



LGMSD 2022/23

Lugazi Municipal Council

(Vote Code: 788)

Assessment	Scores
Crosscutting Minimum Conditions	69%
Education Minimum Conditions	85%
Health Minimum Conditions	35%
Water & Environment Minimum Conditions	0%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	67%
Educational Performance Measures	70%
Health Performance Measures	70%
Water & Environment Performance Measures	0%
Micro-scale Irrigation Performance Measures	0%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score																		
Local Government Service Delivery Results																						
1	Service Delivery Outcomes of DDEG investments Maximum 4 points on this performance measure	<ul style="list-style-type: none"> Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): If so: Score 4 or else 0 	<p>The 7 USIMD (DDEG) projects implemented by Lugazi LG were being utilized as per the purpose of the project(s) pages 17 and 26 of the LG 2022/23 Approved Budget and pages 17 and 21 of the LG 2022/23 Annual Performance report:-</p> <ol style="list-style-type: none"> Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000. 	4																		
2	N23_Service Delivery Performance Maximum 6 points on this performance measure	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> By more than 5%, score 3 1 to 5% increase, score 2 If no increase, score 0 <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment by 23%. The LLG average score was 60% in the year 2022 and 83% for the year 2023.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2022</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Central Division</td> <td>60</td> <td>86</td> </tr> <tr> <td>Kawolo Division</td> <td>60</td> <td>81</td> </tr> <tr> <td>Najjembe Division</td> <td>60</td> <td>83</td> </tr> <tr> <td>Total</td> <td>180</td> <td>250</td> </tr> <tr> <td>Average</td> <td>60</td> <td>83</td> </tr> </tbody> </table>	Year	2022	2023	Central Division	60	86	Kawolo Division	60	81	Najjembe Division	60	83	Total	180	250	Average	60	83	3
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Central Division	60	86																				
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Total	180	250																				
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2	N23_Service Delivery Performance Maximum 6 points on this performance measure	<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 no evidence that the UMISD(DDEG) funded investment projects implemented in the year 2022/23 were 100 completed, these were:</p> <ol style="list-style-type: none"> Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000. 	0																		

3 Investment Performance Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines: Score 2 or else score 0.	There was evidence from the LG Annual work plan, pages 17 and 26 that Lugazi LG spent all the UMISD (DDEG) of the year 2022/23 Ugx 8.9b on eligible projects. The projects/activities included: 1. Capacity building funds under USMID Ugx236,345,000; 2. Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000; 3. Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; 4. Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; 5. Consultancy services Ugx945,000,000; 6. Payment of balance on garbage truck, training waste management committees in 3 Divisions, investment services costs of USMID Projects and tree planting Ugx294,313,000; 7. Travel Inland - Monitoring and Evaluation 64,000,000;and 8. LLGs Ugx242,000,000.
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	There was evidence that the variations in the contract price were within +/-20% of the MoWT estimates. Refer to the sampled projects.(USMID funded) 1. Supply of 250 solar street lights. Procurement number: LUG/788/works/21-22/00010 (Spill over contract to FY22-23). Engineer's estimate:2,000,000,000/= Contract sum: 1,825,000,000/= Percentage variation:8.75% 2. Upgrade of gravel/earth/surfaced roads to Asphalt Concrete Paved roads including road auxiliaries-Market street 1(0.4km), Market street 3,(0.18km), Market street 4 (0.06km), Kinyoro road (0.86km), Kulubya road (0.36km),Nabugabo road (0.36km), Nabugabo close (0.3km).Procurement number: LUG/788/works/21-22/00017 Engineer's estimate:13,018,393,320/= Contract sum: 11,088,278,135/= Percentage variation:14.83%

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	There was evidence that the information on the positions filled in LLGs as per minimum staffing standards was accurate as follows:: Central Division staff list obtained from MC HRM dated 30/6/2023 had 12 staff filled. The 12 staff included Senior Assistant Town Clerk, Division Treasurer, Community Development Officer, Senior Account Assistant, 4 Town Agents, Health Assistant, Law Enforcement, and two (2) Law Enforcement Assistant . Najjembe Division staff list obtained from MC HRM dated 30/6/2023 had 11 staff filled. The 11 staff included Senior Assistant Town Clerk, Senior Account Assistant, 6 Town Agents, Office Attendant, Health Assistant and Law Enforcement Assistants. Kawolo Division staff list obtained from MC HRM dated 30/6/2023 had 12 staff filled. The 12 staff included Senior Assistant Town Clerk, Senior Account Assistant, 8 Town Agents, and 2 Law Enforcement Assistant.
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: • If 100 % in place: Score 2, else score 0. Note: if there are no reports produced to review: Score 0	There was no evidence that the UMISD (DDEG) projects were 100% complete : 1. Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; 2. Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and 3. Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000.

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;	The deviations between Lugazi MC LLGs results and IVA were not within +- 10. Central Division, LG result was 86, IVA was 61, variance -25; Najjembe Division, LG result was 83, IVA was 63, variance -20.	0
	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.		
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.	There was no evidence at the time of assessment that the MC had performance improvement plan developed for 30% of the lowest performing LLGs in previous National Assessment. The lowest performing Division in previous National Assessment was Kawolo Division.	0
	Score: 2 or else score 0		
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:	There was no evidence at the time of assessment of the implementation since performance improvement plan was not developed	0
	Score 2 or else score 0		

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.	There was evidence at the time of assessment MC had consolidated and submitted the recruitment plan for the financial year 2024/25 to the Ministry of Finance ,Planning and Economic Development, Ministry of Local Government , and, the Ministry of Public Service on the 5/10/2023 after the submission deadline of 30/9/2023 . The total staff wage requirement was UGX1,842,374,316 and category were Municipal and Division staff (65), Primary Health Care staff (40), Primary Education (51), Agriculture Extension (3)	0
	Score 2 or else score 0		

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 evidence that MC conducted a tracking of staff attendance as there was attendance book signed by the staff in the FY 2022/23. However, the monthly analysis of staff attendance was not conducted and no submissions were made to the PS MoPS.	0
7	Performance management Maximum 5 points on this Performance Measure	i. Evidence that the LG has conducted an appraisal with the following features: HODs have been appraised as per guidelines issued by MoPS during the previous FY: Score 1 or else 0	There was no evidence at the time of assessment that the MC had conducted appraisal of all the seven substantively appointed HOD during the previous FY 2022/23. The position of Principal Engineer, Senior Environment Officer and Municipal Medical Officer were vacant.	0
7	Performance management Maximum 5 points on this Performance Measure	ii. (in addition to "a" above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines: Score 1 or else 0	There was no evidence that the administrative rewards and sanctions were implemented as provided for in the guidelines.	0
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	There was evidence at the time of assessment that MC had established a 10 member Consultative Committee (CC) that included; Environment Officer (Lwanga Charles) as Chairperson,) Labour Officer (Namisango Taturth) as Secretary, Town Agent (Kulume Beatrice), Senior Physical Planner (Mwebe Joyce), Municipal Community Development Officer (Nanyombi Dorothy), Town Agent (Ssekiwunga Ethlebert), Town agent Mukalazi Martin Roggers), Town Agent (Babite Nassimu) and MDF representative (Kibowa Ignatious) as members. The committee was functional as reflected from the minutes dated 22/7/2022, and 2/11/2022. The Committee considered cases such as failure by the MC to included Market street 2 to be constructed under batch 1 and failure by HARED caretaker (Abdul) to give land for road construction.	1
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.	There was no evidence at the time of assessment that 10 (100%) of the staff recruited during the FY 202/23 had accessed the salary payroll not later than two months after appointment. Namusisi Yayeri Education Assistant was appointed on 18/6/2022 accessed the pay roll on 30/6/2023 (One year after appointment): The other nine (9) accessed the pay roll not not later than two months after appointment and these were Education Assistants (Zalwango Bridget, Tibyaze Naume, Nanzige Mariam, Nangobi Sharon, Nakazibwe Esther, Kakai Barbra, Kutamukya Peruth, and Mpakiita Sarah Joyce were appointed on 18/07/2022 all accessed the pay roll on 30/08/2022;	0

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.	There was evidence at the time of assessment that the MC had retired 5 staff (3 head teachers and 2 Education Assistants), all accessed pension pay roll within the prescribed period of not later than 2 months as follows: Education Assistant (Omarra Othieno) was retired on 30/10/2022 accessed the pension pay roll on 30/12/2022; Education Assistant (Nakawala Fidah) was retired on 07/7/2022 accessed the pension pay roll on 30/8/2022; Head Teacher (Muzaalo Fred) was retired on 9/10/2022 accessed the pension pay roll on 30/11/2022; Head Teacher (Nakibirango Esther) was retired on 1/04/2023 accessed the pension pay roll on 30/5/2023; and Head Teacher (Nabakiiri Agnes) was retired on 13/1/2023 accessed the pension pay roll on 28/2/2023;	1
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Management, Monitoring and Supervision of Services.

10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY: Score 2 or else score 0	The LG transferred UMISD (DDEG) funds in full to LLGs. A total of UGX 242,367,678 as budgeted for in the year 2022/23, was fully transferred to LLGs as below: Quarter 1 Ugx 79,981,334 was transferred on 8/9/2022; Quarter 2 Ugx 80,789,226 was transferred on 16/11/2022; and Quarter 3 Ugx 81,597,118 was transferred on 3/5/2023.	2
10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget:Note: Timely warranting for a LG means: 5 working days from the date of upload of releases by MoFPED). Score: 2 or else score 0	Lugazi LG did not submit warrants in time for UMISD (DDEG) transfers to LLGs: Quarter 1 warrant was on 2/8/2022, expenditure limits date was 8/7/2022; 24 days Quarter 2 warrant was on 13/10/2022, expenditure limits date was 30/9/2022; 13 days and Quarter 3 warrant was on 11/1/2023 , expenditure limits date was 29/12/2022;13 days	0
10	N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery Maximum 6 points on this Performance Measure	c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter: Score 2 or else score 0	Lugazi LG did not invoice in time for UMISD (DDEG) transfers to LLGs: Quarter 1 invoiced on 23/8/2022, expenditure limits date was 8/7/2022; 35 days Quarter 2 invoiced on 20/10/2022, expenditure limits date was 30/9/2022; 20 days and Quarter 3 invoiced on 6/2/2023 , expenditure limits date was 29/12/2022;23 days	0

11	Routine oversight and monitoring Maximum 4 points on this Performance Measure	a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines: Score 2 or else score 0	There was evidence that Lugazi LG supervised and mentored all LLGs at least once quarterly: Q1 mentoring report dated 2/9/2022 done at Kizigo HCII, focus was on project supervision, the constructed toilet; Q2 mentoring report dated 30/11/2022 done at Kizigo HCII, focus was on projects supervision, the roads; Q3 mentoring was done on 31/3/2023 done at Buwola PS, focus was on UMISD guidelines; and Q4 mentoring was done on 1/5/2023 done at Kinyoro, focus was on Umea Road project.	2
11	Routine oversight and monitoring Maximum 4 points on this Performance Measure	b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up: Score 2 or else score 0	There was evidence that the supervision and monitoring reports were discussed in the TPC11/2/2023 MIN11/2/2023 and 5/6/2023MIN7/6/2023	2

Investment Management

12	Planning and budgeting for investments is conducted effectively Maximum 12 points on this Performance Measure	a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: Score 2 or else score 0 Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0	The LG maintained an up-dated assets register covering details on buildings, vehicle, Land etc. as per format in the accounting manual and was last updated on June 30,2023. Assets breakdown as at June 30, 2023 were as below: 1. Land Ugx 365,526,426; 2. Building and structures: a) Non Residential buildings Ugx 2,374,218,153 ; b) Residential buildings Ugx245,836,558 3. Roads and bridges Ugx1,041,978,883 ; 4. Others Ugx1,049,242,984 ; 5. Office equipment Ugx100,368,828 ; 6. ICT equipment Ugx56,683,000; 7. Furniture and Fittings Ugx310,332,069 ; 8. Cultivated assets Ugx 26,755,812 9. Motor vehicles Ugx 707,132,030; Medical eqt Ugx81,499,500; and 10 others Ugx172,004,001. Total Ugx6,359,574,243 8. Source: Stores and Inventory account page 40 of the LG draft accounts 2022/23	2
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12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>b. Evidence that the District/Municipality has used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets:</p> <p>Score 1 or else 0</p>	<p>There was evidence that the LG used the Board of Survey Report dated 30/8/2022 to make Assets Management decisions , 2 motorcycles UAC687U and LG0089/36 were repaired as recommended.</p>	1
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>c. Evidence that District/Municipality has a functional physical planning committee in place which has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD. If so Score 2. Otherwise Score 0.</p>	<p>The LG Physical Planning Committee was in place and functioning, at least 4 sets of minutes were prepared and submitted to MoLHUD as required:</p> <ol style="list-style-type: none"> 1. Minutes dated 18/8/2022 submitted on 17/11/2022; 2.Minutes dated 18/9/2022 submitted on 17/11/2023; 3.Minutes dated 8/11/2022 submitted on 1/3/2023; and 4.Minutes dated 21/2/2023 submitted on 18/5/2023. <p>The committee was constituted with 8 members namely:-Kamya, Mwebe, Katunda, Kazibwe, Nakato, Lwanga, Nakungu, Nyonyintono, appointed by TC on 1/7/2018. Submission of new investments were considered within 30 days of submission. The LG submitted its plan for approval.</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d.For DDEG financed projects; Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p> <p>Score 2 or else score 0</p>	<p>Lugazi LG conducted desk appraisals; the investment derived from the LG Development Plan 2020/21-2024/25 (Page 36-37) and were eligible for funding under sector guidelines as indicated in the minutes dated 24/8/2020 for the projects implemented in the year 2022/23. The projects appraised included:</p> <ol style="list-style-type: none"> 1.Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; 2.Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and 3.Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000. 	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>The LG conducted field appraisals; the investments were technically feasible, environmentally and socially acceptable and were customized for investment as indicated in reports dated 24/8/2020 for the projects implemented in the year 2022/23. The projects appraised included:</p> <ol style="list-style-type: none"> 1.Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; 2.Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and 3.Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000. 	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p>	<p>There was evidence that the project profiles with costing were developed and discussed by TPC for all investments in the AWP for the current FY 2023/24. These projects were discussed in the meeting of 1/5/2023 MIN 4/05/TPC/2023. They included, upgrading of selected Gravel/Earth roads to asphalt concrete paved roads under USMID-AF Batch II Ugx15,664,511,000.</p>	1
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>In the Current FY (2023-2024 FY), there was NO evidence that Lugazi Municipal Council had carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the DDEG for the Current FY (2023-2024 FY).</p>	2
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p>There was evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan. In the consolidated plan signed 26th/09/2023 by Mr. Fenard,Katunda -Mukuru and stamped 9th/11/2023 by the PPDA authority, the following DDEG projects were evident as listed below;</p> <ol style="list-style-type: none"> 1. Supply and installation of water tanks at Kinyoro market and Lusozi P/S in Lugazi Central division., 24,000,000/= 2.Opening of 4km road network along Isabirye-Kito-Nakyessanja road in Buvunya ward under Najjembe division, 27,000,000/= 3. .Opening of 4km road network along Kikube-Bedi -Mukasa road under Najjembe division, 27,000,000/= 4. Construction of a 5 stance pit latrine at Kisaasi and Bigombe P/S in Kawoolo division, 56,000,000/=, etc 	1

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 evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction. In the CC meeting held 31st/05/2023, chaired by Mr. Byaruhanga Asaph Ralph recorded by Mr. Lukyamuzi Mutwalibi Lwabaima discussed and approved all the DDEG infrastructures under minute number min.47/COU/22-23 tabling of the motion seeking approval of the budgetary estimates for the FY23-24.	1
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines: Score 1 or else 0	There was evidence that the LG the LG has properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff; 1. Dr.Wataba Saadi - Ag. MHO-project manager health 2. Mr. Lwanga Charles - EO 3.Ms.Namisango Tarurh Kikomeko-Labour officer 4.Mr.Ssemwogere Jacob -CDO 5.Mr.Kamya Daniel-ME-Supervisor 6. Mr.Edwin Stephen Musoke-MEO-Project manager -education projects Signed on 2nd/9/2022 by Mr.Fenard,Katunda-Kakuru TC.	1
13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer: Score 1 or else score 0	There was evidence that DDEG infrastructures were implemented in divisions of Kawoolo and Najjembe.The following roads were opened are shaped as per the LG planning. The scope of works included Road opening, shaping, drainage works and installation of culverts at flood prone areas. Katungulu to Kituuti earth road. The road was opened for 3.0Km graded and shaped to allow easy flow of storm water. The carriage width was 7.2m slanting on either sides of the road. Tega to Monde earth road. This was cleared of the existing bush, opened, graded and reshaped for 7.0km. Circular culverts were installed at different section to allow easy flow of storm water. A single line culvert of 900mm diameter were installed along this road with several 600mm circular culverts in sections prone to floods. There was no defects evidenced at the time assessment.	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 evidence that the LG had provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. The following meeting dated 31st/8/2023, 20th/7/2023,8th/5/2023,13th/3/2023,10th/3/2023,10th/3/2023,14th/11/2022, 17th/10/2022, 27th/09/2022,12th/08/2022, 22nd/7/2022, 15th/7/2022, 6th/4/2022, 8th/2/2022,11th/3/2022, 11th/3/2022 and 13th/5/2022, for E&S and site meeting reports USMID constructed roads of Nabugaboroad and Close, Kulubya road, Market street roads 1,3&\$ and Kinyoro road. These were evident on reports with minute number 11 to 1, that were attended by FM Katunda,TC, Eng.John William Byaruhanga -RE, Eng.Daniel Kamya -ME, Mr.Asea J.B Ozuma -Mayor LMC, Mr.Lwanga Charles -EO and Ms.Nanyombi Dorothy-CDO.	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	<p>There was evidence that LG has verified works (certified) and initiated payments of contractors within specified time frames as per contract within 2 months.</p> <p>Voucher number: 4768574 amounting to 284,760,146/= paid on 18th/4/2023 was requested for on 23rd/2/2023 by M/s.Stirling Civil Engineering Ltd amounting to 284,760,146/= and certified on 31st/1/2023 amounting to 284,760,146/= signed by Mr. Lwanga Charles - EO, Mr.Ssemwogere Jacob -CDO and Mr.Fenard Katunda Kakuru,TC (requested date 23rd/2/2023 - payment date 18th/4/2023), this is within the required period of 2 months.</p> <p>Voucher number: 3078408 amounting to 169,290,769/= paid on 22nd-12-2022 was requested for on 6th/12/2022 by M/s.Stirling Civil Engineering Ltd amounting to 180,096,769/= and certified on 30th/12/2022 amounting to 180,096,769/= signed by Mr. Lwanga Charles - EO, Mr.Ssemwogere Jacob - CDO and Mr.Fenard Katunda Kakuru,TC (requested date 22nd-12-2022 - payment date 30th/12/2022), this is within the required period of 2 months.</p>	1
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	<p>There was evidence that the LG had a complete procurement file in place for each contract with all records as required by the PPDA Law. Refer to the sampled projects below:</p> <p>1. Construction of a 2 in one staff quarters and a stance PIT latrine at Buwoola C/U P/S. Procurement number: LUG/788/works/22-23/00001;</p> <p>The method of bidding was selective bidding where the following firms responded with the following bid amounts;</p> <p>1. M/s.RinackHoldings Ltd-127,996,850/=</p> <p>2.M/s.Wakanira Investment Ltd-127,580,184/=</p> <p>3.M/s.Contansha and Company projects Ltd- 123,227,375/=,</p> <p>In the evaluation meeting held by the evaluation committee eliminated M/s.Contansha and Co Projects at the level of experience and M/s Rinack for having a higher bid value.</p> <p>Evaluation report dated 13th/12/2022 signed by Mr.Edwin Stephen Musoke-MEO and Mr.Juuko Sadalah Ramathan-SPO in attendance of Mr.Mawagali Noah discussed and evaluated the bid documents and selected M/s.Wakanira Investments as the BEB with a bid amount of 127,580184/=</p> <p>In the CC meeting held 20th/12/2022 by Mr.Lwanga Charles as the chairperson and Mr. Juuko SR approved the evaluation report and awarded the contract to M/s. Wakanira Investments Company Ltd with a contract sum of 103,991,555/= after the correction of an arithmetic error in his quotation.Signed by Mr.Fenard Katunda Kakuru and the CEO-M/s. Wakanira, Mr. Batenganya Faizo.</p> <p>2. Construction of a 2 in one staff quarters and a stance PIT latrine at St.Kizito P/S. Procurement number: LUG/788/works/22-23/00002.</p> <p>The method of bidding was selective bidding where the following firms responded with the following bid amounts;</p> <p>1. M/s. HP Cane Group Ltd-132,123,810/=</p> <p>2.M/s.Moserena Investments Ltd - 121,174,735/=</p> <p>3.M/s.Contansha and Company projects Ltd- 123,227,375/=,</p> <p>In the evaluation meeting held by the evaluation committee eliminated M/s.Contansha and Co Projects at the level of experience and M/s. HP Cane Group Ltd for having a highest bid value.</p> <p>Evaluation report dated 13th/12/2022 signed by Mr.Edwin Stephen Musoke-MEO and Mr.Juuko Sadalah Ramathan-SPO in attendance of Mr.Mawagali Noah discussed and evaluated the bid documents and selected M/s.Moserena Investments Ltd as the BEB with a bid amount of 121,174,735/=</p> <p>In the CC meeting held 20th/12/2022 by Mr.Lwanga Charles as the chairperson and Mr. Juuko SR approved the evaluation report and awarded the contract to M/s.Moserena Investments Ltd with a contract sum of 121,174,735/=. Signed by Mr.Fenard Katunda Kakuru and the CEO-Mr.Biiva Moses.</p>	1

Environment and Social Safeguards

14	Grievance redress	a. Evidence that	There was evidence that Lugazi Municipal Council had designated a person	2
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<p>mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>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.</p> <p>Score: 2 or else score 0</p>	<p>to coordinate response to feedback on grievances/complaints and had established a centralized Grievance Redress Committee (GRC) as exemplified by the following:</p> <ol style="list-style-type: none"> 1. Lugazi Municipal Council presented an Appointment Letter dated 4th January 2021 and referenced CR/156/2, addressed to Labour Officer - Ms. Namisango Taturh Kikomeko with the Subject: Appointment as Focal Person for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The following main duties: to receive and register complaints; give feedback to complainants; resolve and settle complaints. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the USMID Coordinator - Lugazi Municipal Council. 2. Lugazi Municipal Council presented an Appointment Letter dated 21st October 2021 and referenced CR/156/2, addressed to Mr. Kibowa Ignatius with the Subject: Appointment as MDF Representative for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Labour Officer - Lugazi Municipal Council. Another Appointment Letter was presented for the same person dated 28th September 2023 to renew the appointment of Mr. Kibowa Ignatius as MDF Representative for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Labour Officer - Lugazi Municipal Council. 3. Lugazi Municipal Council presented an Appointment Letter dated 20th September 2021 and referenced CR/156/2, addressed to Ms. Kulume Beatrice with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council, representing Kawolo Division. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the USMID Coordinator - Lugazi Municipal Council. 4. Lugazi Municipal Council presented an Appointment Letter dated 21st October 2021 and referenced CR/156/2, addressed to Senior Physical Planner - Ms. Mwebe Joyce with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Labour Officer - Lugazi Municipal Council. 5. Lugazi Municipal Council presented an Appointment Letter dated 21st October 2021 and referenced CR/156/2, addressed to Environment Officer - Mr. Lwanga Charles with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Labour Officer - Lugazi Municipal Council. 6. Lugazi Municipal Council presented an appointment letter dated 21st October 2021 and referenced CR/156/2, addressed to Community Development Officer - Ms. Nanyombi Dorothy with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Labour Officer - Lugazi Municipal Council. 7. Lugazi Municipal Council presented an Appointment Letter dated 4th January 2021 and referenced CR/156/2, addressed to Town Agent Kawolo Division - Mr. Ssekiwunga Ethlebert with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council, representing Kawolo Division. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Senior Assistant Town Clerk Kawolo Division and the USMID Coordinator - Lugazi Municipal Council. 8. Lugazi Municipal Council presented an Appointment Letter dated 4th January 2021 and referenced CR/156/2, addressed to Town Agent Najjembe Division - Mr. Mukalazi Martin Roggers with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council, representing Najjembe Division. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Senior Assistant Town Clerk Najjembe Division and the USMID Coordinator - Lugazi Municipal Council. 9. Lugazi Municipal Council presented an Appointment Letter dated 4th
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January 2021 and referenced CR/156/2, addressed to Town Agent Lugazi Central Division - Ms. Babite Nasiim with the Subject: Appointment as Member for Grievance/ Complaints Handling Committee for Lugazi Municipal Council, representing Lugazi Central Division. The Appointment Letter was signed by Kitakule Nathan for Town Clerck, with Copies to the Mayor - Lugazi Municipal Council; Senior Human Resource Officer - Lugazi Municipal Council and the Senior Assistant Town Clerk Lugazi Central Division and the USMID Coordinator - Lugazi Municipal Council.

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>There was evidence that Lugazi Municipal Council had specified a system for recording, investigating and responding to grievances and had a defined complaints referral path and public display of information at Lugazi Municipal Council offices Notice Board and also had a Complaints Log/ Complaints Register (Community Concerns Log Book was opened on 28th November 2017) with reference number; date received; mode of receipt; name of complainant; contact of complainant; summary of complaint; type of complaint; action taken and date of action.</p> <p>The starting entry in the Complaints Register/ Log Book was filed on 28th November 2017 by Nalumansi Nuulu who reported complaint regarding trespass by Kunobwa James in her sweet potato garden. The CDO and the Environmental Officer went to the site, and it was noted that the Complainant had planted sweet potatoes in the road reserve and so was advised to stop planting in the road reserve and the issue resolved.</p> <p>The last entry in the Complaints Register/ Log Book was filed on 17th November 2023 by a group led by Owachgiu Benson who reported a complaint regarding non-payment by the Sub-Contractor (Will land Enterprise Company sub-contracted by Zhongmei Engineering Group Limited). The case was handled by CDO and Sociologist for Zhongmei and connived a meeting on 17th November 2023, the foreman for sub-contracted invited and requested to compile outstanding commitments for the group of workers who had not been paid. List of non-payments was taken to main contractor for consideration. However, the issue had not been resolved by the time of this assessment.</p> <p>There was evidence that Lugazi Municipal Council had a functional centralized system for recording, investigating and responding to grievances as exemplified by the following GRC meeting minutes: on 22nd July 2022 - grievance handling committee meeting held at Municipal Council hall; on 2nd November 2022 - grievance handling committee meeting held at universal apostles fellowship church of righteousness Adventist road at CH0+660LHS and on 17th November 2023 - held at office of the Labour Office. GRC meeting minutes were compiled and signed by Town Clerk Kitakule Nathan - Chairperson, Nanyombi Dorothy - Secretary.</p>	2
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.</p> <p>If so: Score 1 or else 0</p>	<p>There was evidence that Lugazi Municipal Council had publicized the grievance redress mechanisms so that aggrieved parties would know where to report and a Complaints Management Procedure/Flow Chart. Lugazi Municipal Council also had a website (www.lugazimc.go.ug) with contacts and an email. Lugazi Municipal Council also had a Complaints Log / Complaints Register with reference number; date received; mode of receipt; name of complainant; contact of complainant; summary of complaint; type of complaint; action taken and date of action.</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0</p>	<p>There was evidence that Environment, Social and Climate change interventions were integrated into LG Development Plans, annual work plans and budgets ,Ugx 5m was budgeted tree planting on the new roads of Kulubya and Market Street on page 31 of the 2022/23 LG approved budget for the projects below:</p> <ol style="list-style-type: none"> 1.Phase II tarmacking of roads for USMID-AF in Central and Kawolo Division Ugx6,968,816,000; 2.Construction of a Maternity delivery ward and Antenetal block at Kizigo HC II Ugx35,000,000; and 3.Valuation of properties in Kawolo, Najjembe and Central Divisions Ugx15,808,000. 	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 that USIMD (DDEG) guidelines were given to LLGs in the LG TPC meeting of 5/10/2023, all the 3 LLGs Central, Najjembe and Kawolo attended.	1
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	<p>(For investments financed from the DDEG other than health, education, water, and irrigation):</p> <p>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:</p> <p>score 3 or else score 0</p>	Other than education, health, water and environment and micro-scale irrigation, there were other investments implemented by Lugazi Municipal Council financed under Discretionary Development Equalization Grant (DDEG) such as routine mechanized maintenance of Sempala 3.5 km Road in Kitigoma Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Bugoye 3.5 km Road in Kabanga Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Katungulu-Kituuta 3.0 km Road in Butinindi Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Kikajo – Nakanya - Namaliga 6.0 km Road in Luwayo Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023 and routine mechanized maintenance of Kiteza – Kituuti - Lugala 3.0 km Road in Kiteza Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. However, there was NO evidence that Lugazi Municipal Council incorporated Costed Environmental and Social Management Plans (ESMPs) for these projects into BoQs and contractual documents to comply with safeguards requirements.	0
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	d. Examples of projects with costing of the additional impact from climate change. Score 3 or else score 0	<p>There was evidence that Lugazi Municipal Council had projects with costing of the additional impact from climate change and costing of additional costs of addressing climate change adaptation as the Municipality presented examples of costing of additional costs addressing climate change adaption as evidenced in contractual documents of the following projects:</p> <ol style="list-style-type: none"> 1. Bill of Quantities (BOQs) for Construction of a two in one staff quarter with a two-stance latrine at Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. Contract No. LUG788/WRKS/22-23/00001; Contractor: Wakanira Investments Company Limited incorporated an item on construction of 10,000Liters rainwater harvesting storage tank worth Ugx 4,934,000= and lightning protection item 1,215,000= 2. Bill of Quantities (BOQs) for Construction of a two in one staff quarter with a two-stance latrine at St. Kizito Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. Contract No. LUG788/WRKS/22-23/00002; Contractor: Moserena Investment Limited incorporated an item on construction of 10,000Liters rainwater harvesting storage tank worth Ugx 7,572,000= and lightning protection item 1,780,000= 3. Contract (Implementation Agreement) between Lugazi Municipal Council and Ministry of Defence and Veteran Affairs through UPDF Engineers Brigade (MODVA) for Execution of construction works of Fencing of Busabaga HC III, Renovation of the OPD at Kizigo HC II and Renovation of Najjembe HC III Staff Quarters and Construction of Incinerator at Najjembe HC III projects. The Contract was date 6th July 2022 referenced MoDVA/ENGs' BGDE/LMC/WRKS/21-22/0002 incorporated tree planting items worth Ugx 600,000= 	3

15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 1 or else score 0	Not applicable, since all Discretionary Development Equalization Grant (DDEG) projects implemented by Lugazi Municipal Council were on mechanized routine maintenance of already existing roads where the municipality could not have proof of land ownership, access and availability. Such routine maintenance was for the following roads: routine mechanized maintenance of Sempala 3.5 km Road in Kitigoma Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Bugoye 3.5 km Road in Kabanga Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Katungulu-Kituuta 3.0 km Road in Butinindi Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023; routine mechanized maintenance of Kikajo - Nakanya - Namaliga 6.0 km Road in Luwayo Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023 and routine mechanized maintenance of Kiteza - Kituuti - Lugala 3.0 km Road in Kiteza Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023.	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	<p>There was evidence that Lugazi Municipal Council department of Natural Resources and Environment and CDO, conducted support supervision and monitoring quarterly to ascertain compliance with ESMPs for all projects as evidenced by the monitoring reports:</p> <ol style="list-style-type: none"> 1. Environment, Social, Health and Safety Monitoring Report for Batch Two Civil Works for the Month of April 2023 including Kinyoro 2 Road 0.366km, Ntenga Road 1.452km, Adventist Road 0.72km, Cathedral Road 1 (0.131km), Cathedral Road 2 (0.313km), UMEA Road 0.313km, Gitta Road 0.16km, Hassan Zirabamuzale Road 0.18km and Station Road 0.937km, Sempala road 0.753km, Namengo-Kibubu road 2.373km, Lime Murefu Road 1.509km, Church Road 0.37km, and Lugazi main drainage channel (Nakazadde 1.596km) including road ancillaries and installation of street lights. Some key observations included: workers not putting PPE at Station Road, Kinyoro 2 road and Nakazadde drainage; no access to people's premises along Cathedral Road, Station Road, Kinyoro 2 road and Nakazadde drainage, dust emission at Kinyoro 2 road and Nakazadde drainage, noise pollution using unserviced equipment, failure to pay workers by sub-contractor, poor state of contractor's vehicles, failure to conduct toolbox trainings. The Environment, Social, Health and Safety Monitoring Report was dated 1st May 2023, signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth and Labour Office - Namisango Taturh Kikomeko. 2. Environment and Social Impact Monitoring Report for Renovation of Staff Quarters, Toilet and Fencing of Busabaga HC III in Busabaga village, Busabaga Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. Some key observations included: generation of construction debris and un used construction materials, issue of encroachment on neighbor land, inadequate PPE, use of poor tools during project execution. The Environment and Social Impact Monitoring Report was dated 2nd September 2022, signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth and Labour Office - Namisango Taturh Kikomeko. 3. Environment and Social Impact Monitoring Report for Renovation of OPD and Toilet at Kizigo HC II in Kizigo village, Kizigo Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Some key observations included: generation of construction debris and un used construction materials, issue of encroachment on neighbor land, inadequate PPE, use of poor tools during project execution. The Environment and Social Impact Monitoring Report was dated 2nd September 2022, signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth and Labour Office - Namisango Taturh Kikomeko. 4. Environment and Social Impact Monitoring Report for Construction of an Incinerator at Najjembe HC III in Nsakya A village, Nsakya Ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. Some key observations included: site not condoned off, workers had PPE, site book was in place. The Environment and Social Impact Monitoring Report was dated 1st March 2023, signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth and Labour Office - Namisango Taturh Kikomeko. 5. Environment and Social Impact Monitoring Report for Renovation of Staff Quarters, Toilet and Fencing of Busabaga HC III in Busabaga village, Busabaga Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. Some key observations included: site is untidy, water logging at entry of the facility, health workers occupied the house due to limited space. The Environment and Social Impact Monitoring Report was dated 1st March 2023, signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth and Labour Office - Namisango Taturh Kikomeko. 	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	There was evidence that Lugazi Municipal Council Department of Natural Resources and Environment and CDO prepared Environmental and Social Compliance Certification Forms (ESCCFs) and these were signed by Environmental Officer and Community Development Officer (CDO) prior to payments of contractors' invoices at interim and final stages of projects as demonstrated by the following 2 projects: 1. Lugazi Municipal Council department of Natural Resources and Environment and CDO presented Environmental and Social Certification of the Municipal Projects – Certificate One for the Construction of 2 in 1 Staff Quarters at Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Contractor: Wakanira Investments Company Limited; Contract No. LUG788/WRKS/22-23/00001. Inspection was done on 7th July 2023 and the certification form was signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth. 2. Lugazi Municipal Council department of Natural Resources and Environment and CDO presented Environmental and Social Certification of the Municipal Projects – Certificate One for the Construction of 2-Unit Staff Quarters at St. Kizito Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. Contractor: Moserena Investment Limited; Contract No. LUG788/WRKS/22-23/00002. Inspection was done on 30th June 2023 and the certification form was signed by Environmental Officer – Lwanga Charles and not signed by Community Development Officer – Nahone Ruth.	1
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Financial management

16	LG makes monthly Bank reconciliations Maximum 2 points on this Performance Measure	a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment: Score 2 or else score 0	All the 3 bank accounts sampled had their monthly reconciliations done up to October 31, 2023. These were: 1. Youth Livelihood Project in ABSA Bank; 2. UWEP in ABSA Bank; and 3. General Fund in Stanbic Bank.	2
17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY. Score 2 or else score 0	Lugazi LG produced 4 quarterly internal audit reports in the FY 2022/23 as below: Quarter 1 report was prepared on 15/8/2022, main issue was lack of a building committee; Quarter 2 report was prepared on 15/1/2023, main issue was no compliance to PPDA ; Quarter 3 report was prepared 15/4/2023, main issue was unaccounted for funds worth Ugx10m from a one Lwanga; and Quarter 4 report was prepared on 15/6/2023, main issue was poor revenue performance.	2
17	LG executes the Internal Audit function in accordance with the LGA Section 90 Maximum 4 points on this performance measure	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. Score 1 or else score 0	The LG had provided status of implementation of internal audit findings to the LG PAC for all the 4 quarters: Quarter 1 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 31/1/2023; Quarter 2 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 31/7/2023; Quarter 3 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 31/7/2023; and Quarter 4 status of implementation of internal audit findings provided to Council/Chairperson and LG PAC on 31/7/2023.	1

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that all the 4 quarterly audit reports were discussed. Quarters 1-4 were discussed in the LGPAC meeting of 27/9/2023.</p>	1
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Local Revenues

18	<p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.</p>	<p>The actual/budget local revenue collection ratio for the FY 2022/23 was 80% (UGX1,097,567,612 / 1,376,000,000). This was a budget variance of 20% which was not within +/- 10 %.</p> <p>(Source: LG draft Final accounts for FY 2022/23 page 12 and the LG Approved Work Plan and Budget for 2022/23 page 12.)</p>	0
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19	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 2 points on this Performance Measure.</p>	<p>a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY</p> <ul style="list-style-type: none"> • If more than 10 %: score 2. • If the increase is from 5% -10 %: score 1. • If the increase is less than 5 %: score 0. 	<p>The LG OSR decreased by 4 % from UGX 1,145,049,308 in the FY 2021/22 to UGX 1,097,567,612 in the FY 2022/23. (Source: LG audited accounts for Financial Year (FY) 2021/22 page 6 and draft accounts for the year 2022/23 page 12).</p>	0
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20	<p>Local revenue administration, allocation, and transparency</p> <p>Maximum 2 points on this performance measure.</p>	<p>a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0</p>	<p>The shareable revenue of Ugx 687,137,844 was transferred at to the 3 LLGs as follows:-</p> <p>NAJJEMBE DIVISION Ugx39,724,215;</p> <p>KAWOLO DIVISION Ugx114,607,506; and</p> <p>CENTRAL DIVISION Ugx292,307,878.</p> <p>Ugx 240,498,246 was retained by the HLG.</p>	2
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Transparency and Accountability

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0</p>	<p>There was evidence that the procurement plan and awarded contracts and all amounts were published. Refer to the sampled projects below;</p> <p>1. Supply of 250 solar street lights. Procurement number: LUG/788/works/21-22/00010 (Spill over contract to FY22-23), Contract sum: 1,825,000,000/= .Contractor: M/s. Relief Line U Ltd. displayed on 20th/1/2022 and removed on 3rd/February /2022.</p> <p>1. Upgrade of gravel/earth/surfaced roads to Asphalt Concrete Paved roads including road auxiliaries-Market street 1(0.4km), Market street 3,(0.18km), Market street 4 (0.06km), Kinyoro road (0.86km), Kulubya road (0.36km), Nabugabo road (0.36km), Nabugabo close (0.3km). Procurement number: LUG/788/works/21-22/00017 (Spill over contract to FY22-23), Contract sum: 11,088,278,135/= .Contractor: M/s.M/s Sterling Civil Engineering Ltd. Displayed on 4th/4/2021 and removed on 18th/3/2021.</p>	2
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21	LG shares information with citizens Maximum 6 points on this Performance Measure	b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0	LG performance assessment results for the year 2021/22 together with the implications were available on the LG notice board at the time of the assessment on 5 December 2023.	2
21	LG shares information with citizens Maximum 6 points on this Performance Measure	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	There was no evidence that the LG during the year 2022/23 conducted discussions with the public to provide feed-back on status of activity implementation.	0
21	LG shares information with citizens Maximum 6 points on this Performance Measure	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	There was evidence that the LG made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal dated 5/7/2023 on the notice board.	1
22	Reporting to IGG Maximum 1 point on this Performance Measure	a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0	The LG did not have any IGG case during the assessment year 2022/23.	1

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>The PLE pass rate between 2020 and 2022 improved by 1.7% as detailed below: 2020: DIV. 1: 323, DIV. 2: 1567, DIV. 3: 555, X-39. Total number of registered candidates was 3150, Total number of candidates who sat was 3111. TOT. who passed= 2445. Percentage pass = $2445/3111 \times 100 = 78.5\%$. 2022: DIV. 1: 492, DIV.2: 1603, DIV.3: 518, X:71, Total registered candidates were 3329. TOT. who sat = 3258, TOT. who passed = 2613 Percentage pass = $2613/3258 \times 100 = 80.2\%$ Pass rate between 2020 and 2022 is therefore $80.2 - 78.5 = 1.7\%$. This was verified from the results sheet from UNEB which was provided by the DEO's office.</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>The UCE pass rate between 2020 and 2022 improved by 9% as detailed below;</p> <p>2020: DIV. I - 1, DIV II - 11, DIV. III-15, Absentees- 1, Total registered candidates - 85, Total who sat=84, Total number who passed - 27, Percentage pass=$27/84 \times 100 = 32$. 2022: DIV. I -3, DIV II -8, DIV.III -30, Absentees - 3 Total number of registered candidates - 103, Total who sat - 100, Total who passed -41, Percentage pass =$41/100 \times 100 = 41$, Pass rate = $41 - 32 = 9$.</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 Education LLG performance improved between the year 2021/22 and 2022/23 by 33%. In the year 2022; Central Division scored 60%, Kawoolo Division scored 50% and Najjembe Division scored 40%, which gave an average of 50%. In the year 2023; Central Division scored 80%, Kawoolo Division scored 89% and Najjembe Division scored 80%, which gave an average of 83%.</p>	2
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0</p>	<p>The Budget performance report for 4th Quarter dated 6/8/2023, page 19 showed that the Sector Development Grant was used on the following eligible expenditure:</p> <p>1-Construction of 2 in one staff house and 2 stance pit latrine at St. Kizito Buwola PS at Ugx 121,174,735.</p> <p>2-Construction of 2 in one staff house at Buwola C/UPS. Valued at Ugx 103,991,555.</p>	2
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>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</p>	<p>There was evidence that the MEO, Environment Officer and CDO certified works on Education construction projects implemented in the year 2022/23 before the LG made payments to the contractors:-</p> <p>1. A Contract for the construction of a Latrine by WakaniraLtd at Buwoola P/S at Ugx 59,452,648 was certified by the MEO, Environment Officer and CDO on 7/7/2023 before payment on 24/7/2023; and</p> <p>2. A Contract for the construction of a Latrine by Moserana Ltd at Buwoola COU P/S at Ugx 114,625,341 was certified by the MEO, Environment Officer and CDO on 29/6/2023 before payment on 4/7/2023.</p>	2

3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If the variations in the contract price are within +/- 20% of the MoWT estimates score 2 or else score 0</p>	<p>There was evidence that the variations in the contract price were within +/-20% of the MoWT estimates. Refer to the sampled projects.</p> <p>1.Construction of a two in one staff quarters and a 2 stance PIT latrine at Buwoola C/U P/S.Procurement number: LUG/788/works/22-23/00001</p> <p>Engineer's estimate:101,564,225/=</p> <p>Contract sum: 103,991,555/=</p> <p>Percentage variation:-2.39%</p> <p>2.Construction of a two in one staff quarters and a 2 stance PIT latrine at ST.Kizito Buwoola P/S..Procurement number: LUG/788/works/21-22/00017</p> <p>Engineer's estimate:101,564,225/=</p> <p>Contract sum: 121,174,725/=</p> <p>Percentage variation:-19.31%</p>	2
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p> <p>Maximum 8 points on this performance measure</p>	<p>d) Evidence that education projects (Seed Secondary Schools)were completed as per the work plan in the previous FY</p> <ul style="list-style-type: none"> • If 100% score 2 • Between 80 - 99% score 1 • Below 80% score 0 	<p>The indicator is not applicable since there was no seed school implemented by Lugazi MC.</p>	2
4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines</p> <ul style="list-style-type: none"> • If 100%: score 3 • If 80 - 99%: score 2 • If 70 - 79% score: 1 • Below 70% score 0 	<p>There was evidence that the MC had recruited primary school teachers as per the prescribed MoES staffing guidelines. Primary teacher ceiling was 354 and filled 332 representing 94%</p>	3
4	<p>Achievement of standards: The LG has met prescribed school staffing and infrastructure standards</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Percent of schools in LG that meet basic requirements and minimum standards set out in the DES guidelines,</p> <ul style="list-style-type: none"> • If above 70% and above score: 3 • If between 60 - 69%, score: 2 • If between 50 - 59%, score: 1 • Below 50 score: 0 	<p>From the list of registered UPE and USE schools and the consolidated Schools Asset Register (Format 1: Education Facility Register at LG Level), for both UPE Schools from the previous two FYs i.e. 2021/2022 and 2022/23 updated on 24/9/2023, there were 44 UPE schools with total enrolment of 17,842 pupils, total number of classrooms - 405. Classroom - pupil ratio, 1:44=120%; total number of latrine stances - 673. Latrine - pupil ratio - 1: 27=148% total number of desks - 5,234. Desk - pupil ratio - 1:3=100%, staff accommodation - 101. school accommodation ratio - 1:2=2/4 x100=50%.</p> <p>Average percentage of the facilities in reference to minimum standards was 120+148+100+50=104.5</p> <p>For USE, there was only one school with an enrolment of 578 students. Number of facilities were as follows:</p> <p>Classrooms -8; Latrine stances -8; Desks -234. classroom students ratio -1:72 =73.6%, latrine students ratio -1:72=55.5%, desks student ratio - 1:2=150%. Average percentage score in facilities=73.6+55.5+150 divide by 3=92.9. Therefore average score for both UPE and USE schools was,104.5+92.9=197.4/2=98.7. That meant the percentage of UPE/USE which met the basic requirements and minimum standards guidelines was 98.7.</p>	3

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 LG accurately reported on teachers and where they were deployed. From the sampled schools which were verified on 4/12/2023, the findings were;</p> <p>1. St. Kizito Lugazi Primary School: 9 teachers.</p> <p>Nandera Rose – head teacher; Samunenya Stephania; Nallinga Solomey; Asiimwe Hope Julian; Nasingabalya Alamu Kabonda; Waswa Ronald; Okubboth Harry; Namutebi Annet and Apio Catherine</p> <p>2. Lugazi UMEA Primary School - 11 teachers</p> <p>Waswa Mohamed – head teacher; Nakato Hanitah, Birabwa Annet; Namayanza Betty; Nakato Lilian R. ; Mpeirwe Brenda; Namukasa Reginah,; Adiru Agness B; Tibyaze Naume ; Mutegomwa Mustafa and Nakimera Petwa.</p> <p>3. Lugazi East Day and Boarding Primary School - 17 teachers</p> <p>Nandutu Jenipher Lorna – head teacher; Naigaga Betty; Aliro Proscovia; Athieno Florence; Musenero Sarah; Muganga Godfrey; Eswapu Joventine; Isabirye Moses; Khayinza Victoria; Lunkuse Milly; Nakagiri Ruth Viola; Nakimbugwe Florence; Namutebi Resty; Muhinda Ronald; Luyimba Daudi Kyanda; Nduru Meddy and Nakato Sarah.</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>The LG had a school asset register updated on 24/9/2023 which accurately reported on infrastructure in all registered schools. From the sampled schools the information was as detailed below:</p> <p>1. St. Kizito Lugazi P/S had; 9 classrooms, 6 latrine stances, 104 3 seater desks and 0 unit staff houses.</p> <p>2. Lugazi UMEA P/S had: 11 classrooms, 5 latrine stances, 138 seater desks and 0 units staff houses.</p> <p>3. Lugazi East P/S: had 14 classrooms, 16 latrine stances, 250 -3 seater desks and 0 unit staff houses.</p>	2
6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others,</p> <p>i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:</p> <ul style="list-style-type: none"> • If 100% school submission to LG, score: 4 • Between 80 – 99% score: 2 • Below 80% score 0 	<p>There was no evidence at the time of assessment that the LG ensured that all registered primary schools had complied with annual budgeting and reporting guidelines. 34 schools out of 44 registered primary schools had submitted their termly budget not annual. That was 77..2%.</p>	0

6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>b) UPE schools supported to prepare and implement SIPs in line with inspection recommendations:</p> <ul style="list-style-type: none"> • If 50% score: 4 • Between 30- 49% score: 2 • Below 30% score 0 	<p>There was no evidence at the time of assessment that the department supported schools to develop SIP. However all the 44 UPE schools had submitted copies of SIPs to the MEO.</p>	2
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6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> • If 100% score: 4: • Between 90 - 99% score 2 • Below 90% score 0 	<p>There was evidence at the time of assessment that the LG collected and compiled EMIS return forms for all the 44 UPE schools with total enrolment of 17,842 pupils and the one USE school with an enrolment of 578 students and was submitted to the MoES on 30/7/2022.</p>	4
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Human Resource Management and Development

7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:</p> <p>Score 4 or else, score: 0</p>	<p>There was evidence that the LG had budgeted for 332 primary school teachers at UGX 3,203,079,000 and 24 secondary school teachers at UGX 618,584,000. The information was verified from the approved annual budget for FY 2023/2024 page 23.</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>From the general staff list availed by the MEO for 2023, there was evidence that the LG did not deploy teachers as per sector guidelines/staffing norm as evident below;</p> <ol style="list-style-type: none"> 1. Kkungu Bahai a primary seven school had only five teachers. 2. St. Luke Kitola primary seven school had six teachers. 3. St. Mary's Buvunya primary seven school had six teachers. 4. Yunus Memorial primary school had seven teachers. 5. Nseenya primary school had seven teachers. 	0
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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>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board,</p> <p>score: 1 else, score: 0</p>	<p>There was no evidence that the teachers deployment list was displayed on the LG noticeboard. From the sampled schools staff lists were displayed inside the head teachers' offices not on public noticeboards.</p>	0
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<p>8</p> <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO</p> <p>Score: 2 or else, score: 0</p>	<p>There was no evidence at the time of assessment that all 44 Primary School head teachers were appraised within the prescribed date of 31/12/2022. The 10 primary school head teachers sampled were all appraised by the Principal Education Officer (Musoke Edwin) and these were:</p> <p>Lugazi East P/S (Nandutu Jenipher), St Kizito Lugazi P/S (Nandera Rose), Vulu P/S (Komakech Robert), Najjembe COU P/S (Mukiibi Sarah), Lusizi P/S (Taba Allen), Lugazi Community (Sennambi Joseph), Lugazi Model P/S (Kateme V), Kawoto P/S (Bwire Gerald) and Zagazi P/S (Wudha Betty) were all appraised on 30/1/2023 after the deadline appraisal date of 31/12/2022.</p>
<p>8</p> <p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM</p> <p>Score: 2 or else, score: 0</p>	<p>The head teacher 3RS Kasokoso S.S.S (Sentongo Isaac) appraised by the Deputy Town Clerk (Ziraba Stephen) on 7/2/20223 which was beyond the deadline appraisal date of 31/12/2022.</p>
<p>8</p> <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>There was no evidence at the time of assessment that the two (2) Education department staff were appraised against their performance plans in the FY 2022/23. The Municipal Education Officer (Musoke Edwin) and the Inspector of Schools (Manana Chouldry) were last appraised in FY 2021/22 on 30/6/2022.</p>
<p>8</p> <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 evidence at the time of assessment that the LG had prepared training plan dated 3/1/2023. The plan was prepared by the MIS and approved by MEO. The major highlights in the plan included; capacity building for sports teachers, capacity development of SMC on school management, disseminating teachers' professional ethics among others.</p>

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>There was evidence at the time of assessment that the LG had confirmed in writing the list of schools which were 44 UPE schools with total enrolment of 17,842 pupils and 1 USE school with an enrolment of 578 students and their budgets of,UGX 401,000,000 and UGX 121,032,000 respectively. The submission was made on20/7/2022 for FY 2022/2023.</p>	2
	<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>The Education Sector April 2022 Guidelines FY2022/23, Pages 20-21, stipulates that: "Education Management Service and Monitoring" (Output 078401): Must include DEOs/MEOs expenses for monitoring All schools and institutions in the LG at least once per year, as well as activities to mobilize and attract children to school and improve learning outcomes (e.g. By supplementing procurement of MoES recommended scholastic materials to undeserved schools from a prequalified list of suppliers). At a minimum this function must be allocated a fixed rate of UGX. 4,500,000 per LG, plus UGX.110, 000 per government School and 36,600 per private school." "School Inspection" (Output 078402): Must cover all expenses for inspection of all schools and Institutions in the LG at least once per Term: At minimum, inspection must be allocated a fixed rate of UGX. 4,000,000 per LG, plus UGX.117, 600 (3 Inspections at Ugx. 39,200) per School for 3 Terms."</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score:2 else, score: 0</p>	<p>No. of schools: UPE – 44; USE – 1, total=45; Private:262 : Budget for inspection and monitoring therefore should have been;</p>	
			<p>Inspection:</p> <p>Fixed amount - UGX 4,000,000</p> <p>Per UPE/USE school - 117,600 x 45=UGX 5,292,000</p> <p>Per private school - 61,600 x 262 - UGX. 16,139,000</p> <p>Total - 25,431,200</p> <p>DEOs monitoring</p> <p>Fixed amount: - UGX. 4,500,000</p> <p>Per school: 110,000 x 45= UGX 4,950,000</p> <p>Per private school: 36,600x262=UGX 9,589,000</p> <p>Total=19,589,200</p> <p>Expected total budget for the function ; 25,431,200 + 19,589,200 = 44,470,400</p>	
			<p>There was evidence that the LG made allocation of UGX 24,000,000 for school inspections in the approved budget of FY 2022/2023 page 27. This however did not follow the guide lines.</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>Lugazi LG did not submit all warrants for school's capitation within 5 days for the last 3 quarters as below:</p> <p>Quarter 2 warrant was on 13/10/2022, release date was 30/9/2022; 11 days</p> <p>Quarter 3 warrant was on 11/1/2023, release date was 29/12/2022; 6 days and</p> <p>Quarter 4 warrant was on 26/4/2023, release date was 6/4/2023;14 days.</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score: 2 else score: 0</p>		

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.</p> <p>If 100% compliance, score: 2 else, score: 0</p>	<p>There was no evidence that the LG invoiced all capitation releases to schools within 3 working days:</p> <p>Quarter 2 invoicing was on 20/10/2022 and release date was 30/9/2022, 11 days;</p> <p>Quarter 3 invoicing was on 6/2/2023 and release date was 29/12/2022, 6 days; and</p> <p>Quarter 4 invoicing was on 17/5/2023 and release date was 6/4/2023, 26 days.</p>	0
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p> <ul style="list-style-type: none"> If 100% compliance, score: 2, else score: 0 	<p>There was evidence at the time of conducting assessment that the LG had prepared school inspection plan. The plan was prepared by the MIS on 1/7/2022. The focus of the plan was, to ensure that there was effective teaching and learning in schools, improving on management functions in schools through induction of SMC members and functionality of sanitation facilities in schools.</p>	2
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> If 100% score: 2 Between 80 - 99% score 1 Below 80%: score 0 	<p>The LG carried out inspections and monitoring in the previous three school terms as indicated below:</p> <p>1: Term III,2022, 29 schools inspected,44 monitored, total 73/2=83 according to the report submitted to DES on 30/12/2022</p> <p>2: Term I,2023, 44 schools inspected, 18 monitored, total 63/2=59, according to report of 31/3/2023</p> <p>3: Term II, 2023, 44 schools inspected and 29 monitored, total 73/2=83 according to report of 30/6/2023</p> <p>Percentage of schools inspected and monitored was $83+59+83=142/3=47\%$. Therefore the LG was not compliant.</p>	0
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,</p> <p>Score: 2 or else, score: 0</p>	<p>There was no evidence that the department had discussed the inspection report as no minutes of the departmental meeting was availed.</p>	0
10	<p>Routine oversight and monitoring</p> <p>Maximum 10 points on this performance measure</p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0</p>	<p>There was evidence that copies of the inspection reports were submitted to schools and submitted to DES. Below were the evidences presented; From the sampled schools reports were left on the following dates;</p> <ol style="list-style-type: none"> Lugazi East PS: 16/6/2023 & 16/11/2023. Lugazi UMEA P/S: 17/7/2023, 15/8/2023 & 16/10/2023 St. Kizito Lugazi P/S: 4/3/2023, 25/6/2023 & 25/11/2023 <p>The reports were submitted to DES on the following dates; 30/12/2022, 31/3/2023 & 30/6/2023</p>	2

10 Routine oversight and monitoring <i>Maximum 10 points on this performance measure</i>	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	2 There was evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings: 1. Minutes of the sector committee meeting dated 29/8/2022 ; 2. Minutes of the sector committee meeting dated 3/10/2022. 3.. Minutes of the sector committee meeting dated 14/12/2022 ; and 4. Minutes of the sector committee meeting dated 29/5/2023. These minutes were discussed in LG Council on 29/6/2023, MIN55/COU/22-23.
11 Mobilization of parents to attract learners <i>Maximum 2 points on this performance measure</i>	Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school, <i>score: 2 or else score: 0</i>	2 There was evidence at the time of assessment that the LG had conducted activities to mobilize, attract and retain children at school as below; On 15/6/2023, minute 4/6/2023 the department conducted a meeting that involved all head teachers, chairperson SMC and PTA, CCTs and partners from world vision. The meeting was purposed to re-awaken the stakeholders on their responsibilities in making schools more attractive for learning. Among others was school feeding program.
Investment Management		
12 Planning and budgeting for investments <i>Maximum 4 points on this performance measure</i>	a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, <i>score: 2, else score: 0</i>	2 The LG had a school asset register updated on 24/9/2023 which accurately reported on infrastructure in all registered schools From the sampled schools the information was as detailed below: 1. St. Kizito Lugazi P/S had; 9 classrooms, 6 latrine stances, 104 3 seater desks and 0 unit staff houses. 2. Lugazi UMEA P/S had: 11 classrooms, 5 latrine stances, 138 seater desks and 0 units staff houses. 3. Lugazi East P/S: had 14 classrooms, 16 latrine stances, 250 -3 seater desks and 0 unit staff houses.
12 Planning and budgeting for investments <i>Maximum 4 points on this performance measure</i>	b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i>	1 The LG conducted desk appraisals; the investment derived from the LG Development Plan 2020/21-2024/25 (Page 36-37) and were eligible for funding under sector guidelines as indicated in the minutes dated 24/8/2020 for the projects implemented in the year 2022/23. The project appraised was a Phased Construction of a lined 5 stance pit latrine at Najjembe P/S C/U in Nsakya A Village, Nsakya Ward, Najjembe Division at gx121,174,725.
12 Planning and budgeting for investments <i>Maximum 4 points on this performance measure</i>	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	1 The LG conducted field appraisals; the investments were technically feasible, environmentally and socially acceptable and were customized for investment as indicated in reports dated 24/8/2020 for the projects implemented in the year 2022/23. The project appraised was a Phased Construction of a lined 5 stance pit latrine at Najjembe P/S C/U in Nsakya A Village, Nsakya Ward, Najjembe Division at gx121,174,725.

13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i>	The indicator is not applicable since there was no seed school implemented by Lugazi MC.	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 was evidence that the school infrastructure was approved by the Contracts Committee but not cleared by the solicitor general since it was below the threshold of 200m as required by the PPDA law. The CC meeting held 20th/12/2022 chaired by Mr.Lwanga Charles and recorded by Mr. Juuko SR approved the construction of the school infrastructure.	1
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 evidence that the LG the LG has properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff; 1. Mr. Lwanga Charles - EO 2. Ms. Namisango Tarurh Kikomoko-Labour officer 3. Mr. Ssemwogere Jacob -CDO 4. Mr. Kamy Daniel-ME-Supervisor 5. Mr. Edwin Stephen Muskeg-MEO-Project manager -education projects Signed on 2nd/9/2022 by Mr. Fenard, Katunda-Kakuru TC.	1
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>	The indicator is not applicable since there was no seed school implemented by Lugazi MC.	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>	The indicator is not applicable since there was no seed school implemented by Lugazi MC.	1
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 availed to the assessor that the LG provided supervision to the construction of planned sector infrastructure projects in the previous FY during the time of assessment.	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>	The only availed evidence availed to the assessor at the time of assessment revealed that the LG executed works and payments to contractors were made within the specified time frame of 2 weeks as elaborated below. Voucher number: 6429495, amounting to 98,703,424/= was paid on 28th/6/2023. This was requested for on 24th/6/2023 by CEO-Moserena Investments Ltd and certified on 13th/6/23 fully signed by Mr. Lwanga Charles-EO, Ms. Nanyombi Dorothy -CDO and Mr. F.M Katunda ,TC	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, score: 1, else, score: 0	The evidence availed to the assessor dated 13th/5/2022 revealed that the LG Education department did not timely submit a procurement plan in accordance with the PPDA requirements before April 30. This was prepared by Mr.Edwin Musoke -MEO received by Mr.Juuko SR -SPO dated 16th/5/2022.	0
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13	Procurement, contract management/execution <i>Maximum 9 points on this performance measure</i>	i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law score 1 or else score 0	The indicator is not applicable since there was no seed school implemented by Lugazi MC.	1
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Environment and Social Safeguards

14	Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework. <i>Maximum 3 points on this performance measure</i>	Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0	There was evidence that Lugazi Municipal Council education sector grievances had been recorded, investigated, and responded to in line with the grievance redress framework as records of education sector related grievances/complaints (indicating nature of cases, dates of registration, and any follow up actions taken) were found in Complaints Log / Complaints Register. For instance: On 23rd May 2023; Ibrahim Mwima, Isma Kanenzi filed a complaint regarding non-payment of wage by the Contractor Wakanira Investment Limited for construction for 2 in 1 Staff quarters at Buwoola C/U P/S. The case was handled by the Labour Officer, who called the Contractor by phone and agreed to pay the workers. The workers were paid on 26th May 2023 and the issue resolved.	3
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15	Safeguards for service delivery. <i>Maximum 3 points on this performance measure</i>	Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation <i>Score: 3, or else score: 0</i>	There was evidence that the department in collaboration with the environment officer wrote a circular letter dated 15/7/2021 to all head teachers, subject, "Environmental management guidelines for schools in Lugazi municipal council. Key highlights of the circular included the following among others; Planting trees, installing lightening conductors on all buildings, establishing fire management plan, installing biomass fuel saving technologies and establishing waste management.	3
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16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, score: 2, else score: 0	There was evidence that Lugazi Municipality incorporated Costed Environmental and Social Management Plans (ESMPs) within BoQs and contractual documents to comply with safeguards requirements within the Education Sector Guidelines. For instance: 1. Bill of Quantities (BOQs) for Construction of a two in one staff quarter with a two-stance latrine at Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Contract No. LUG788/WRKS/22-23/00001; Contractor: Wakanira Investments Company Limited incorporated an item on roof water drainage involving the construction of 10,000Liters rainwater harvesting storage tank worth Ugx 4,934,000=, Lightning Protection item 1,215,000= 2. Bill of Quantities (BOQs) for Construction of a two in one staff quarter with a two-stance latrine at St. Kizito Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Contract No. LUG788/WRKS/22-23/00002; Contractor: Moserena Investment Limited incorporated an item on roof water drainage involving the construction of 10,000Liters rainwater harvesting storage tank worth Ugx 7,572,000=, Lightning Protection item 1,780,000=	2
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16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i>	<p>There was evidence that Lugazi Municipality had proof of land ownership, access and availability to conduct planned school construction projects. Lugazi Municipality provided Land Ownership Agreements for education sector infrastructure projects as demonstrated by the following:</p> <ol style="list-style-type: none"> 1. Land access consent for Buwoola CoU Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District to construct school buildings was obtained from Mukono Diocese (land owner where the school is located) signed by Rev. Canon John Ssebudde - Diocesan Secretary referenced MD/DS/A1/04/23 dated 4th April 2023. Copied to Bishop, RDC- Buikwe, District Education Officer - Buikwe, Diocesan Education Secretary and Parish Priest - Najjembe. 2. Land access consent for Buwoola R/C Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District to construct school buildings was obtained from St. Karoli Lwanga Mbikko Parish (land owner where the school is located) signed by Rev. Fr. Joe King Afumaboh MHM - Parish Priest, dated 11th April 2023. Copied to Permanent Secretary Ministry of Education and Lugazi Municipal Education Officer. 	1
16	Safeguards in the delivery of investments <i>Maximum 6 points on this performance measure</i>	c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i>	<p>There was evidence that Lugazi Municipal Environmental Officer and CDO conducted support supervision and monitoring for school construction projects to ascertain compliance with ESMPs and provided monthly reports as exemplified by the following:</p> <ol style="list-style-type: none"> 1. Report for Monitoring of Development projects at Buwoola R/C Primary School and Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. The Environmental Monitoring and Supervision Report was dated end of March 2023, signed by Environmental Officer - Lwanga Charles; Community Development Officer - Namisango Taturh; Principal Education Officer - Edwin Musoke; Senior Planner - Kaddu Francis; Senior Engineer - Kanya Daniel; Procurement Officer - Sebbunza Geoffrey. 2. Report for Monitoring of Development projects at Buwoola R/C Primary School and Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. The Environmental Monitoring and Supervision Report was dated end of April 2023, signed by Environmental Officer - Lwanga Charles; Community Development Officer - Namisango Taturh; Inspector of Schools- Manana Chouldry; Senior Planner - Kaddu Francis; Senior Procurement Officer - Juuko Ramadhans. 3. Report for Monitoring of Development projects at Buwoola R/C Primary School and Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. The Environmental Monitoring and Supervision Report was dated end of June 2023, signed by Environmental Officer - Lwanga Charles; Community Development Officer - Namisango Taturh; Principal Education Officer - Edwin Musoke; Economic Planner - Kaddu Francis. 	2

Safeguards in the delivery of investments

Maximum 6 points on this performance measure

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

Score: 1, else score:0

There was evidence that Lugazi Municipal Environment Office and CDO prepared Environmental and Social Compliance Certification Forms (ESCCFs) approved and signed by Environmental Officer and Community Development Officer (CDO) prior to executing the project contractor payments at interim and final stages of projects as demonstrated by the following projects:

1. Lugazi Municipal Environment Office and CDO presented Environmental and Social Certification Form for the Construction of a two in one staff quarters with a two-stance latrine at Buwoola C/U Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Contractor: Wakanira Investments Company Limited; Contract No. LUG788/WRKS/22-23/00001; Certificate No. 01. Inspection was done on 18th March 2023. The certification form was signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.

2. Lugazi Municipal Environment Office and CDO presented Environmental and Social Certification Form for the Construction of a two in one staff quarters with a two-stance latrine at St. Kizito Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District. Contractor: Moserena Investment Limited; Contract No. LUG788/WRKS/22-23/00002; Certificate No. 01. Inspection was done on 18th March 2023. The certification form was signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.

**Health
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score												
Local Government Service Delivery Results																
1	<p>New_Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If the LG registered Increased utilization of Health Care Services (focus on total deliveries.</p> <ul style="list-style-type: none"> • By 20% or more, score 2 • Less than 20%, score 0 	<p>The LG registered increased utilization of health care services of 25% (from 1,578 deliveries in FY 2021/2022 to 1,972 in FY 2022/2023), which is above the required 20 percent. Changes in deliveries at the health facilities are as follows:</p> <p>Deliveries at Najjembe HCIII increased from 1,239 to 1,467 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively;</p> <p>Deliveries at Busabaga HCIII increased from 248 to 309 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively; and</p> <p>Deliveries at Kizigo HCII decreased from 91 to 196 as shown in Health Unit Annual Reports (HMIS 107) for FY 2021/2022 and FY 2022/2023 respectively.</p>	2												
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 Health LLG performance average for the year 2022/23 was 100%.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> </tr> </thead> <tbody> <tr> <td>Central Division</td> <td>100</td> </tr> <tr> <td>Kawoolo Division</td> <td>100</td> </tr> <tr> <td>Najjembe Division</td> <td>100</td> </tr> <tr> <td>Total</td> <td>300</td> </tr> <tr> <td>Average</td> <td>100</td> </tr> </tbody> </table>	Year	2023	Central Division	100	Kawoolo Division	100	Najjembe Division	100	Total	300	Average	100	2
Year	2023															
Central Division	100															
Kawoolo Division	100															
Najjembe Division	100															
Total	300															
Average	100															
2	<p>N23_Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. If the average score in the RBF quality facility assessment for HC IIIs and IVs previous FY is:</p> <ul style="list-style-type: none"> • 75% and above; score 2 • 65 - 74%; score 1 • Below 65; score 0 	<p>This indicator is not applicable</p>	0												
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>	<p>There was evidence that the LG budgeted and spent all the health development grant Ugx387m for the year 2022/23 on eligible activities as per the health grant and budget guidelines. The projects were:</p> <ol style="list-style-type: none"> 1. Antinenta ward Kizigo HC II at Ugx50m; 2. Electricity at Najembe HC III staff Ugx67m 3. Medical Equipment at Busabaga HC III, kawolo andNajjembe HC II Ugx 82m; 4. Incinerator disposal at Ugx66m; 5. Child awareness at Ugx85m; 6. Maternal delivery ward at Najjembe at Ugx 35; and 7. Supervision costs at Ugx13m. 	2												
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0</p>	<p>The only Health sector payment made was an advance to UPDF of Ugx115,740,555 for the construction of an Emergence delivery ward at Kizigo HC II, Agreement dated 4/10/23 and paid 22/6/2023 which did not require certification by the CDO and Environment Officer.</p>	2												

3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>c. If the variations in the contract price of sampled health infrastructure investments are within +/-20% of the MoWT Engineers estimates, score 2 or else score 0</p>	<p>There was evidence that there was no variation in the contract price of sampled health infrastructure investments were within +/-20% of the MoWT Engineers estimates. Refer to the availed executed file below;</p> <p>1. Construction of health projects in Lugazi MC. Procurement number: MoDVA/ENG'sBGDE/Lugazi/works/22-23/0003</p> <p>Engineer's estimate: 180,316,605/=</p> <p>Contract sum: 180,316,605/=</p> <p>Percentage Variation: 0.0%</p> <p>The project is being executed by ministry of defense and Veteran Authority, the contract is being executed as per the planned budget.</p>	0
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY</p> <ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 	<p>The indicator is not applicable since there was not implementation of any Upgrade of HC II to III.</p>	2
4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure</p> <ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 	<p>There was evidence at the time of assessment that Lugazi MC had staff establishment in the 2 HC IIIs (Najjembe and Busaabaga) of 38 staff and 26 were filled representing 68.4% which was below 75%.</p>	0
4	<p>Achievement of Standards: The LG has met health staffing and infrastructure facility standards</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG health infrastructure construction projects meet the approved MoH Facility Infrastructure Designs.</p> <ul style="list-style-type: none"> • If 100 % score 2 or else score 0 	<p>The indicator is not applicable since there was not implementation of any Upgrade of HC II to III.</p>	2

Performance Reporting and Performance Improvement

Accuracy of Reported Information: The LG maintains and reports accurate information
Maximum 4 points on this performance measure

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

The health workers were in the health facilities where they were deployed. The information on positions of health workers filled was accurate. There were no discrepancies between positions on staff deployment lists from the MHO and those in the staff registers at all the 3 sampled health facilities as reflected below:

1. At Busabaga HCIII, all the 11 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO;
2. At Najjembe HCIII, all the 13 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO; and
3. At Kizigo HCII, all the 3 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO.

The staff names and positions are as follows:

Busabaga HCIII

1. Kayera Rehema, Senior Clinical Officer
2. Mubiru Faizal, Clinical Officer
3. Nankabirwa Annet, Nursing Officer
4. Elema Patrick, Laboratory Assistant
5. Namusalisi Sylvia, Enrolled Nurse
6. Nakazibwe Barbara, Enrolled Nurse
7. Mutaalu Benard, Enrolled Nurse
8. Nambowa Edith, Enrolled Midwife
9. Kaggwa Florence, Enrolled Midwife
10. Nabukeera Pauline, Health Information Assistant
11. Kaggwa Christopher, Nursing Assistant

Najjembe HCIII

1. Kiire Zaidi, Senior Clinical Officer
2. Mugisa Chrispus, Clinical Officer
3. Namujjuzi Jane, Nursing Officer
4. Kalembe Kezia, Laboratory Technician
5. Wanyenya Sarah, Laboratory Assistant
6. Kanjuki Aisha, Enrolled Midwife
7. Najjemba Alice Baseke, Enrolled Midwife
8. Nanfuka Mirriam, Enrolled Nurse
9. Nakibuule Catherine, Enrolled Nurse
10. Mbabazi Regina, Enrolled Nurse
11. Namugga Juliet, Health Information Assistant
12. Mubiru Mohammed, Nursing Assistant
13. Nakayita Anasitanzia, Porter

Kizigo HCII

1. Nakamya Ann, Enrolled Midwife
2. Naluwemba Caroline, Enrolled Nurse
3. Nakayemba Richard, Nursing Assistant

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>The information on health facilities upgraded or constructed and functional is accurate. There was construction of a Maternity Delivery Ward and Antenatal Block at Kizigo HCII in the previous FY.</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities prepared and submitted Annual Workplans & 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>The health facilities prepared and submitted Annual Work plans & budgets to the MHO by March 31st of the previous FY 2022/2023 as per the LG Planning Guidelines for Health Sector as follows:</p> <ol style="list-style-type: none"> 1. Busabaga HCIII submitted on 30th March 2022; 2. Najjembe HCIII submitted on 30th March 2022; and 3. Kizigo HCII submitted on 30th March 2022. <p>The budgets of these sampled health facilities conformed to the prescribed formats in the planning guidelines since they had highlights of performance, annual expenditure and had been endorsed by the In-charges.</p>	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines :</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>The health facilities prepared and submitted to the DHO Annual Budget Performance Reports for the previous FY 2022/2023 by July 15th of the current FY 2023/2024 as per the Budget and Grant Guidelines. The submission dates for each of the 3 sampled health facilities are shown below:</p> <ol style="list-style-type: none"> 1. Busabaga HCIII submitted on 30th June 2023; 2. Najjembe HCIII submitted on 30th June 2023; and 3. Kizigo HCII submitted on 30th June 2023. 	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> • Score 2 or else 0 	<p>The health facilities developed and reported on implementation of facility Performance Improvement Plans (PIPs) that incorporated performance issues identified in monitoring and assessment reports. All the 3 facility PIPs for the sampled health facilities had issues identified in the MHMT support supervision reports as shown below:</p> <ol style="list-style-type: none"> 1. Najjembe HCIII PIP dated 5th June 2023 on page 1 catered for training of Health Unit Management Committee (HUMC) on their roles and responsibilities. A challenge of HUMC not conducting quarterly meetings aimed at assessing facilities had been identified during MHMT support supervision for Najjembe HCIII held on 30th May 2023 as shown in quarter 4 supervision report titled "Fourth Quarter Support Supervision Report for Lugazi Municipal Council FY 2022/2023" dated 30th May 2023; 2. Busabaga HCIII PIP dated 12th June 2023 on page 1 catered for clearing of bushes and anthills from the facility compound. The issue of tall grass and anthills had been identified during quarter 3 MHMT support supervision for Busabaga HCIII held on 21st February 2023 as evidenced in a report titled "Third Quarter Support Supervision Report for Lugazi Municipal Council FY 2022/2023" dated 21st February 2023; and 3. Kizigo HCII PIP dated 30th June 2023 catered for immunization outreaches. A gap of low immunization coverage had been noted during MHMT support supervision for Kizigo held on 30th May 2023 as shown in a quarter 4 supervision report titled "Fourth Quarter Support Supervision Report for Lugazi Municipal Council FY 2022/2023" dated 30th May 2023. 	2

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>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>The health facilities submitted up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter). The 3 sampled health facilities submitted the reports as follows:</p> <ol style="list-style-type: none"> 1. Busabaga HCIII's latest monthly reports were submitted on the 7th day following the end of month and the latest quarterly reports were submitted on the 6th day following the end of month. The monthly submission dates are as follows: 7th August 2022, 4th September 2022, 6th October 2023, 2nd November 2022, 4th December 2022, 4th January 2023, 6th February 2023, 4th March 2023, 5th April 2023, 6th May 2023, 5th June 2023 and 5th July 2023. The quarterly submission dates are as follows: 5th October 2022, 5th January 2023, 4th April 2023 and 6th July 2023; 2. Najjembe HCIII's latest monthly reports were submitted on the 6th day following the end of month and the latest quarterly report was submitted on the 5th day following the end of month. The monthly submission dates are as follows: 6th August 2022, 6th September 2022, 6th October 2023, 2nd November 2022, 5th December 2022, 5th January 2023, 5th February 2023, 3rd March 2023, 6th April 2023, 4th May 2023, 3rd June 2023 and 4th July 2023. The quarterly submission dates are as follows: 5th October 2022, 5th January 2022, 3rd April 2023 and 3rd July 2023; and 3. Kizigo HCII's latest monthly reports were submitted on the 7th day following the end of month and the latest quarterly reports were submitted on the 6th day following the end of the quarter. The monthly submission dates are as follows: 6th August 2022, 6th September 2022, 4th October 2023, 3rd November 2022, 5th December 2022, 2nd January 2023, 6th February 2023, 6th March 2023, 3rd April 2023, 6th May 2023, 2nd June 2023 and 5th July 2023. The quarterly submission dates are as follows: 5th October 2022, 5th January 2022, 3rd April 2023 and 5th July 2023. 	2
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>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>This indicator is not applicable</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>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>This indicator is not applicable</p>	0
<p>Maximum 14 points on this performance measure</p>	<p>Maximum 14 points on this performance measure</p>	<p>Maximum 14 points on this performance measure</p>		

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>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 health department submitted quarterly reports in time to the planner for consolidation.</p>	0
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>h) Evidence that the LG has:</p> <p>i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>	<p>The LG had an approved Performance Improvement Plan (PIP) dated 1st July 2022 that catered for the weakest performing health facilities were: Busabaga HCIII, Najjembe HCIII and Kizigo HCII.</p> <p>For example, the following weak facilities were catered for as follows:</p> <ol style="list-style-type: none"> 1. Busabaga HCIII was catered for under Human Resource, where the area of improvement was to increase staffing level at the health facility; 2. Najjembe HCIII was catered for Human Resource, where the area of improvement was to increase staffing level; and 3. Kizigo HCIV was catered for structural infrastructure, where the area of improvement was to construct an emergency delivery ward. 	1
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>The LG implemented performance improvement plan for the weakest performing facilities as highlighted below:</p> <p>The PIP dated 1st July 2022 catered for increase of staffing level at Busabaga HCIII. This was implemented as evidenced in a deployment letter written by the Town Clerk on 1st February 2022 deploying Mubiru Faisal, a Clinical Officer at Busabaga HCIII;</p> <p>The PIP dated 1st July 2022 catered for increase of staffing level at Najjembe HCIII. This was implemented as evidenced in a deployment letter written by the Town Clerk on 4th May 2023 deploying Mugisa Crispus, a Clinical Officer at Najjembe HCIII; and</p> <p>The PIP dated 1st July 2022 catered for construction of an emergency delivery ward at Kizigo HCII. This was implemented as evidenced in a procurement file for construction of an emergency delivery ward with reference number LUG718/WRKS/22-23/0005.</p>	1

Human Resource Management and Development

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>The LG had budgeted for health workers as per the guidelines/in accordance with the staffing norms. The performance contract for the current FY 2023/2024, had UGX 724,216,000 budgeted for the health workers' salaries as indicated in the approved performance contract named "VOTE: 718 Lugazi Municipal Council". Both the staff list and registers reflected a total of 36 staff (out of 47 required) and that is what was budgeted for and this staffing level is equivalent to 76.5%, which was above the required staffing norms of 75%.</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 LG had deployed health workers as per guidelines. The staffing level was 76.5% (36 out of 47 staff in the approved structure). This is evidenced on the staff list titled "Deployment list 2023/2024", dated 23rd July 2023 and the staff registers. Both the staff list and registers reflected a total of 65 staff and that is what was budgeted for.

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

Maximum 9 points on this performance measure

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

The health workers were in the health facilities where they were deployed. The information on positions of health workers filled was accurate. There were no discrepancies between positions on staff deployment lists from the MHO and those in the staff registers at all the 3 sampled health facilities as reflected below:

1. At Busabaga HCIII, all the 11 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO;
2. At Najjembe HCIII, all the 13 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO; and
3. At Kizigo HCII, all the 3 staff in the attendance register for FY 2023/2024 were reflected on the deployment list for FY 2023/2024 from the MHO.

The staff names and positions are as follows:

Busabaga HCIII

1. Kayera Rehema, Senior Clinical Officer
2. Mubiru Faizal, Clinical Officer
3. Nankabirwa Annet, Nursing Officer
4. Elema Patrick, Laboratory Assistant
5. Namusalisi Sylvia, Enrolled Nurse
6. Nakazibwe Barbara, Enrolled Nurse
7. Mutaalu Benard, Enrolled Nurse
8. Nambowa Edith, Enrolled Midwife
9. Kaggwa Florence, Enrolled Midwife
10. Nabukeera Pauline, Health Information Assistant
11. Kaggwa Christopher, Nursing Assistant

Najjembe HCIII

1. Kiire Zaidi, Senior Clinical Officer
2. Mugisa Chrispus, Clinical Officer
3. Namujjuzi Jane, Nursing Officer
4. Kalembe Kezia, Laboratory Technician
5. Wanyenya Sarah, Laboratory Assistant
6. Kanjuki Aisha, Enrolled Midwife
7. Najjemba Alice Baseke, Enrolled Midwife
8. Nanfuka Mirriam, Enrolled Nurse
9. Nakibuule Catherine, Enrolled Nurse
10. Mbabazi Regina, Enrolled Nurse
11. Namugga Juliet, Health Information Assistant
12. Mubiru Mohammed, Nursing Assistant
13. Nakayita Anasitanzia, Porter

Kizigo HCII

1. Nakamya Ann, Enrolled Midwife
2. Naluwemba Caroline, Enrolled Nurse
3. Nakayemba Richard, Nursing Assistant

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

Maximum 9 points on this performance measure

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

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

1. At Busabaga HCIII a deployment list of 11 staff dated 23rd July 2023 for FY 2023/2024 was displayed on the patient waiting area notice board;
2. At Najjembe HCIII a deployment list of 13 staff for FY 2023/2024 dated 23rd July 2023 was displayed on the patient waiting area notice board; and
3. At Kizigo HCII a deployment list of 3 staff for FY 2023/2024 dated 23rd July 2023, was displayed on the patient waiting area notice board.

The staff names and positions are as follows:

Busabaga HCIII

1. Kayera Rehema, Senior Clinical Officer
2. Mubiru Faizal, Clinical Officer
3. Nankabirwa Annet, Nursing Officer
4. Elema Patrick, Laboratory Assistant
5. Namusalisi Sylvia, Enrolled Nurse
6. Nakazibwe Barbara, Enrolled Nurse
7. Mutaalu Benard, Enrolled Nurse
8. Nambowa Edith, Enrolled Midwife
9. Kaggwa Florence, Enrolled Midwife
10. Nabukeera Pauline, Health Information Assistant
11. Kaggwa Christopher, Nursing Assistant

Najjembe HCIII

1. Kiire Zaidi, Senior Clinical Officer
2. Mugisa Chrispus, Clinical Officer
3. Namujjuzi Jane, Nursing Officer
4. Kalembe Kezia, Laboratory Technician
5. Wanyenya Sarah, Laboratory Assistant
6. Kanjuki Aisha, Enrolled Midwife
7. Najjemba Alice Baseke, Enrolled Midwife
8. Nanfuka Mirriam, Enrolled Nurse
9. Nakibuule Catherine, Enrolled Nurse
10. Mbabazi Regina, Enrolled Nurse
11. Namugga Juliet, Health Information Assistant
12. Mubiru Mohammed, Nursing Assistant
13. Nakayita Anasitanzia, Porter

Kizigo HCII

1. Nakamya Ann, Enrolled Midwife
2. Naluwemba Caroline, Enrolled Nurse
3. Nakayemba Richard, Nursing Assistant

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>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>There was no evidence at the time of assessment that the MMOH had conducted annual performance appraisal of all the 3 Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY 2022/23. The three (3) Health facilities were Najjembe HC III, Busaabaga HC III, Kisibgo HC II.</p>	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0</p>	<p>There was no evidence at the time of assessment that Health Facility In-charges conducted performance appraisal of all 29 health facility workers in 3 health centres against the agreed performance plans and submitted a copy through DHO to HRO during the previous FY 2022/23.</p> <p>The 10 sampled health facility workers were last appraised in the FY 2021/22 as reflected in the individual appraisal folders..</p>	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>iii. Taken corrective actions based on the appraisal reports, score 2 or else 0</p>	<p>There was no evidence that corrective actions based on the appraisal reports were undertaken by the Principal Medical Officer as there was no appraisal of health workers in FY 2022/23.</p>	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>The LG had a Continuous Professional Development (CPD) work plan for FY 2022/2023 on file. It is titled, "Workplan for Continuous Professional Development for Municipal and Lower Facilities Staff for FY 2022/2023" dated 14th July 2022 and trainings were conducted in accordance to this training work plan. For instance:</p> <ol style="list-style-type: none"> 1. Training of Health Workers on management of complicated malaria conducted on 23rd July 2022 which was attended by 13 participants; 2. Training of health workers on management of complications of hypertension conducted on 2nd December which was attended by 15 participants; 3. Training of health workers on Integrated Disease Response and Management held on 8th February 2023 which was attended by 20 participants; and 4. Training of health workers on causes and prevention of abortion held on 12th June 2023 which was attended by 15 participants. 	1

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>There were documented training activities in the training/CPD database named "Lugazi Municipal Council Continuous Professional Development Data Base for FY 2022/2023" which showed: the trainings which were conducted, the attendees, the trainers, the date when the trainings were conducted and the duration for the trainings. For example:</p> <ol style="list-style-type: none"> 1. Training of Health Workers on management of complicated malaria conducted on 23rd July 2022 which was attended by 13 participants; 2. Training of health workers on management of complications of hypertension conducted on 2nd December which was attended by 15 participants; 3. Training of health workers on Integrated Disease Response and Management held on 8th February 2023 which was attended by 20 participants; and 4. Training of health workers on causes and prevention of abortion held on 12th June 2023 which was attended by 15 participants. 	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 no evidence that the Town Clerk confirmed the list of Health facilities (GoU and PNFP) that received PHC NWR grants and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY 2021/2022. A letter to this effect was not given to the Assessor at the time of assessment.</p>	0
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>The LG made allocations of Ugx22m (18%) out of the Ugx 117m PHC NWR Grant for LLHF (Page 22 of the LG approved budget) towards monitoring service delivery and management of District health services which was more than the minimum required 15%.</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>Maximum 9 points on this performance measure</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>The LG did not warrant to all PHC NWR Grant transfers for the FY 2022/23 to health facilities within the required 5 working days from the day of funds release:</p> <p>Quarter 1 warrant was on 2/8/2022, receipt of expenditure limits date was 8/7/2022; 26 days</p> <p>Quarter 2 warrant was on 13/10/2022, receipt of expenditure limits date was 30/9/2022; 12 days</p> <p>Quarter 3 warrant was on 11/1/ 2023, receipt of expenditure limits date was 29/12/2022; 18 days and</p> <p>Quarter 4 warrant was on 26/4/2023, receipt of expenditure limits date was 6/4/2023;15 days.</p>	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 LG did not invoice to all PHC NWR Grant transfers for the FY 2022/22 to health facilities within the required 5 working days from the day of funds release:</p> <p>Quarter 1 invoicing was on 23/8/2022, release date was 8/7/2022; 38 days</p> <p>Quarter 2 invoicing was on 20/10/2022, release date was 30/9/2022; 29 days</p> <p>Quarter 3 invoicing was on 6/2/ 2023, release date was 29/12/2022; 21 days and</p> <p>Quarter 4 invoicing was on 17/5/2023, release date was 6/4/2023;38 days.</p>	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>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>The LG publicized all the quarterly functional releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED as indicated below:</p> <p>In quarter 1 expenditure limits were released on 8th August 2022 and facilities were informed on 9th August 2022 (within 5 working days);</p> <p>In quarter 2 expenditure limits were released on 3rd October 2022 and facilities were informed on 5th October 2022 (within 5 working days);</p> <p>In quarter 3 expenditure limits were released on 3rd January 2023 and facilities were informed on 5th January 2023 (within 5 working days); and</p> <p>In quarter 4 expenditure limits were released on 13th April 2023 and facilities were informed on 14th April 2023 (within 5 working days).</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</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 LG health department implemented action(s) recommended by the MHMT Quarterly performance review meeting (s) held during the previous FY as follows:</p> <p>In a quarter 1 MHMT review meeting held 8th June 2022, one of the recommendations was to conduct a community sensitization meeting on solid waste management. Follow up on this recommendation is evidenced in an activity report titled "A report on community sensitization meeting on solid waste management" dated 28th July 2022;</p> <p>In a quarter 2 MHMT review meeting held on 17th November 2022, one of the action points was to conduct a community sensitization awareness campaign on Community Led Total Sanitation. Follow up on this recommendation is evidenced in an activity report titled "A report on community sensitization awareness campaign on Community Led Total Sanitation" dated 14th December 2022;</p> <p>In a quarter 3 MHMT review meeting held on 1st February 2023, one of the action points was to conduct training of VHTs on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease. Follow up on this action point is evidenced in an activity report titled "A report on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease" dated 15th March 2023; and</p> <p>In a quarter 4 MHMT review meeting held on 5th June 2023, one of the action points was to conduct training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation. This was implemented as evidenced in a report titled "A report on training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation" dated 30th June 2023.</p>	2

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>The LG quarterly performance review meetings involved all the health facility In-Charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department. For example:</p> <ol style="list-style-type: none"> 1. Quarter 1 performance review meeting held on 2nd September 2022 was attended by all the 3 health facility In-charges as evidenced by the attendance list attached to a report titled "First Quarter Review Minutes for Lugazi Municipal Council" dated 2nd September 2022 which shows that all the In-charges attended the meeting; 2. Quarter 2 performance review meeting held on 15th December 2022 was attended by all the 3 health facility In-charges as evidenced by the attendance list attached to a report titled "Second Quarter Review Minutes for Lugazi Municipal Council" dated 15th December 2022 which shows that all the In-charges attended the meeting; 3. Quarter 3 performance review meeting held on 19th March 2023 was attended by all the 3 health facility In-charges as evidenced by the attendance list attached to a report titled "Third Quarter Review Meeting for Lugazi Municipal Council" dated 19th March 2023 which shows that all the In-charges attended the meeting; 4. Quarter 4 performance review meeting held on 18th May 2023 was attended by all the 3 health facility In-charges as evidenced by the attendance list attached to a report titled "Fourth Quarter Review Meeting for Lugazi Municipal Council" dated 18th May 2023 which shows that all the In-charges attended the meeting. 	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>The LG did not have a HCIV or General Hospital to supervise.</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> <p>• If not applicable, provide the score</p>	<p>The LG did not have any Health Sub Districts (HSDs) to carry out support supervision of lower level health facilities within the previous FY.</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</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 LG used results / reports from discussion of the support supervision and monitoring visits to make recommendations for specific corrective actions. For instance,</p> <ol style="list-style-type: none"> 1. In Najjembe HCIII supervision report for quarter 3 dated 4th April 2023, it was noted that there was low staffing, therefore, it was recommended to deploy an additional staff for Najjembe HCIII. Follow up on this action is evidenced in a deployment letter written by the Town Clerk on 4th May 2023 deploying Mugisa Crispus, a Clinical Officer at Najjembe HCIII; 2. In Busabaga HCIII supervision report for quarter 2 dated 6th December 2022, it was noted that there was low staffing, therefore, it was recommended to deploy an additional staff at Busabaga HCIII. Follow up on this action is evidenced in a deployment letter written by the Town Clerk on 1st February 2022 deploying Mubiru Faisal, a Clinical Officer at Busabaga HCIII; and 3. In Kizigo HCII supervision report for quarter 4 dated 30 May 2023, it was noted that there was limited space for conducting emergency deliveries and it was recommended that there should be construction of an emergency delivery ward at Kizigo HCII. This was implemented as evidenced in a procurement file for construction of an emergency delivery ward with reference number LUG718/WRKS/22-23/0005. 	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>The LG provided support to all health facilities in the management of medicines and health supplies in the FY 2022/2023 as highlighted below:</p> <p>In quarter 1, all the 3 health facilities, namely: Busabaga HCIII, Najjembe HCIII and Kizigo HCII were supervised in the management of medicines and health supplies as evidenced in the medicines support supervision report titled “Essential Medicine Management Supervision Report for Quarter 1 FY 2022/2023” dated 5th October 2022;</p> <p>In quarter 2, all the 3 health facilities, namely: Busabaga HCIII, Najjembe HCIII and Kizigo HCII were supervised in the management of medicines and health supplies as evidenced in the medicines support supervision report titled “Essential Medicine Management Supervision Report for Quarter 2 FY 2022/2023” dated 13th January 2022;</p> <p>In quarter 3, all the 3 health facilities, namely: Busabaga HCIII, Najjembe HCIII and Kizigo HCII were supervised in the management of medicines and health supplies as evidenced in the medicines support supervision report titled “Essential Medicine Management Supervision Report for Quarter 3 FY 2022/2023” dated 8th May 2023; and</p> <p>In quarter 4, all the 3 health facilities, namely: Busabaga HCIII, Najjembe HCIII and Kizigo HCII were supervised in the management of medicines and health supplies as evidenced in the medicines support supervision report titled “Essential Medicine Management Supervision Report for Quarter 4 FY 2022/2023” dated 14th July 2023.</p>	1
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>The LG allocated Ugx 12.2 million (55%) out of the Ugx 22million LG Health Office budget to health promotion and prevention activities, which was more than the required minimum of 30%.</p>	2
<p>Maximum 7 points on this performance measure</p>	<p>Maximum 4 points on this performance measure</p>			

11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0	<p>The DHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the FY 2022/2023. For example:</p> <ol style="list-style-type: none"> 1. In quarter 1, the MHT conducted a community sensitization meeting on solid waste management. This is evidenced in a report titled "A report on community sensitization meeting on solid waste management" dated 28th July 2022; 2. In quarter 2, the MHT conducted a community sensitization awareness campaign on Community Led Total Sanitation. This is evidenced in a report titled "A report on community sensitization awareness campaign on Community Led Total Sanitation" dated 14th December 2022; 3. In quarter 3, the MHT conducted training of VHTs on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease. This is evidenced in a report titled "A report on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease" dated 15th March 2023; and 4. In quarter 4, the MHT conducted training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation. This is evidenced in a report titled "A report on training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation" dated 30th June 2023. 	1
	Maximum 4 points on this performance measure			

11	Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities	c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0	<p>The DHT followed up actions on health promotion and disease prevention issues. For instance,</p> <p>In a quarter 1 MHMT meeting held 8th June 2022, one of the recommendations was to conduct a community sensitization meeting on solid waste management. Follow up on this recommendation is evidenced in an activity report titled "A report on community sensitization meeting on solid waste management" dated 28th July 2022;</p> <p>In a quarter 2 MHMT meeting held on 17th November 2022, one of the action points was to conduct a community sensitization awareness campaign on Community Led Total Sanitation. Follow up on this recommendation is evidenced in an activity report titled "A report on community sensitization awareness campaign on Community Led Total Sanitation" dated 14th December 2022;</p> <p>In a quarter 3 MHMT meeting held on 1st February 2023, one of the action points was to conduct training of VHTs on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease. Follow up on this action point is evidenced in an activity report titled "A report on Home Based Care for Pandemics and Epidemics with emphasis on Ebola Virus Disease" dated 15th March 2023; and</p> <p>In a quarter 4 MHMT meeting held on 5th June 2023, one of the action points was to conduct training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation. This was implemented as evidenced in a report titled "A report on training of health workers on Infection Prevention and Control and its role in Medical Waste Segregation" dated 30th June 2023.</p>	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	<p>The LG had updated Asset registers which set out health facilities and equipment relative to basic standards. The registers were updated on 14th July 2022 and contained asset category, cost, health facility, serial number, condition, among others. The assets for each health facility were as follows:</p> <p>Busabaga HCIII had OPD, Maternity ward, ART clinic, placenta pit, medical waste pit, drug store, 7 stance waterborne toilets, 8 Staff quarters;</p> <p>Najjembe HCIII had OPD, Maternity ward, ART clinic, placenta pit, incinerator, drug store, 6 stance waterborne toilets, 8 Staff quarters; and</p> <p>Kizigo HC had OPD, medical waste pit, drug store and 2 staff houses.</p>	1
	Maximum 4 points on this performance measure			

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDP III); (ii) desk appraisal by the LG; and (iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG));</p>	<p>The LG conducted desk appraisals; the investment derived from the LG Development Plan 2020/21-2024/25 (Page 36-37) and were eligible for funding under sector guidelines as indicated in the minutes dated 24/8/2020 for the projects implemented in the year 2022/23. The projects appraised included:</p>	1
	<p>Maximum 4 points on this performance measure</p>	<p>score 1 or else score 0</p>	<p>1. Construction of incinerators at Kizigo Health Centre II in Najjembe Division and Busabaga Health Centre III in Kawolo Division at Ugx 66; and 2. Phase II construction of the Kizigo emergency delivery Ward at Ugx 35m</p>	
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>c. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>The LG conducted field appraisals; the investments were technically feasible, environmentally and socially acceptable and were customized for investment as indicated in reports dated 24/8/2020 for the projects implemented in the year 2022/23. The projects appraised included:</p>	1
	<p>Maximum 4 points on this performance measure</p>		<p>1. Construction of incinerators at Kizigo Health Centre II in Najjembe Division and Busabaga Health Centre III in Kawolo Division at Ugx 66; and 2. Phase II construction of the Kizigo emergency delivery Ward at Ugx 35m</p>	
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>There was evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction and also complied with risk mitigation plans as exemplified by the following projects:</p>	0
	<p>Maximum 4 points on this performance measure</p>		<p>1. Lugazi Municipality Department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Renovation of OPD at Kizigo Health Centre II in Kizigo village, Kizigo ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy. 2. Lugazi Municipality Department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Fencing of Busabaga Health Centre III in Busabaga village, Busabaga ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy. 3. Lugazi Municipality Department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Construction of Incinerator at Najjembe Health Centre III in Nsakya village, Nsakya ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.</p>	
			<p>Although, the conclusions and recommendations of the Environmental, Social and Climate Change Screening did not require the Municipality to conduct Environmental and Social Impact Assessments (ESIAs) and any other assessment, however, NO Costed ESMPs were prepared and NO mitigation measures put in place before being approved for construction.</p>	

13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	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 no evidence that the health department timely submitted all its infrastructure and other requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans. The plan dated 18th/9/2023 signed by Dr.Wataba Saadi prepared by Ms.Nakidde Stella and received by Mr.Juuko Sadalah Ramathan indicated that the plan was submitted after 30th April as required by PPDA.	0
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	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 availed to the assessor at the time of assessment that the LG Health department submitted procurement request form (Form PP5) 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 Maximum 10 points on this performance measure	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	There was evidence that the health infrastructure investments for the previous FY were approved by the Contracts Committee but not cleared by the Solicitor General before commencement of construction since the contract sum was below 200m Threshold. In the CC minutes dated 22nd/3/23 chaired by Mr.Lwanga Charles and recorded by Mr.Juuko SR discussed and approved the Construction of health projects in Lugazi MC. These included the following; 1. Construction of emergency delivery ward at Kizigo HC II to III, 2. Construction of incinerators at Kigozi HC II and Busaga HC III and installation of Electrical appliances at staff quarters at Najjembe HC III. These were approved under CC minute number: Min.07/MCC/22-23.	1
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0 If there is no project, provide the score	There was evidence that the LG had properly established the Project Implementation team as specified in the sector guidelines. Below were the appointed staff: 1. Dr.Wataba Saadi - Ag. MHO-project manager health; 2. Mr. Lwanga Charles - EO; 3.Ms.Namisango Tarurh Kikomeko-Labour Officer; 4.Mr.Ssemwogere Jacob - CDO; and 5.Mr.Kamya Daniel-ME-Supervisor. The letter of appointment of the Project Implementation team was signed on 2nd/9/2022 by Mr. Fenard, Katunda-Kakuru, the TC.	1
13	Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines Maximum 10 points on this performance measure	e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0 If there is no project, provide the score	The indicator is not applicable since the LG did not implement any upgrade of HC II to III.	1

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that the clerk of works maintained daily records that were consolidated into monthly reports dated as follows; 2nd/9/2022, reference number CR/552/26 on renovation of OPD and Toilet at Kizigo HC II, 1st/3/2023, on construction of Incinerator at Najjembe HC II and 1st/3/2023 on the fencing of Busabaga HC III, 2nd/12/2022 under reference number UPDF/ENGR/BDE/21Q, 20th/12/22, 21/12/2022 and site meeting minutes dated 18th/8/2022, signed by Capt.Emmanuel Kidega, Site Engineer, Engineering Brigade-Clerk of works, Eng.Daniel Kamyá-ME, Mr.Lwanga Charles-EO and Ms.Nanyombi Dorothy-CDO.</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>g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility , the Community Development and Environmental officers: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>The indicator is not applicable since the LG did not implement any upgrade of HC II to III.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that during critical stages in construction of planned sector infrastructure that relevant officers provided supervision as reviewed reports dated 2nd/9/2022, reference number CR/552/26 on renovation of OPD and Toilet at Kizigo HC II, 1st/3/2023, on construction of Incinerator at Najjembe HC II and 1st/3/2023 on the fencing of Busabaga HC III, 2nd/12/2022 under reference number UPDF/ENGR/BDE/21Q, 20th/12/22, 21/12/2022 and site meeting minutes dated 18th/8/2022, signed by Capt.Emmanuel Kidega, Site Engineer, Engineering Brigade, Eng.Daniel Kamyá-ME, Mr.Lwanga Charles-EO and Ms.Nanyombi Dorothy-CDO.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>The only Health sector payment made was an advance to UPDF of Ugx115,740,555 for the construction of an Emergence delivery ward at Kizigo HC II, Agreement dated 4/10/23 and paid 22/6/2023 which did not require verification of work by the MOH.</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>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 no evidence that the LG had a complete procurement file for each health infrastructure contract with all records as required by the PPDA Law. The availed files for health like the construction of an emergency delivery ward and Incinerators at Busabaga, Procurement number:MoDVA/ENG'sBGDE/LUGAZI/works/22-23/0003 did not have required documents on the file like the evaluation reports.</p> <p>The project was approved by the CC committee dated 22nd/3/2022 chaired by Mr.Lwanga Charles and recorded by Mr.Juuko SR under CC minute number min.07/MCC/22-23.</p>	0
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Environment and Social Safeguards

14	<p>Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework</p> <p>Maximum 2 points on this performance measure</p>	<p>a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0</p>	<p>There was no evidence that Lugazi Municipal Council health sector grievances had been recorded, investigated, and responded to in line with the Lugazi Municipal Council grievance redress framework as no records of health sector related grievances/complaints (indicating nature of cases, dates of registration, and any follow up actions taken) were found in Complaints Log / Complaints Register. The health sector projects were handled by the contracted UPDF who did not record any grievances.</p>	0
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15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>There was evidence that Lugazi Municipal Council Health Department had disseminated guidelines on healthcare/medical waste management to about 3 public health facilities in Lugazi Municipal Council that included guidelines on construction of medical waste facilities and had followed up implementation of the healthcare waste management guidelines by health centers. The healthcare waste management guidelines comprised of overview of health system, legal and regulatory healthcare/medical waste management frameworks, characterization of healthcare/medical waste production, characterization of healthcare/medical waste management practices, appraisal of the institutional capacities of the health system, future plans for improving healthcare/medical waste management, and healthcare/medical waste management national action plan. The distribution was conducted between 11th May 2022 and the distribution list included the following 3 public health facilities: Busabaga HC III guidelines received by Naluwemba Caroline - In Charge; Najjembe HC III guidelines received by Namujjuzi Jane - In Charge; Kizigo HC II guidelines received by Kayemba Michael.</p>	2
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15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>There was no evidence that Lugazi Municipal Council had a functional system/central infrastructure with equipment for medical waste management and no registered service provider for health care waste medical management system, no dedicated/operational budget for healthcare waste management.</p>	0
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15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>The LG had conducted training and created awareness on health waste management as reflected below:</p> <ol style="list-style-type: none"> 1. Training of Health Workers on Medical Solid Waste Management as evidenced in a report titled "A report of Health Workers on Medical Solid Waste Management at Busabaga Health Centre III" dated 24th November 2022; and 2. Training of Health Workers on Medical Waste Management as evidenced in a report titled "Report on Medical Waste Management Training" dated 11th May 2022. 	1
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16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0</p>	<p>There was evidence that Lugazi Municipal Council had Costed ESMPs and Environment Social Health and Safety safeguards incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY (2022/2023 FY) as demonstrated by the following health sector infrastructure projects that were implemented in the previous FY (2022/2023 FY).</p> <p>Contract (Implementation Agreement) between Lugazi Municipal Council and Ministry of Defence and Veteran Affairs through UPDF Engineers Brigade (MODVA) for Execution of construction works of Fencing of Busabaga HC III, Renovation of the OPD at Kizigo HC II and Renovation of Najjembe HC III Staff Quarters and Construction of Incinerator at Najjembe HC III projects. The Contract was date 6th July 2022 referenced MoDVA/ENGs'BGDE/LMC/WRKS/21-22/0002 incorporated environmental issues such as site restoration and environmental health and safety, tree planting (mango, ovacado and shade trees), planting grass around facility after completion items worth Ugx 600,000=.</p>	2
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0</p>	<p>There was evidence that Lugazi Municipal Council had all health sector projects implemented on land where the Municipality had proof of ownership, access and availability, without any encumbrances on land acquisition status as exemplified by the following:</p> <ol style="list-style-type: none"> 1. Land agreement for Kizigo Health Center II in Kizigo village, Kizigo ward, Najjembe Division, Lugazi Municipal Council, Buikwe District where Renovation of OPD and Toilet construction was implemented. The Land agreement was dated 24th September 2019 indicating that land (about 1 acre) belonged to people of Kizigo ward which they bought from Muwanga Daniel on 23rd April 2022. The people of Kizigo ward donated the land for the construction of Kizigo Health Center II after having a community meeting attended by all LC I Chairpersons Withing Kizingo ward, leaders from Najjembe Division, leaders from Lugazi Municipal Council, leaders from Buikwe Dsirtcit and all neighbors from Kizingo ward. Those who handed over the land to Kizingo HC II and signed the land agreement were listed as: Kagulire Godfrey; Nambi Tabisa; Deo Kayila; Kityo Eric; Kantuunsimbi Dauda Kaasa; Zabadda Paul; Yahaya Keea; Kizito Muhamadi; Kigonya Jackson; Mboowa Ben and Kagumya Ali. 2. Land agreement for Najjembe Health Center III in Nsakya village, Nsakya ward, Najjembe Division, Lugazi Municipal Council, Buikwe District where Construction of Incinerator was implemented. The Land agreement was dated 13th April 2018 indicating that land (333ft x 262ft x 373ft x 143ft x 36ft x 113ft) belonged to Gombolola Mutuba II Najjambe and was offered for the construction of Najjembe Health Center III. The land consent was addressed to Chief Executive Officer - Buganda Land Board through manager of Buganda Land Board, Nyenga Branch and signed by Musoke Edward Ssalongo - Omwaami wa Kabaka and Gombolola Chief Mutunda II Kitanda. 3. Land agreement of sale and purchase of land between Mr. Segawa Samuel and Lugazi Municipal Council - Busabaga Health Center III in Busabaga village, Busabaga ward, Najjembe Division, Lugazi Municipal Council, Buikwe District where Renovation of Staff Quarters, Toilet and Fencing construction was implemented. The Land agreement was dated 17th May signed by land owner Segawa Samuel and the Representative from Lugazi Municipal Council - Dr. Wataba Saadi, witnessed by Luyima Andrew, Kibuuka Christopher, Kasinje Andrew Brian, Nakalema Hadijjah, Angella Buisaso N., Mutaalu Bernard and Nakagiri Debura. 	2

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.	<p>There was evidence that Lugazi Municipal Council Environmental Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs and provided monthly reports as demonstrated by the following projects:</p> <ol style="list-style-type: none"> 1. Environmental and Social Impact Monitoring Report for Renovation of Staff Quarters, Toilet and Fencing of Busabaga Health Center III in Busabaga village, Busabaga ward, Najjembe Division, Lugazi Municipal Council, Buikwe District under the Health Department dated 1st March 2023. Some of the observations included: untidy site; water logging at facility entry; BOQs were executed properly and one of the houses was occupied due to limited space for health workers. The monitoring was conducted and report prepared and signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth and Labour Officer – Namisango Taturh Kikomeko. 2. Environmental and Social Impact Monitoring Report for Construction of Incinerator at Najjembe Health Center III in Nsakya village, Nsakya ward, Najjembe Division, Lugazi Municipal Council, Buikwe District under the Health Department dated 1st March 2023. Some of the observations included: site not condoned off; workers had PPE; and site book was in place. The monitoring was conducted and report prepared and signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth and Labour Officer – Namisango Taturh Kikomeko. 3. Environmental and Social Impact Monitoring Report for Renovation of OPD and Toilet at Kizigo Health Center II in Kizigo village, Kizigo ward, Najjembe Division, Lugazi Municipal Council, Buikwe District under the Health Department dated 2nd September 2022. Some of the observations included: generation of debris and unused construction materials; limited space for labour suite; inadequate PPE and accident/incident register unavailable. The monitoring was conducted and report prepared and signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth and Labour Officer – Namisango Taturh Kikomeko. 	2
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0	There was NO evidence that Lugazi Municipal Council Environment Office and CDO completed Environmental and Social Certification Forms as there were NO contractor invoices/certificates signed by the Municipal Environmental Officer and CDO prior to payments at interim and final stages for all health infrastructure projects.	0
Maximum 8 points on this performance measure	Maximum 8 points on this performance measure			

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 Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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 Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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 Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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>b. % of budgeted water projects implemented in the sub-counties with safe water coverage below the district average in the previous FY.</p> <ul style="list-style-type: none"> 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 	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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>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 Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0

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>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. If there is an increase in the % of water supply facilities that are functioning</p> <ul style="list-style-type: none"> o If there is an increase: score 2 o If no increase: score 0. 	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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3	<p>New_Achievement of Standards:</p> <p>The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. If there is an Increase in % of facilities with functional water & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <ul style="list-style-type: none"> o If increase is more than 1% score 2 o If increase is between 0-1%, score 1 o If there is no increase : score 0. 	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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Performance Reporting and Performance Improvement

4	<p>Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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5	Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance <i>Maximum 7 points on this performance measure</i>	c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0 <i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i>	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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Human Resource Management and Development

6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff <i>Maximum 4 points on this performance measure</i>	a. Evidence that the DWO has budgeted for the following Water & Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation & hygiene); 1 Engineering Assistant (Water) & 1 Borehole Maintenance Technician: Score 2	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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6	Budgeting for Water & Sanitation and Environment & Natural Resources: The Local Government has budgeted for staff <i>Maximum 4 points on this performance measure</i>	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	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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7	Performance Management: The LG appraised staff and conducted trainings in line with the district training plans. <i>Maximum 6 points on this performance measure</i>	a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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7	Performance Management: The LG appraised staff and conducted trainings in line with the district training plans. <i>Maximum 6 points on this performance measure</i>	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	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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Management, Monitoring and Supervision of Services.

8	Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines. <i>Maximum 6 points on this performance measure</i>	<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 	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
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8	<p>Planning, Budgeting and Transfer of Funds for service delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) Evidence that the DWO communicated to the LLGs their respective allocations per source to be constructed in the current FY: Score 3</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>a. Evidence that the district Water Office has monitored each of WSS facilities at least quarterly (key areas to include functionality of Water supply and public sanitation facilities, environment, and social safeguards, etc.)</p> <ul style="list-style-type: none"> • 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 	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>b. Evidence that the DWO conducted quarterly DWSCC meetings and among other agenda items, key issues identified from quarterly monitoring of WSS facilities were discussed and remedial actions incorporated in the current FY AWP. Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> • If funds were allocated score 3 • If not score 0 	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
Investment Management				
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG: Score 4 or else 0</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDP/III) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:</p> <p>Score 4 or else score 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
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>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
12	<p>Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Evidence that the water infrastructure investments were incorporated in the LG approved: Score 2 or else 0</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>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>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>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>o If 100 % contracts paid on time: Score 2</p> <p>o If not score 0</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</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>g. Evidence that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the PPDA Law: Score 2, If not score 0</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0

Environment and Social Requirements

13	Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework <i>Maximum 3 points this performance measure</i>	Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework: Score 3, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
14	Safeguards for service delivery <i>Maximum 3 points on this performance measure</i>	Evidence that the DWO and the Environment Officer have disseminated guidelines on water source & catchment protection and natural resource management to CDOs: Score 3, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 3, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects: Score 2, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 2, If not score 0	The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.	0

**Micro-scale Irrigation
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>	Not applicable	0
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 	Not Applicable	0
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 	Not applicable	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>	Not applicable	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>b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0</p>	Not Applicable	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>Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0</p>	Not applicable	0

3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY • If 100% score 2 • Between 80 – 99% score 1 • Below 80% score 0	Not applicable	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	a) Evidence that the LG has recruited LLG extension workers as per staffing structure • If 100% score 2 • If 75 – 99% score 1 • If below 75% score 0	Not applicable	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF • If 100% score 2 or else score 0	Not applicable	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards Maximum score 6	b) Evidence that the installed micro-scale irrigation systems during last FY are functional • If 100% are functional score 2 or else score 0	Not applicable	0

Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	Not applicable	0
5	Accuracy of reported information: The LG has reported accurate information Maximum score 4	b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0	Not applicable	0
6	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	Not applicable	0

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0	Not applicable	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	c. Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0	Not applicable	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	d) Evidence that the LG has: i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	Not applicable	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans Maximum score 6	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	Not applicable	0

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	Not applicable	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	ii Deployed extension workers as per guidelines score 1 or else 0	Not applicable	0

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	Not applicable	0
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	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	Not applicable	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has: i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0	Not applicable	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	a) Evidence that the District Production Coordinator has; Taken corrective actions: Score 1 or else 0	Not applicable	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	b) Evidence that: i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	Not applicable	0
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	Not applicable	0

Management, Monitoring and Supervision of Services.

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0	Not applicable	0
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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>Maximum score 10</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	Not applicable	0
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>	Not applicable	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> • If more than 90% of the micro-irrigation equipment monitored: Score 2 • 70-89% monitored score 1 Less than 70% score 0 	Not applicable	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>b. Evidence that the LG has overseen technical training & support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0</p>	Not applicable	0

10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0	Not applicable	0
10	Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines Maximum score 8	d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0	Not applicable	0
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4	a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0	Not applicable	0
11	Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture. Maximum score 4	b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0	Not applicable	0
Investment Management				
12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0	Not applicable	0
12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0	Not applicable	0
12	Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines Maximum score 8	c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0	Not applicable	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:</p> <p>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>	Not applicable	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>	Not applicable	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>	Not applicable	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>c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0</p>	Not applicable	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>d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0</p>	Not applicable	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>e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0</p>	Not applicable	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>f) Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0</p>	Not applicable	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	h) Evidence that the LG has overseen the irrigation equipment supplier during: i. Testing the functionality of the installed equipment: Score 1 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	Not applicable	0

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	Not applicable	0
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14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>b) Micro-scale irrigation grievances have been:</p> <p>i). Recorded score 1 or else 0</p> <p>ii). Investigated score 1 or else 0</p> <p>iii). Responded to score 1 or else 0</p> <p>iv). Reported on in line with LG grievance redress framework score 1 or else 0</p>	Not applicable	0
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14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>b) Micro-scale irrigation grievances have been:</p> <p>ii. Investigated score 1 or else 0</p> <p>iii. Responded to score 1 or else 0</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	Not applicable	0
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14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>b) Micro-scale irrigation grievances have been:</p> <p>iii. Responded to score 1 or else 0</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	Not applicable	0
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14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>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>	Not applicable	0
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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>	Not applicable	0
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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>	Not applicable	0
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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 agrochemicals & management of resultant chemical waste containers score 1 or else 0</p>	Not applicable	0
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15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable	0
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	Not applicable	0

**Crosscutting
Minimum
Conditions**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	There was evidence at the time of assessment that the Municipal Council (MC) had substantively recruited a Principal Finance Officer (Banga Steven) appointed on 25/11/2019 under DSC minute No. BDSC78/2019:(b)a.	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	There was evidence at the time of assessment that the Municipal Council (MC) had substantively recruited a Senior Planner (Kaddu Francis) appointed on 2/5/2018 under DSC minute No. BDSC24/2018(v).	3
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	There was no evidence that the MC had recruited a substantive Principal Engineer and no staff secondment	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	There was no evidence that the MC had recruited a substantive Senior Environment Officer and no staff secondment.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	There was evidence that the MC had recruited a substantive Senior Veterinary Officer (Dr. Ouma Joseph) appointed on 12/12/2022 under DSC minute No.DBSC 81/2022j (2).	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	There was no evidence that the MC had recruited a substantive Principal CDO and no staff secondment	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	There was no evidence that the MC had recruited a substantive Principal Commercial Officer and no staff secondment.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0.	There was evidence that the MC had recruited a substantive Procurement Officer (Juuko Sadara Ramathan) appointed on 29/03/2018 under DSC minute No.BDSC37/2018:1(b).	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	There was evidence that the MC had recruited a substantive Municipal Assistant Procurement Officer (Ssebunza Geofrey) appointed on 18/10/2021 under DSC minute No.BDSC148/2021:D(i).	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. Principal Human Resource Officer, score 2 or else 0	There was evidence that the MC had recruited a substantive Senior Human Resource Officer (Musazi Dorah), appointed on 18/10/2021 under DSC minute No.BDSC24/2018(ii).	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	j. A Senior Environment Officer, score 2 or else 0	There was no evidence that the MC had recruited a substantive Senior Environment Officer and no staff secondment.	0

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	There was evidence at the time of assessment that the LG had recruited a Physical Planner (Mwebe Joyce) appointed on 04/4/2020 under Minute No. BDSC101/2019:(a).	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	l. A Senior Accountant, score 2 or else 0	There was evidence that at the time of assessment, the LG had substantively recruited a Senior Accountant (Mwaza Paul John) appointed on 16/06/2021 under DSC Minute No. BDSC/118/2021:b(1).	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0	There was no evidence at the time of assessment that the MC had recruited a substantive Senior Internal Auditor and no staff secondment.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0	There was evidence that the Local Government (LG) had substantively recruited a Principal Human Resource Officer (Secretary DSC) (Namirimu Sarah) appointed on 6/10/2021 under DSC Minute No. BDSC155/2021:d (i) as extracted from file No CR/10208	2
2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).	There was evidence at the time of assessment that the LG had substantively recruited the Senior Assistant Town Clerks in the three (3) Division appointed as follows: <ul style="list-style-type: none"> •Senior Assistant Town Clerks-Central Division (Ziraba Stephen) appointed on 29/03/2018 under DSC Min No. BDSC37/2018:1(a); •Senior Assistant Town Clerks- Najjembe Division (Wanyana Milly) appointed on 29/03/2018 under DSC Min No. BDSC 24/2018(iii). •Senior Assistant Town Clerks-Kawolo Division (Namangembe Jane) appointed on 16/6/2021 under DSC Min No. BDSC110/2021:a(ii). 	5
2	New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15	b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.	There was no evidence at the time of assessment that the LG substantively recruited all the Community Development Officers (CDOs) in the three (3) Divisions. <ul style="list-style-type: none"> • Apart from CDO-Central Division (Ssemwogerere Jacob)) appointed on 13/8/2018 under DSC Min No. BDSC35/2016:35(A).(14), the other Divisions Najjembe and Kawolo had vacant posts. 	0

2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.</p>	<p>There was evidence on file that a Senior Accounts Assistant in the three Divisions were substantively appointed as follows :</p> <ul style="list-style-type: none"> • Senior Accounts Assistant - Central Division (Nantumbwe Barbra) appointed on 16/05/2018 under DSC Min No . BDSC 78/2018:F(i). • Senior Accounts Assistant -Najjembe Division (Namyalo Pauline) appointed on 10/04/2018 under DSC Min No BDSC24/2018(iv). • Senior Accounts Assistant - Kawolo Division (Muyinda George) appointed on 13/08/2018 under DSC Min No BDSC35/2016:35.(A).(10)1 . 	5
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Environment and Social Requirements

3	<p>Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.</p> <p>Maximum score is 4</p>	<p>If the LG has released 100% of funds allocated in the previous FY to:</p> <p>a. Natural Resources department,</p> <p>score 2 or else 0</p>	<p>The LG released 100% of funds received from government in the year 2022/23 to Natural Resources Department. The LG received Ugx 402,094,427 and released Ugx 402,094,427 to Natural Resources Department (LG draft Financial statements for the year 2022/23 page 13).</p>	2
3	<p>Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.</p> <p>Maximum score is 4</p>	<p>If the LG has released 100% of funds allocated in the previous FY to:</p> <p>b. Community Based Services department.</p> <p>score 2 or else 0.</p>	<p>The LG released 100% of funds allocated in the year 2022/23 to Community Based Services Department. The received Ugx 77,917,410 and released Ugx77,917,410 to the Community Based Services Department (LG draft Financial statements for the year 2022/23 page 13).</p>	2

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

Maximum score is 12

a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0

There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG) for the previous FY (2022-2023 FY) as demonstrated by 5 projects that were funded under DDEG in the previous FY 2022/2023. These projects had completed Environmental and Social Screening Forms (ESSFs) as evidenced below:

1. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Report for Routine Mechanized Maintenance of Katungulu-Kituuta 3.0 km Road in Butinindi Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. The Report was dated 12th July 2022, referenced CR/552/31, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Namala Josephine.
2. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Report for Routine Mechanized Maintenance of Kikajo – Nakanya - Namaliga 6.0 km Road in Luwayo Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. The Report was dated 12th July 2022, referenced CR/552/31, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Namala Josephine.
3. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Report for Routine Mechanized Maintenance of Kiteza – Kituuti - Lugala 3.0 km Road in Kiteza Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. The Report was dated 4th November 2022, referenced CR/552/41, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Namala Josephine.
4. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Report for Routine Mechanized Maintenance of Sempala 3.5 km Road in Kitigoma Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. The Report was dated 11th July 2022, referenced CR/552/21, signed by Environmental Officer – Lwanga Charles.
5. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Report for Routine Mechanized Maintenance of Bugoye 3.5 km Road in Kabanga Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District for F/Y 2022/2023. The Report was dated 11th July 2022, referenced CR/552/21, signed by Environmental Officer – Lwanga Charles.

Similarly, there was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the Uganda Support to Municipal Infrastructure Development – Additional Financing (USMID-AF) for the previous FY (2022-2023 FY) as demonstrated by the following multi-year/phased USMID-AF project below:

Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) titled: Environment, Social Impact Screening Form (ESSF) for Tarmacking of Roads including: Ntenga Road, Adventist Road, Church, Kulubya Road, UMEA Road, Market Streets, Nabugabo Close, Nabugabo Road located in Central Division, Lugazi Municipal Council, Buikwe District. The ESSF was dated 06th September 2019, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.

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

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

There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the DDEG funding for the previous FY (2022-2023 FY). The conclusions and recommendations of the Environmental, Social and Climate Change Screening did not require the Municipality to conduct Environmental and Social Impact Assessments (ESIAs) or any further environmental assessments. Costed ESMPs were prepared for the 5 projects that were funded under DDEG in the previous FY 2022/2023:

1. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Routine Mechanized Maintenance of Sempala

protection plans) where applicable, prior to commencement of all civil works.
Maximum score is 12

Development Equalization Grant (DDEG),
score 4 or 0

3.5 km Road in Kitigoma Ward in Kitigoma ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. The Environmental and Social Screening Form (ESSF) and Costed ESMP report was dated 11th July 2022, referenced CR/552/12, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

2. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Routine Mechanized Maintenance of Bugoye 3.5 km Road in Kabanga Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District. The Environmental and Social Screening Form (ESSF) and Costed ESMP report was dated 11th July 2022, referenced CR/552/13, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

3. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Routine Mechanized Maintenance of Katungulu-Kituuta 3.0 km Road in Butinindi Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Environmental and Social Screening Form (ESSF) and Costed ESMP report was dated 12th July 2022, referenced CR/552/18, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

4. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Routine Mechanized Maintenance of Kikajo – Nakanya - Namaliga 6.0 km Road in Luwayo Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Environmental and Social Screening Form (ESSF) and Costed ESMP report was dated 12th July 2022, referenced CR/552/17, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

5. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) and Costed ESMP for Routine Mechanized Maintenance of Kiteza – Kituuti - Lugala 3.0 km Road in Kiteza Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Environmental and Social Screening Form (ESSF) and Costed ESMP report was dated 4th November 2022, referenced CR/552/15, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

Similarly, there was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all projects implemented using the Uganda Support to Municipal Infrastructure Development – Additional Financing (USMID-AF) for the previous FY (2022-2023 FY). The conclusions and recommendations of the Environmental, Social and Climate Change Screening required the Municipality and Ministry of Lands, Housing and Urban Development to conduct Environmental and Social Impact Assessments (ESIAs) for all projects implemented using the USMID-AF. There was evidence that Lugazi Municipal Council and the Ministry of Lands, Housing and Urban Development contracted Independent Environmental Consultants who carried out Environmental and Social Impact Assessments prior to commencement of all civil works for all projects implemented using the USMID-AF for the previous FY (2022-2023 FY) as demonstrated by 2 multi-year/phased projects below:

1. Lugazi Municipal Council department of Environment and Community Development Office presented completed and submitted Environment and Social Impact Statement (ESIS) for Proposed Reconstruction of Kinyoro 2 Road, Ntenga Road, Adventist Road, Cathedral (1&2), UMEA Road, Gitta Road, Hassan Zirabamuzale Road and Station Road located in Lugazi Municipality, Buikwe District. Project Title: Uganda Support to Municipal Infrastructure Development – Additional Financing (USMID-AF) Program (Lot 4: Jinja, Kamuli & Lugazi Municipal Councils) MLHUD/USMID-AF/SRVCS/18-19/00461/4. The ESIS was conducted and submitted by an Independent Environmental Consultant (Arch Design Ltd) as required by the National Environment Act, 2019. The ESIS was dated May 2021, authored by Certified Environmental Practitioners – David Nelson Nkuutu (ESIA Team Leader – Ecology, Fores & Plantations Management, Land use planning & Mapping, Resources Assessment and Geographical Mapping); Sibona Gloria Muhwezi (ESIA Team member – Environment and Social Management, Pollution control, Natural Resources Restoration); Kagoda Alex (ESIA Team member – Occupational Health & Safety and Environmental Pollution Assessment); Isamat Peter (ESIA Team member – Socio-Economist) and other contributing Experts including: Fredrick Kalyowa (Sociologist); Sam Mutebi (Ecologist); Robert Kanalo (Sociologist); Ibrahim Kakaire (Environmental Engineer); Derrick Serinjogi (Botanist); Moses Aruho (Environment Health); Eng. Ronald Menya (Hydrologist) and Eriab Sengendo (Environmental Engineer). This ESIS had been reviewed and comments sent by Lugazi Municipal Environment Officer on 12th August 2022, although not yet been approved by NEMA by the time of this Assessment.

2. Lugazi Municipal Council department of Environment and Community Development Office presented completed and submitted Environment and

Social Impact Statement (ESIS) for Proposed Reconstruction of Kinyoro Road, Kulubya Road, Nabugabo Close, Nabugabo Road and Market Streets (1,3&4), located in Lugazi Municipality, Buikwe District. Project Title: Uganda Support to Municipal Infrastructure Development – Additional Financing (USMID-AF) Program (Lot 4: Jinja, Kamuli & Lugazi Municipal Councils) MLHUD/USMID-AF/SRVCS/18-19/00461/4. The ESIS was conducted and submitted by an Independent Environmental Consultant (Arch Design Ltd) as required by the National Environment Act, 2019. The ESIS was dated October 2020, authored by Certified Environmental Practitioners – David Nelson Nkuutu (ESIA Team Leader – Ecology, Fores & Plantations Management, Land use planning & Mapping, Resources Assessment and Geographical Mapping); Sibona Gloria Muhwezi (ESIA Team member - Environment and Social Management, Pollution control, Natural Resources Restoration); Kagoda Alex (ESIA Team member – Occupational Health & Safety and Environmental Pollution Assessment); Isamat Peter (ESIA Team member – Socio-Economist) and other contributing Experts including: Fredrick Kalyowa (Sociologist); Sam Mutebi (Ecologist); Robert Kanalo (Sociologist); Ibrahim Kakaire (Environmental Engineer); Derrick Serunjogi (Botanist); Moses Aruho (Environment Health); Eng. Ronald Menya (Hydrologist) and Eriab Sengendo (Environmental Engineer). This ESIS had been reviewed and comments sent by Lugazi Municipal Environment Officer on 12th August 2022, although not yet been approved by NEMA by the time of this Assessment.

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.

Maximum score is 12

c. If the LG has a Costed ESMPs for all projects implemented using the Discretionary Development Equalization Grant (DDEG);; score 4 or 0

There was evidence that Lugazi Municipal Council prepared Costed ESMPs for all projects implemented using the DDEG prior to commencement of all civil works for the previous FY (2022-2023 FY) as demonstrated by the following 5 projects that were funded under DDEG in the previous FY 2022/2023:

1. Lugazi Municipal Council Department of Environment and Community Development Office presented completed Costed ESMP for Routine Mechanized Maintenance of Sempala 3.5 km Road in Kitigoma Ward in Kitigoma ward, Najjembe Division, Lugazi Municipal Council, Buikwe District. The Costed ESMP was dated 11th July 2022, referenced CR/552/12, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.
2. Lugazi Municipal Council department of Environment and Community Development Office presented completed Costed ESMP for Routine Mechanized Maintenance of Bugoye 3.5 km Road in Kabanga Ward in Najjembe Division, Lugazi Municipal Council, Buikwe District. The Costed ESMP was dated 11th July 2022, referenced CR/552/13, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.
3. Lugazi Municipal Council department of Environment and Community Development Office presented completed Costed ESMP for Routine Mechanized Maintenance of Katungulu-Kituuta 3.0 km Road in Butinindi Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Costed ESMP was dated 12th July 2022, referenced CR/552/18, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.
4. Lugazi Municipal Council department of Environment and Community Development Office presented completed Costed ESMP for Routine Mechanized Maintenance of Kikajo – Nakanya - Namaliga 6.0 km Road in Luwayo Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Costed ESMP was dated 12th July 2022, referenced CR/552/17, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.
5. Lugazi Municipal Council department of Environment and Community Development Office presented completed Costed ESMP for Routine Mechanized Maintenance of Kiteza – Kituuti - Lugala 3.0 km Road in Kiteza Ward, Kawolo Division, Lugazi Municipal Council, Buikwe District. The Costed ESMP was dated 4th November 2022, referenced CR/552/15, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nahone Ruth.

4

Financial management and reporting

5	<p>Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.</p> <p>Maximum score is 10</p>	<p>If a LG has a clean audit opinion, score 10;</p> <p>If a LG has a qualified audit opinion, score 5</p> <p>If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0</p>	<p>Lugazi LG had a clean audit opinion from the Auditor General for the Financial Year 2022/23.</p>	10
6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p> <p>maximum score is 10</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p> <p>score 10 or else 0.</p>	<p>Lugazi LG submitted status of implementation of Internal Auditor General and Auditor General audit issues for the year 2021/22 on 16 November 2022 and 2 March 2023 respectively to PS/ST, after the February 2023 deadline.</p>	0
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>	<p>Lugazi LG submitted an annual performance contract of 2023/24 on 26 June 2023 before the deadline of August 31st, 2023.</p>	4
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>Lugazi LG submitted the Annual Performance Report for the year 2022/23 on 6/8/2023 before the deadline of August 31, 2023.</p>	4
9	<p>Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year</p> <p>Maximum score is 4</p>	<p>If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The LG did submit all the quarterly budget Performance Reports for the year 2022/23 by the deadline of August 31, 2023:</p> <p>Q1 was submitted on 24/12/2022 ;</p> <p>Q2 was submitted on 4/2/2023;</p> <p>Q3 was submitted on 8/5/2023 ; and</p> <p>Q4 was submitted on 6/8/2023.</p>	4

Education Minimum Conditions

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.	a) District Education Officer (district)/ Principal Education Officer (municipal council), score 30 or else 0	There was evidence that at the time of assessment the LG had substantively recruited a District Education Officer (Musoke Edwin) , appointed on 7/2/2020 under DSC Min Number BDSC6/1987.	30
<i>The Maximum Score of 70</i>				
1	New_Evidence that the LG has substantively recruited or the seconded staff is in place for all critical positions in the District/Municipal Education Office.	b) All District/Municipal Inspector of Schools, score 40 or else 0.	There was evidence that at the time of assessment the LG had appointed a substantive Municipal Inspector Schools (Manana Chouldry) appointed on 293/2018 under DSC MIN number BDSC37/2018:a(1)(i).	40
<i>The Maximum Score of 70</i>				
Environment and Social Requirements				
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all education sector projects for the previous financial year (2022/2023 FY) as exemplified by completed Environmental and Social Screening Forms (ESSFs) for the following education sector projects funded under SFG: 1. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Construction of a two in one staff quarter with a two-stance latrine at Buwoola Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipal Council, Buikwe District, dated 15th September 2022. The Environmental and Social Screening Form was signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth. 2. Lugazi Municipal Council department of Environment and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Construction of a two in one staff quarter with a two-stance latrine at St. Kizito Primary School in Buwoola village, Buwoola Ward, Najjembe Division, Lugazi Municipality, Buikwe District, dated 15th September 2022. The Environmental and Social Screening Form was signed by Environmental Officer - Lwanga Charles and also signed by Community Development Officer - Nahone Ruth.	15
<i>The Maximum score is 30</i>				
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)	If the LG carried out: b. Social Impact Assessments (ESIAs) , score 15 or else 0.	There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all education sector projects for the previous financial year (2022/2023 FY). The conclusions and recommendations of the Environmental, Social and Climate Change Screening did not require the Municipality to conduct Environmental and Social Impact Assessments (ESIAs) or any further environmental assessments. However, no costed Environmental and Social Management Plans were prepared for education sector projects.	0
<i>The Maximum score is 30</i>				

**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.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	c. Assistant District Health Officer Environmental Health, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	d. Principal Health Inspector (Senior Environment Officer), score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	e. Senior Health Educator, score 10 or else 0.		
1	New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions. <i>Applicable to Districts only.</i> <i>Maximum score is 70</i>	f. Biostatistician, score 10 or 0.		

1	New Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.	g. District Cold Chain Technician, score 10 or else 0.		
	<i>Applicable to Districts only.</i>			
	<i>Maximum score is 70</i>			
1	New Evidence that the Municipality has substantively recruited or the seconded staff is in place for all critical positions.	h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.	There was no evidence at the time of assessment that the MC had recruited a substantive Principal Medical Officer and no staff secondment.	0
	<i>Applicable to MCs only.</i>			
	<i>Maximum score is 70</i>			
1	New Evidence that the Municipality has substantively recruited or the seconded staff is in place for all critical positions.	i. Principal Health Inspector, score 20 or else 0.	There was evidence at the time of assessment that the MC had recruited a substantive Principal Health Inspector (Kazibwe Yusuf), appointed on 25/09/2018 under DSC Minute No BDSC46/2016(A)(ii).	20
	<i>Applicable to MCs only.</i>			
	<i>Maximum score is 70</i>			
1	New Evidence that the Municipality has substantively recruited or the seconded staff is in place for all critical positions.	j. Health Educator, score 20 or else 0	There was no evidence at the time of assessment that the MC had recruited a substantive Health Educator and no staff secondment.	0
	<i>Applicable to MCs only.</i>			
	<i>Maximum score is 70</i>			

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)

Maximum score is 30

If the LG carried out:

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

There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all health sector projects for the previous financial year (2022/2023 FY) as exemplified by completed Environmental and Social Screening Forms (ESSFs) and Costed ESMPs for the following health sector projects:

1. Lugazi Municipal Council Environment Office and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Renovation of OPD at Kizigo Health Centre II in Kizigo village, Kizigo ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.
2. Lugazi Municipal Council Environment Office and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Fencing of Busabaga Health Centre III in Busabaga village, Busabaga ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.
3. Lugazi Municipal Council Environment Office and Community Development Office presented completed Environmental and Social Screening Form (ESSF) for Construction of Incinerator at Najjembe Health Centre III in Nsakya village, Nsakya ward, Najjembe Division, Lugazi Municipality, Buikwe District. The ESSF was dated 30th September 2021, signed by Environmental Officer – Lwanga Charles and also signed by Community Development Officer – Nanyombi Dorothy.

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)

Maximum score is 30

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

There was evidence that Lugazi Municipal Council carried out Environmental, Social and Climate Change Screening prior to commencement of all civil works for all health sector projects for the previous financial year (2022/2023 FY). The conclusions and recommendations of the Environmental, Social and Climate Change Screening did not require the Lugazi Municipal Council to conduct Environmental and Social Impact Assessments (ESIAs) or any further environmental assessments. However no costed ESMPs were prepared for the health sector projects for the previous financial year (2022/2023 FY).

0

**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>	Not applicable.	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.	Not Applicable. There were No micro-scale irrigation sector infrastructure projects implemented by Lugazi Municipality and so there were NO Environmental, Social and Climate Change Screening carried out prior to commencement of any civil works for any micro-scale irrigation sector infrastructure projects	0

Water & Environment Minimum Conditions

No. Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development			
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>a. 1 Civil Engineer (Water), score 15 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>b. 1 Assistant Water Officer for mobilization, score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>d. 1 Natural Resources Officer, score 15 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>e. 1 Environment Officer, score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>1 New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions.</p> <p><i>Maximum score is 70</i></p>	<p>f. Forestry Officer, score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
Environment and Social Requirements			
<p>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</p>	<p>If the LG:</p> <p>a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0
<p>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</p>	<p>b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.</p>	<p>The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.</p>	0

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

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

The Municipal Council is being served by National Water and Sewerage Corporation and therefore is not assessed for Rural Water Projects.