

11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	Evidence was presented about the training of staff and political leaders at the District and LLG levels. for example, a report on awareness raising for Local leaders at parish level dated 10th May 2023 and a report on Stakeholder's awareness raising meeting held at the central division parish dated 18th May 2023	2
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Maximum score 4

Investment Management

12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines	a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0	There was no evidence that LG had an updated register of micro-scale irrigation equipment supplied to host institutions / farmers in the previous FY under UGIFT demonstration.	0
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Maximum score 8

12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>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>There was an up-to-date database of applications at the time of the assessment.</p> <p>At the time of assessment, hard copies of Expression of Interest (EOI) application forms were on file and verified in the Irri Track application and MIS database.</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>There was no evidence presented that the district had carried out farm visits to farmers that submitted complete Expressions of Interest (EOI).</p> <p>There was no documentation indicating an agreement to proceed with the quotation form.</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>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>There was no evidence that the SAE/Secretariat had publicized the list of approved eligible farmers by posting the information on the District and the four sampled LLG noticeboards. These LLGs included; Rengen Sub County, Kotido Sub County, Nakapalimoru Sub County, and Kacheri Sub County.</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>There was no evidence to show that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY, that was signed by the CAO, on 2nd August, 2023.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>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 no evidence to show that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF).</p>	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0	There was no evidence to show that the LG concluded the selection of the irrigation equipment supplier based on the set criteria	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0	There was evidence that the micro-scale irrigation systems were approved by the Contracts Committee when they sat on 25th April, 2023 and approved the evaluation report and contract award for Supply and installation of Micro-scale irrigation demonstration in four selected sites in Kotido district, in minute cc/05(iii)/025/04/2023.	1
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	There was no evidence on file to show 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. This was because the equipment supplied was for demonstration purposes without including the farmers.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	f)Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	There was no evidence presented that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by irriTrack App) since the DLG was in its first year of implementation, and for all the Ugift demonstrations, the DLG received approved designs from MAAIF that they customized to fit site conditions.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0	There was no evidence presented on the LG conducting regular technical supervision of micro-scale irrigation projects by the relevant technical officers. At the time of the assesement, the DLG was still installing the systems on the four sites.	2

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during: i. Testing the functionality of the installed equipment: Score 1 or else 0	There was no evidence that LG had overseen the irrigation equipment supplier during the testing for functionality of the installed equipment. No Monitoring and supervisory report for newly irrigated sites by DPO and no supervisory and monitoring report by SAE.	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	There was no evidence that LG had overseen the irrigation equipment supplier during the handover of the equipment to the Approved Farmer. At the time of assessment, the installations were still on going.	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	The CFO noted that the LG was still in the implementation stage of micro-scale irrigation, and no approved farmers had been selected yet.	2
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 the contract and with all records required by the PPDA Law. The file reviewed was; Project: Supply and Installation of Micro-scale irrigation demonstrations in four selected sites in Kotido district. Procurement ref: KOTI528/supls/2022-2023/00001 had these documents; 1. Signed works contract dated 27th April, 2023 with M/s. Osstevan company limited 2. Evaluation report dated 20th April, 2023 3. Contracts Committee minutes dated 25th April, 2023 4. PP1 forms, call for bids, issue and receipt of bids records, among the records on file.	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	The LG established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework as evidence of log file for recording grievances within the irrigation sector was availed and a complaint recorded on 26th July, 2023 where the Uganda prisons department at Kotido were not in agreement of mounting a motorized irrigation pump concurrently with an existing manually managed hand pump	2
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	A complaint recorded on 26th July, 2023 where the Uganda prisons department at Kotido were not in agreement of mounting a motorized irrigation pump concurrently with an existing manually managed hand pump	1
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	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	A complaint recorded on 26th July, 2023 where the Uganda prisons department at Kotido were not in agreement of mounting a motorized irrigation pump concurrently with an existing manually managed hand pump	1
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	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	A complaint recorded on 26th July, 2023 where the Uganda prisons department at Kotido were not in agreement of mounting a motorized irrigation pump concurrently with an existing manually managed hand pump	1

14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>b) Micro-scale irrigation grievances have been:</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	<p>A complaint recorded on 26th July, 2023 where the Uganda prisons department at Kotido were not in agreement of mounting a motorized irrigation pump concurrently with an existing manually managed hand pump</p>	1
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Environment and Social Requirements

15	<p>Safeguards in the delivery of investments</p> <p>Maximum score 6</p>	<p>a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc.</p> <p>score 2 or else 0</p>	<p>There was evidence of the UgIFT Micro-Scale Irrigation Program-Improving Farmers' Livelihood Technical Guidelines version 3, April 2023. And a report dated 12th February, 2023 that followed the district level awareness and sensitisation meeting on micro-irrigation program conducted on 10th February, 2022 at Kotido Good Shepherd Cathedral Hall was availed. Item 10 on the programme was the "Presentation of Program Guidelines to stakeholders" by the District Agricultural Officer.</p>	2
15	<p>Safeguards in the delivery of investments</p> <p>Maximum score 6</p>	<p>b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment.</p> <p>i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0</p>	<p>Environmental, Social and Climate Change screening was carried on out on the 15th May, 2023 for all the micro scale irrigation projects at Kotido prisons, Lomukura village, St. Comboni primary school and Nakoreto primary school respectively.</p>	1
15	<p>Safeguards in the delivery of investments</p> <p>Maximum score 6</p>	<p>ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0</p>	<p>Monitoring of irrigation impacts for the irrigation projects was carried out for example;</p> <p>1. Report dated 11th September, 2023 on micro scale irrigation programs</p> <p>2. Report dated 18th May, 2023 for the 4 micro irrigation demonstration sites (Farmers and Institutions)</p>	1

15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	E & S certification forms were completed and signed by Christine, District Environmental Officer dated 18th May 2023. Environment, climate change, and social screening forms for the four demo sites signed on 15th May 2023 were presented on the screening report dated 18th May 2023.	1
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	There were no certification forms since no payments were made during the previous FY.	1

**Crosscutting Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	Akello Hilda was substantively appointed as Chief Finance Officer on 10th December 2007 under Minute no. 47/2007.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	Kotido LG had neither substantively appointed a District Planner/Senior Planner nor was there a seconded staff.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	Kotido LG had neither substantively appointed a District Engineer/Principal Engineer nor was there a seconded staff.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	Lokiru Christine was substantively appointed as Senior Environment Officer on 24th May 2016 under Minute no. 17/DSC/KTD/2016(52).	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	Longori Joseph was substantively appointed as Senior Veterinary Officer on 30th November 2021 under Minute no. 6/DSC/KTD/NOV/2021(101).	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.	f. District Community Development Officer/Principal CDO, score 3 or else 0	Kotido LG had neither substantively appointed a District Community Development Officer/Principal CDO nor was there a seconded staff.	0

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	Kotido LG had neither substantively appointed a District Commercial Officer/Principal Commercial Officer nor was there a seconded staff.	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.	Kotido LG had neither substantively appointed a Senior Procurement Officer nor was there a seconded staff.	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.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	Awilli Lillian Noel was substantively appointed as Procurement Officer on 22nd December 2007 under Minute no. 51/2007.	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. Principal Human Resource Officer, score 2 or else 0	Kotido LG had neither substantively appointed a Principal Human Resource Officer nor was there a seconded staff.	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.	j. A Senior Environment Officer, score 2 or else 0	Lokiru Christine was substantively appointed as Senior Environment Officer on 24th May 2016 under Minute no. 17/DSC/KTD/2016(52).	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	Draleru Harriet was substantively appointed as Senior Land Management Officer on 24th May 2016 under Minute no. 17/DSC/KTD/2016(51).	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	Oyo Sammy Simpson was substantively appointed as Senior Accountant on 17th July 2009 under Minute no. 09/2009.	2

1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0</p>	<p>Ochen David Aleper was substantively appointed as Senior Internal Auditor on 30th January 2012 under Minute no. 19(b)/2011..</p>	2
1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0</p>	<p>Kotido LG had neither substantively appointed a Principal Human Resource Officer (Secretary DSC) nor was there a seconded staff.</p>	0
2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15</p>	<p>a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).</p>	<p>Kotido LG had 15 LLGs and had substantively appointed SASs as below;</p> <ol style="list-style-type: none"> 1. Rengen Sub county: Aleper Christine was appointed on 18th April 2011 under Minute no. 4/2011. 2. Panyangara Sub County: Otim Dennis was appointed on 22nd December 2007 under Minute no. 49/2007 3. Nakaperimoru Sub County: Akello Hellen was appointed on 22nd December 2007 under Minute no. 52/2007 4. Kacheri Sub county: Lokol Rebecca was appointed on 24th May 2016 under Minute no. 17/DSC/KTD/2016(01) 5. Kotido Sub county: Ariko Maxwell was appointed on 18th April 2011 Minute no. 4/2011 <p>The following LLGs did not have substantively appointed SASs and there were no seconded staff in the role;</p> <ol style="list-style-type: none"> 1. Kamor 2. Kanair 3. Kapeta 4. Lokitelaebu TC 5. Lokwakwal 6. Loletio 7. Longaroe 8. Maaru 9. Napumpum 10. Kacheri TC 	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

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

Kotido LG had 15 LLGs and had substantively appointed CDOs/Senior CDOs as below;

1. Kotido Sub county: Moding David was substantively appointed on 24th July 2018 under Minute no. 49/DSC/KTD/2018(419)
2. Lokitelaebu TC: Auma Florence Toss was substantively appointed on 30th January 2018 under Minute no. 18/DSC/KTD/2018(37)
3. Nakaperimoru: Acheng Josephine was appointed on 24th May 2016 under Minute no. 17/DSC/KTS/2016(58)
4. Panyangara Sub county: Lepera David was appointed on 24th May 2016 under Minute no. 17/DSC/KTD/2016(57)
5. Rengen Sub county: Baari Francus was appointed on 24th May 2016 under Minute no. 17/DSC/KTD/2016(59)
6. Kacheri Town Council: Negaga Irene was appointed on 31st January 2018 under Minute no. 18/DSC/KTD/2018(36)

The following LLGs did not have substantively appointed SASs and there were no seconded staff:

1. Kacheri
2. Kamor
3. Kanair
4. Kapeta
5. Lokwakwal
6. Loletio
7. Longaroe
8. Maaru
9. Napumpum

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.

• Kotido LG had 15 LLGs and had substantively appointed Senior Accounts Assistants/an Accounts Assistant as below;

1. Kacheri Sub county: Acheng Kinby was appointed on 10th December 2007 under Minute no. 47/2007
2. Kotido Sub county: Achan Mary Stella was appointed on 3rd of May 2019 under Minute no. 19/DSC/KTD/2019(03)
3. Nakaperimoru Sub county: Okori Francis was appointed on 24th May 2016 under Minute no. 17/DSC/KTD/2016(19)
4. Panyangara Sub county: Awidi Graceline Okello was appointed on 14th September 20005 under Minute no. 36/2005
5. Rengen Sub county: Acheng Albina Lokiru was appointed on 3rd May 2019 under Minute no. 19/DSC/KTD/2019(04)

The following LLGs did not have substantively appointed SAAs and there were no seconded staff:

1. Kamor
2. Kanair
3. Kapeta
4. Lokitelaebu TC
5. Lokwakwal
6. Loletio
7. Longaroe
8. Maaru
9. Napumpum

Environment and Social Requirements

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

Maximum score is 4

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

a. Natural Resources department,
score 2 or else 0

The evidence derived from the final accounts for FY 2022/23 indicated that the LG released 100% for Natural Resources as per the computation below;

The Budgeted amount was UGX 1,413,770,398

Actual received by the LG by 30th June 2023 was UGX 971,283,154 (Draft Final Accounts 2022/23 page 14). LG disbursed UGX 971,283,154

(UGX 971,283,154 /1,413,770,398971,283,154)*100= 100%.

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	The evidence derived from the final accounts for FY 2022/23 indicated that the LG released 100% for community-based service as per the computation below;	2
	Maximum score is 4	b. Community Based Services department.	The budgeted amount was UGX 520,619,541	
		score 2 or else 0.	The actual received by the LG by 30th June 2023 was UGX 190,473,030 (Draft Final Accounts 2022/23 page 14). LG disbursed UGX 190,473,030	
			(UGX 190,473,030 /UGX 190,473,030)*100=100%	
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	a. If the LG has carried out Environmental, Social and Climate Change screening,	The following DDEG project below was approved in the "LG Approved Budget Estimates 2022/23" and was on a phased scheme (rolling from FY 2021/22 into the current FY).	4
	Maximum score is 12	score 4 or else 0	<ul style="list-style-type: none"> • Construction of Council Chambers at the District HQs a phased DDEG project from FY 2021/22 that was still at implementation stage in the FY 2022/23. The construction was a slabbing of first floor of Council Chambers at the District HQs costed at UGX. 58,000,000 as per the Annual Budget Performance Report page 13 and the Approved Budget on page 25. 	
			Therefore, screening for Environmental, Social and Climate Change was carried out in the FY 2021/22 and handled for LG assessment in that respective FY.	
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG),	Since there were no DDEG projects screened in previous FY, Environment and Social Impact Assessments (ESIAs) were not relevant to ascertain whether they fall under the category A of projects for ESIA according to the National Environment Act 5, 2019 schedule 5, Section 49.	0
	Maximum score is 12	score 4 or 0		

4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);;	Since there were no DDEG projects screened in previous FY, therefore costed ESMPs were similarly not prepared.	4
	Maximum score is 12	score 4 or 0		

Financial management and reporting

5	Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.	If a LG has a clean audit opinion, score 10;	The LGs' audit opinion for FY 2022/2023 was unqualified	10
	Maximum score is 10	If a LG has a qualified audit opinion, score 5		
		If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0		
6	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).	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),	LG provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous FY on 22nd November 2023. The submission date was after the recommended date as required by end of February (PFMA s. 11 2g).	0
	maximum score is 10	score 10 or else 0.		
7	Evidence that the LG has submitted an annual performance contract by August 31st of the current FY	If the LG has submitted an annual performance contract by August 31st of the current FY,	The LG submitted an annual performance contract on 13th July 2023 which was before the stipulated deadline of August 31st of the current FY.	4
	Maximum Score 4	score 4 or else 0.		

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 an online Annual Performance Report for the previous FY 2022/2023 on 1st September 2023 which was not within the stipulated timeline of August 31, of the current Financial Year.</p>	0
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 four quarters of the previous as per the dates below;</p> <p>Quarter 1 BPR was submitted on 18th January 2023.</p> <p>Quarter 2 BPR was submitted on 24th February 2023.</p> <p>Quarter 3 BPR was submitted on 27th May 2023.</p> <p>Quarter 4 BPR was submitted on 1st September 2023.</p> <p>From the above submission dates the LG submitted the 4th quarter report after the mandatory deadline of August 31 of the current Financial Year.</p>	0

**Education Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office. <i>The Maximum Score of 70</i>	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	Kotido LG had neither substantively appointed a District Education Officer nor was there a seconded staff.	0
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 approved staff structure provided for two Inspector of Schools; 1. Kotido LG had neither appointed a Senior Inspector of Schools nor was there a seconded staff. 2. Aigi Deborah was appointed as Inspector of Schools on 30th November 2021 under Minute no. 6/DSSC/KTD/NOV/2021(74).	0

Environment and Social Requirements

2

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

If the LG carried out:
a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.

Environmental, Social and Climate Change screening for all Education projects for the previous FY were carried out by the Environment Officer and CDO as listed below;

1. Construction of a twin staff house at Nakwakwa primary school prepared on 14th September, 2023
2. Construction of a twin staff house at Lokiding primary school prepared on 14th September, 2022
3. Construction of pipe water flow scheme at Nayan prepared on 13th January, 2022
4. Construction of a production well at Nakapelimon secondary school 13th January, 2022
5. Construction of a production well at Kanair primary school prepared on 13th January, 2022
6. Completion of staff house, pit latrine and kitchen at Lokiding primary school prepared 9th August, 2023
7. Construction of a twin staff house at Lookorok primary school prepared on 9th August, 2023

The Maximum score is 30

15

2

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

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

The projects that were implemented in the education sector did not require Environment and Social Impact Assessments (ESIAs) because at the screening stage they required simple environment and social mitigation measures with minimal level of impacts and only required screening and costing for environmental management planning as categorized under schedule 5 of the National Environment Act 5, 2019 for projects that require ESIAs.

The Maximum score is 30

15

**Health Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	a. If the District has substantively recruited or the seconded staff is in place for: District Health Officer, score 10 or else 0.	Achar Cerino was substantively appointed as District Health Officer on 28th April 2017 under Minute no.18/DSC/KTD/2017(05).	10
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0	Achia Deborah was substantively appointed as Assistant District Health Officer Maternal, Child Health and Nursing on 2nd of October 2020 under Minute no.05/DSC/KTD/2020(11).	10
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	c. Assistant District Health Officer Environmental Health, score 10 or else 0.	Aanyu Jennifer was substantively appointed as Assistant District Health Officer Environmental Health on 28th of September 2007 under Minute no.42/2007.	10
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.	Lokiru Christine was substantively appointed as Senior Environment Officer on 24th of May 2016 under Minute no.17/DSC/KTD//2016(52).	10
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	e. Senior Health Educator, score 10 or else 0.	Achuma Tonny was substantively appointed as Senior Health Educator on 17th of July 2009 under Minute no.09/2009.	10

1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	f. Biostatistician, score 10 or 0.	Owiny Jimmy Ronald was substantively appointed as Biostatistician on 28th of September 2007 under Minute no.42/2009.	10
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	g. District Cold Chain Technician, score 10 or else 0.	Kotido LG had neither substantively appointed a District Cold Chain Technician nor was there a seconded staff.	0
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.		
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	i. Principal Health Inspector, score 20 or else 0.		
1	New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions. <i>Applicable to MCs only.</i> <i>Maximum score is 70</i>	j. Health Educator, score 20 or else 0		

Environment and Social Requirements

2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	Environmental, Social and Climate Change screening was not carried out for the health sector projects but yet they were provided for in the list availed from the planning unit dated 27/11/2023 and the LG Approved Budget Estimates 2023/24 at the time of assessment. Below was the list of projects that should have been screened in the current FY from the health sector; <ul style="list-style-type: none"> • Upgrade of Kmaoru HCII at a cost of UGX. 11,605,830 • Placenta pit at Lokiding HCII Other Structures -Construction Works at a cost of UGX. 15,000,000 • 5-Stance latrine at Apalopus HCII Other Structures - Construction Works at a cost of UGX. 35,000,000 • Lokiding HCII Residential Buildings - Maintenance, repair and Support at a cost of UGX. 50,000,000 • Completion of fencing of Nakwakwa HCII Other Structures - Construction Works at a cost of UGX. 38,420,000 	0
	Maximum score is 30			
2	Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	b. Social Impact Assessments (ESIAs) , score 15 or else 0.	Since there were no projects screened in current FY, therefore ascertaining whether Environment and Social Impact Assessments (ESIAs) was necessary could only be arrived at if screening had been carried out.	15
	Maximum score is 30			

**Micro-scale
Irrigation Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District Production Office responsible for Micro-Scale Irrigation <i>Maximum score is 70</i>	If the LG has recruited; a. the Senior Agriculture Engineer <i>score 70 or else 0.</i>	Kotido LG had neither substantively appointed a Senior Agriculture Engineer nor was there a seconded staff.	0
Environment and Social Requirements				
2	New_Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed. <i>Maximum score is 30</i>	If the LG: Carried out Environmental, Social and Climate Change screening score 30 or else 0.	Environmental, Social and Climate Change screening was carried on out the 15th May, 2023 for all the micro scale irrigation projects at Kotido prisons, Lomukura village, St. Comboni primary school and Nakoreto primary school respertcively. However, Environment and Social Impact Assessments (ESIAs) were not carried out for projects that were implemented in the irrigation sector because at the screening stage they required simple environment and social mitigation measures with minimal level of impacts and only required screening and costing for environmental management planning as categorized under schedule 5 of the National Environment Act 5, 2019 for projects that require ESIAs.	30

**Water & Environment
Minimum Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	a. 1 Civil Engineer (Water), score 15 or else 0.	Kotido LG had substantively appointed Kedi John Paul as Civil Engineer (Water) on 17th July 2009 under Minute no. 09/2009.	15
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	The position of Assistant Water Officer for mobilization was not on the approved and customized staff structure of the LG. Likewise, the LG had not designated a responsible officer for this role 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. <i>Maximum score is 70</i>	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	Kotido LG had substantively appointed Lokiru Paul as Borehole Maintenance Technician on 14th September 2005 under Minute no. 36/2005.	10
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	d. 1 Natural Resources Officer, score 15 or else 0.	Kotido LG had not substantively appointed a Natural Resources Officer nor was there a seconded staff.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	e. 1 Environment Officer, score 10 or else 0.	Kotido LG had substantively appointed Kiyonga Joseph as Environment Officer on 9th March 2004 under Minute no. 10/2004.	10
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	f. Forestry Officer, score 10 or else 0.	Kotido LG had substantively appointed Olal Joel as Forestry Officer on 28th April 2017 under Minute no. 18/DSC/KTD/2017(07)..	10

Environment and Social Requirements

2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	Environmental Social and Climate Change screening for all water infrastructure projects for the previous FY was carried out as listed below; 1. Construction of a production well at Nakapelimon secondary school 13th January, 2022 2. Construction of a production well at Kanair primary school prepared on 13th January, 2022 3. construction of a pipe water flow scheme at Nayan village was carried out on 13th January, 2022 Below were the respective costed ESMPs that were prepared,, 1. Drilling of 2 boreholes at Nakapelimon and Kanair sub counties costed at UGX 2,400,000 prepared on 13th January, 2022 2. Construction of a piped water scheme at Nayan village costed at UGX. 13,050,000 prepared on 13th January, 2022	10
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	The projects that were implemented in the water sector did not require Environment and Social Impact Assessments (ESIAs) because at the screening stage they required simple environment and social mitigation measures with minimal level of impacts and only required screening and costing for environmental management planning as categorized under schedule 5 of the National Environment Act 5, 2019 for projects that require ESIAs.	10
2	Evidence that the LG has carried out Environmental. Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	c. Ensured that the LG got abstraction permits for all piped water systems issued by DWRM, score 10 or else 0.	There was no abstraction permit presented at the time of assessment.	0