



LGMSD 2022/23

Masindi Municipal Council

(Vote Code: 774)

Assessment	Scores
Crosscutting Minimum Conditions	79%
Education Minimum Conditions	100%
Health Minimum Conditions	70%
Water & Environment Minimum Conditions	0%
Micro-scale Irrigation Minimum Conditions	0%
Crosscutting Performance Measures	85%
Educational Performance Measures	78%
Health Performance Measures	79%
Water & Environment Performance Measures	0%
Micro-scale Irrigation Performance Measures	8%

**Crosscutting
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s): • If so: Score 4 or else 0 	<p>Evidence provided by Masindi MLG showed that infrastructure projects implemented using DDEG funding in FY 2022/2023 were functional and utilized as per purpose of the projects.</p> <p>The three sample projects implemented were:</p> <ol style="list-style-type: none"> 1. Renovation of Composite plant facility at Kikwanana UGX 10,508,000 (AWP- page, 25: ABPR- page, 59). The composite facility for dumping garbage was finalized and functioning as it is now the dumping site. The MC is utilizing the facility 2. Installation of new solar streetlights at Kirima TC and Kijura Kiteso T.C-UGX. 19,000,000 (AWP- page, 8 : ABPR- page, 138). The street lights were finalized and functioning as the lights are on. The community is utilizing the facility. 3. Repair of solar streetlights at Kabarwana T.C, Isimba T.C, UGX 12,928,000(AWP- page, 8: ABPR- page, 138).The solar panels were repaired, finalized and functioning. The community is utilizing the facility. 4. Repair of water sources Rwembaho Spring well in Nyangahya Division, Nyasongo at Kigulya Division and Kidawe at Karijubu Dision at UGX 15,761,000 (AWP- page, 7: ABPR- page 138).The water sources of spring wells at the three sites were finalized and functioning. The community is getting clean water. 	4

2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>The average score in the overall LLG performance assessment increased from previous assessment.</p> <ul style="list-style-type: none"> • By more than 5%, score 3 • 1 to 5% increase, score 2 • If no increase, score 0 <p>NB: If the previous average score was 95% and above, Score 3 for any increase.</p>	<p>The LG overall LLG performance assessment increased by 17% in FY 2022/2023.</p> <p>Evidence</p> <p>The overall score for FY 2021/2022 was 72% and FY 2022/2023 was 89%.</p> <p>Overall LL GPA (2023 -2022) = 89% - 72% = 17%.</p> <p>The increase was 17% which was more than 5%.</p>	3
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2	<p>N23_Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> • If 100% the projects were completed : Score 3 • If 80-99%: Score 2 • If below 80%: 0 	<p>Evidence provided showed the DDEG funded investment projects implemented in FY 2022/2023 were (AWP, pages, 7,8,10,25, 26) implemented as per performance contract end of the FY 2022/2023.</p> <p>The list of DDEG funded projects implemented in FY 2022-2023 include;</p> <ol style="list-style-type: none"> 1. Renovation of Compost plant facility at Kikwanana UGX 10,508,000 (AWP- page, 25: ABPR- page 59.) 2. Installation of new solar streetlights at Kirima TC and Kijura Kiteso T.C-UGX. 19,000,000 (AWP- page, 8: ABPR- page 138.) 3. Repair of solar streetlights at Kabarwana T.C, Isimba T.C, among others UGX 12,928,000(AWP- page, 8: ABPR- page 138.) 4. Repair of water sources Rwembaho Spring well in Nyangahya Division among others UGX 15,761,000 (AWP- page, 7: ABPR- page 138.) 5. Titling of Biizi Health Centre and Tennis Court land UGX 16,000,000(AWP- page, 26: ABPR- page 139.) 6. Website design and development for Masindi MC UGX 7, 000,000(AWP- page, 10: ABPR- page 139.) <p>Basing on ABPR, as per the pages indicated, all planned DDEG funded projects were 100% complete.</p>	3
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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.

Masindi MLG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation.

The MLG budgeted and received DDEG, UGX. 311,116,000 (ABPR, page, 4) FY 2022/2023.

a. HLG, UGX. 166,295,000

b. LLGs, UGX. 144,821,000

Total, UGX. 311,116,000.

HLG Expenditure of UGX. 166,295,000

Infrastructure;

1. Renovation of Compost plant facility at Kikwanana UGX 14,000,000 (AWP- page, 25: ABPR- page 129.)

2. Installation of new solar streetlights at Kirima TC and Kijura Kiteso T.C-UGX. 19,000,000 (AWP- page, 8: ABPR- page 138.)

3. Repair of solar streetlights at Kabarwana T.C, Isimba T.C, among others UGX 12,928,000(AWP- page, 8: ABPR- page 138.)

4. Repair of water sources Rwembaho Spring well in Nyangahya Division among others UGX 15,761,000 (AWP- page, 7: ABPR- page 138.)

5. Titling of Biizi Health Centre and Tennis Court land UGX 16,000,000(AWP- page, 26: ABPR- page 139.)

6. Website design and development for Masindi MC UGX 7, 000,000(AWP- page, 10: ABPR- page 139.)

7. Update of the Physical Development Plan UGX 15,000,000

8. Performamnce Improvement (15% of UGX. 166,295,000) = UGX 24,944,250

9. Monitoring and supervision (5% -Monitoring and evaluation,- UGX 8,314,750 , 5% on Data Collection - UGX. 8,314,750)

10. ICT equipment to Departments- UGX 25,032,250

Total expenditure was, UGX. 166,295,000

The above projects were eligible according to DDEG Grant, Budget and Implementation guidelines, page 8.

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

Two of the projects posted variances above the
threshold of +/- 20% as below:

Projects sampled for verification.

Protection of spring wells at 5 sites Engineers'
estimate was UGX. 14, 093, 725.00 while the
contract price was at UGX. 25,453,500.00 giving an
absolute variance of +11, 359, 775.00 and a
percentage variance of +80.6 %

Installation and Repair of faulty street solar lights. -
Engineers' estimate was UGX. 40, 428, 052.00
while the contract price was at UGX. 29,
850,500.00 giving an absolute variance of -10,
577, 552.00 and a percentage variance of -26.16
%

Construction of 5 - stance lined latrines with
shower at UGX. 25,632,451.00 at Kibwona P/S -
Engineers' estimate was UGX. 25 million while the
contract price was at UGX. 25,632,451.00 giving an
absolute variance of + UGX. 632, 451.00 and a
percentage variance of +2.53 %

Construction of 2 classroom block with office and
store at Kirasa P/S - Engineers' estimate was UGX.
95, 202, 481.00 while the contract price was at
UGX. 87,545,580.00 giving an absolute variance of
UGX. -7, 656, 901.00 and a percentage variance of
-8.04 %

Construction of 2 classroom block with office and
store at Kamurasi P/S - Engineers' estimate was
UGX. 95, 202, 481.00 while the contract price was
at UGX. 101, 137, 631.00 giving an absolute
variance of UGX. +5, 935, 150.00 and a
percentage variance of + 6.23%

Construction of 2 stance lined latrines at
Nyakitibwa HC III at a cost of UGX. 14,685,000.00 -
Engineers' estimate was UGX. 15 million while the
contract price was at UGX. 14,685,000.00 giving an
absolute variance of -UGX. 315, 000.00 and a
percentage variance of - 2.1 %

Performance Reporting and Performance Improvement

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 information on positions
filled in the Divisions was accurate. The assessor
sampled 3 divisions and compared information on
staffing with what was obtained from the Human
Resource Officer and found the information to be
accurate. Nyangahya Division had 7 staff, Karujubu
Division had 11 staff, and Central Division had 12
staff.

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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

Evidence provided by Masindi MLG showed the infrastructure constructed using the DDEG in FY 2022/2023 were in place as per reports produced by the LG in below.

▲ Renovation of Compost plant facility at Kikwanana UGX 14,000,000 (AWP- page, 25: ABPR- page 129.)

▲ Installation of new solar streetlights at Kirima TC and Kijura Kiteso T.C-UGX. 19,000,000 (AWP- page, 8: ABPR- page 138.)

▲ Repair of solar streetlights at Kabarwana T.C, Isimba T.C, among others UGX 12,928,000(AWP- page, 8: ABPR- page 138.)

▲ Repair of water sources Rwembaho Spring well in Nyangahya Division among others UGX 15,761,000 (AWP- page, 7: ABPR- page 138.)

▲ Website design and development for Masindi MC UGX 7, 000,000(AWP- page, 10: ABPR- page 139.)

All these DDEG projects are in place and are 100% complete as indicated in the Monitoring report dated 5th May 2023.

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N23 Reporting and Performance Improvement

Maximum 8 points on this Performance Measure

a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;

If there is no difference in the assessment results of the LG and national assessment in all LLGs

score 4 or else 0

NB: The Source is the OPAMS Data Generated by OPM.

There was evidence that the Masindi Municipal Council conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise. The assessment team assessed two LLGs and found that the LG undertook credible assessment. All two Local Level Governments (LLGs) exhibited a deviation within the recommended range of +/- 10%, as outlined below.

1. Masindi Central Division: The Municipal internal assessment awarded a perfect score of 93%, while the national assessment team awarded a slightly lower score of 83%. **This indicated a deviation of -10%**

2. Nyangahya Division: The Municipal internal assessment awarded a perfect score of 88%, while the national assessment team awarded a slightly lower score of 80%. **This indicated a deviation of -8%.**

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5	N23_Reporting and Performance Improvement Maximum 8 points on this Performance Measure	b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results. Score: 2 or else score 0	There was no evidence provided to show that the Municipality had developed performance improvement plans for at least 30% of the lowest performing Divisions for the previous FY.	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: Score 2 or else score 0	Since no performance plans were available, the assessor could not assess whether there was implementation	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. Score 2 or else score 0	The submission of letter on staffing requirements to MoPS by Masindi Municipal Council was done late. The submission was received by Ministry of Public Service, Ministry of Local Government and Ministry of Finance Planning and Economic Development on 5th October 2023 which is later than 30th September 2023.	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 Masindi Municipal Council was tracking and analyzing staff attendance in the previous FY. The attendance book and summaries presenting analysis of attendance for FY was availed to the assessor. The summaries showed staff who were the best in terms of attendance and those who were the worst performers. The latter were subjected to disciplinary measures by the Rewards and Sanctions Committee.	2

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

Evidence that was availed to the assessor from the personal files of Heads of Departments revealed that most of them were appraised later than the prescribed deadline of 30th June 2023 as presented in the list below:

1. The Principal Finance Officer (Nanzala Annet) was appraised on 16th August 2023
2. The Senior Planner (Kisakye Daniel Justus) was appraised on 3rd July
3. The Municipal Engineer (Kasaija John) was appraised on 16th August 2023
4. The Senior Veterinary Officer (Dr. Nambajjo Proscovia) was appraised by the Town Clerk on 16th July 2023.
5. The Acting Principal Commercial Officer (Nyangoma Robinah) was appraised on 29th July 2023
7. The Procurement Officer (Nkoba Owen) was appraised on 15th July 2023
8. The Senior Human Resource Officer (Namukoye Solomon) was appraised on 23rd August 2023
9. The Senior Environment Officer (Kasigwa Fred) was appraised on 22nd August 2023
10. The Senior Physical Planner (Ndaru Gertrude) was appraised on 16th August 2023
11. The Senior Internal Auditor (Kabahinya Joy) was appraised on 30th July 2023
12. The Principal Education Officer (Ayebale Sam Peter) was appraised on 16th July 2023
13. The Acting Municipal Officer of Health Services (Mirimo Godfrey) was appraised on 1st July 2023.
- 14.

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

Evidence was availed to the assessor which confirmed that administrative rewards and sanctions were implemented as provided for in the guidelines. Masindi Municipal Council had a functional Rewards and Sanctions Committee as exemplified by minutes of regular meetings. The assessor reviewed minutes of meetings which took place on 3rd March 2023, 16th March 2023 and 31st July 2023. Cases handled by the Rewards and Sanctions included abscondment from duty and misconduct. The meetings took place at Masindi Municipal Council Offices and were chaired by the Patrick Asimwe Amooti - Deputy Town Clerk.

7	<p>Performance management</p> <p>Maximum 5 points on this Performance Measure</p>	<p>iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.</p> <p>Score 1 or else 0</p>	<p>The Assessor was availed a letter from the Town Clerk dated 2nd October 2022 forming the Consultative Committee for staff grievance redress. However, the assessor was informed that the Consultative Committee had not yet met hence not functional.</p>	0
8	<p>Payroll management</p> <p>Maximum 1 point on this Performance Measure or else score 0</p>	<p>a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:</p> <p>Score 1.</p>	<p>The assessor reviewed files of 11 staff who were recruited last FY and found out that 100% of the staff accessed the salary payroll not later than two months after assumption of duty as listed below:</p> <ol style="list-style-type: none"> 1. Ninsiima Jackline (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 2. Wandera Vincent (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 3. Amanyire Sylvia (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 4. Kusiima Mary (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 5. Ayesiza Godfrey (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 6. Wamani Godfrey (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 7. Asiiimwe Tadeo (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 8. Akiya Zalika (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 9. Chandiru Consolate (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 10. Alituha Judith (Education Assistant II) assumed duties on 13th July 2022 and accessed the salary payroll of September 2022 11. Mataru Stella (Assistant Education Officer) assumed duties on 14th April 2023 and accessed the salary payroll of June 2022 	1

Pension Payroll management

Maximum 1 point on this Performance Measure or else score 0

a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement:

Score 1.

The assessor reviewed files of 7 staff who retired last FY and it was established that 100% of staff accessed the pension payroll within two months after retirement as listed below:

1. Kiiza Christopher (Deputy Head Teacher) retired on 20th May 2023 and accessed the pension payroll of June 2023
2. Oringa Benson Yesaloni (Assistant Education Officer) retired on 13th May 2023 and accessed the pension payroll of June 2023
3. Agaba Charles (Education Assistant) retired on 1st January 2023 and accessed the pension payroll of February 2023
4. Kugonza Simon (Head Teacher Primary) retired on 19th February 2023 and accessed the pension payroll of April 2023
5. Wobwimi Milly (Head Teacher Primary) retired on 2nd March 2023 and accessed the salary payroll of April 2023
6. Bahyonza T Connie (Head Teacher Primary) retired on 19th December 2022 and accessed the pension payroll of January 2023
7. Kiiza Henry (Education Assistant) retired on 1st November 2022 and accessed the pension payroll of January 2023

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:
- The evidence availed by Masindi MLG showed that direct transfers of DDEG were executed in accordance with the requirements of the budget as follows: Masindi MC, budgeted for UGX. 311,116,000 (ABPR, page, 4) and transfers to LLGs were executed in accordance with the requirements of the budget for FY 2022/2023.

Score 2 or else score 0

HLG was UGX..UGX. 166,295,493

LLGs, UGX.144, 820,804.

Transfers to LLG's of UGX. 144,820,804 were as below:

Entity	Amount-UGX
1. Central Division	56,501,922
2. Karujubu Div.	41,242,944
3. Kigulya Div.	23,297,967
4. Nyangahya Div.	23,777,967
Total	144,820,800

The percentage released to the LLGs was 100% (144,820,800/144,820,804)

- 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).
- The LG timely warranted DDEG transfers to LLGs FY 2022/2023 withihn 5 working days.
- The status was as follows:
- Q 1- There was no disbursement for DDEG in this quarter
- Q 2- Warranted on 12/10/2022 and transferred on 12/10/2022, within 5 working days.
- Q 3- Warranted on 12/01/2023 and transferred on 12/01/2023. within 5 working days.
- In Q 2 and Q 3 funds were transferred within 5 working days after warranting.

Score: 2 or else score 0

N23_Effective Planning, Budgeting and Transfer of Funds for Service Delivery

Maximum 6 points on this Performance Measure

c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter:

Score 2 or else score 0

The evidence shows that the LG did not invoice and communicate all DDEG transfers to the LLGs within 5 working days in FY 2022/2023.

Q 1 - No release of DDEG in this quarter

Q 2 - Cash release was on 30/09/2022, invoiced and communicated on 13/10/2022, 13 days after the release.

Q 3 - Cash release was on 29/12/2023, invoiced and communicated on 16/01/2023, 18 days after the release.

The LG did not invoice and communicate DDEG funds 5 days after the release of funds in Q 2 and Q 3

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

Evidence adduced indicate the MLG supervised and mentored all LLGs FY 2022/2023 on activities in the Municipality as per report dates below:

Supervision and mentoring Reports were as below:

Q 1 - The report on 18th August 2022

Meeting held on 16th August 2022 mentored staff in Kigulya, Karujubu, Nyangahya, and central Divisions mentored on the following:

- Effective collection of data
- Production of quality financial and physical progress report
- Effective monitoring of government projects
- Production of quality division TPC

Q 2 - The report on 12th December 2022

Meeting held on 8th December 2022 mentored staff from Kigulya, Karujubu, Nyangahya and central Divisions mentored on the following:

- Production of Executive committee
- Guidance on Production five years development Plan

Q 3 - The report on 15th March 2023

Meeting held on 10th March 2023, mentored staff from Kigulya, Karujubu, Nyangahya and central Divisions mentored on the following:

- Mentoring on monitoring tools of government programme projects.
- Hands on mentoring of staff on budgeting
- Production of quality minutes

Q4 - The report on 8th June 2023

Meeting held on 2nd June 2023, mentored staff from Kigulya, Karujubu, Nyangahya and central Divisions mentored on the following:

- Mentoring on PBS Reports
- Production of quality executive minutes
- Mentoring on production of quality monitoring reports

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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

For FY 2022/2023, Masindi MLG availed reports which showed reports on support supervision and monitoring visits. The reports were also discussed in the TPC meetings of by the Municipality to make recommendations for corrective actions and follow up on activities.

The Supervision and monitoring reports were discussed in the following TPC Meetings on dates shown below:

Q1 - Report of 29/08/2022, discussed in TPC dated 12/09/2022 under, MIN. MMC/TPC/9/9/2022. The was done on multisector monitoring of projects on: construction of classroom blocks, renovation of staff quarters and construction of placenta pits.

Q2 - Report of 21/10/2022 was discussed in TPC dated 17/11/2022 under, MIN. TPC/MMC/6/11/2022. This was on monitoring and follow-up on road works in Kigulya, Karujubu, Nyangahya and Central divisions on the following roads: Kyamugweri - kijumbura, Gorora -kihanya, Kyangulya kijogo, Katasengwa-kibwona and Kinogozi -kayanja.

Q3 - Report of 30/01/2023 was discussed in TPC dated 01/02/2023 under, MIN. MMC/TPC/8/1/02/2023. There was joint monitoring on, functionality of kwatamigo market in Nyangahya division, kijura market and taxi park, level of collection of trading license at katasenywa and kalyango trading Centre and functionality of Kinogozi market.

Q4 - Report of 5/05/2023 was discussed in TPC dated 08/05/2023 under, MIN.MMC/TPC 05/05/2023. This was on monitoring of classroom block construction at kamurasi demo primary school, construction of classroom block at Bigando primary school, Installation of a fence at Bigando Primary School and construction of 2 stance latrine at katasenywa H/C.

Investment Management

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 MLG provided the assets registers for FY 2022/2023, both manual and IFMS system generated which were maintained by the Municipality and were up to-date by the time of assessment on 7th November 2023. The printout was provided by the Principal Finance Officer. The assets registers were maintained according the Local Governments Financial and Accounting Manual 2007 and was printed from IFMIS system. The assets registers included; Land, transport equipment, Office equipment, medical equipment, Office equipment, ICT equipment, furniture and fittings roads. The register also included: description, site, plot number, block number, title number, and plot number, type, date of acquisition, cost, department section, physical location and status of date of registration for all respectful assets. The assets register report was signed by the accounting officer which formed part of the of Board of survey.

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

Score 1 or else 0

Evidence as seen by the assessor showed the Municipality used the Board of Survey Report of FY 2021/2022 dated 29th August 2022, to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets. Asiimwe Patrick, with three other members: Sam Sabiti Ntegeka, Kawala Juliet and Kabugo Deo. The BOS had a list of items recommended for disposal (BOS, 2021/2022, page, 92-98). The submission report in BOS of 2022/2023 dated 20th August 2023, made a follow up on recommendations on disposal of assets and action taken by management (page 1-7), and signed by Town Clerk Nyamugo Francis.

The BOS follow-up on management decisions, recommendations and remarks were as below (pages, 47):

- i. Maintain a printed hard copy register and have a complete and updated assets register.
- ii. Maintain all assets and records to monitor all those non-performing assets and recommend for disposal.
- iii. Engraving and coding all government property.
- iv. Disposal of all obsolete and unserviceable assets that are obsolete and don't add value to the entity.
- v. Management should plan and develop an asset strategic plan a prescribed manner
- vi. Guide divisions to transfer unusable valuables / items to the municipal central store to create room for partition the community hall to store them.

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Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

The MLG had functional physical planning committee and all fully appointed of 10 members.

-The MLG had a letter for submission of the Approved Physical Development Plan for approval to MOLHUD dated-23rd February 2023.

-The Physical planner Getrude Ndaru availed the following documents for FY 2022/2023:

a. Plans submission register for approval of site visit building plans, was up to date on 29th June 2023, No.141, in the names of Sam Kasigwa, at Katama Cell.

b. Annual work-plan for FY 2022/2023, compiled under the Natural Resources Department.

c. Approval register for plans- last transaction dated, 23rd September 2023, in the names of St. Mary's Kobusinge Catholic Church, Kabaranwa Cell, Central Division, Masindi MC. Development permit number, 0/187/2023.

c. Appointments letter dated 5th December 2017 has a list for all the 13 members

d. The LG submitted four sets of minutes.

The status of Minutes sent to MOLHUD with date stamps as follows;

Q.1. Meetings held on 7th September 2022.
MINUTE: MMC/PPC/2/9/2022. Submitted to MOLHUD on 5th October 2022.

Q -2- Meetings held on 15th November 2022.
MINUTE:PPC/2/11/2022. Submitted to MOLHUD on 20th December 2022.

Q -3- Meetings held on 2nd and 3rd March 2022.
MINUTE: MMC/PPC/2/3/2023. Submitted to MOLHUD on 24th March 2022.

Q -4- Meeting held on 23rd and 31st May 2023.
MINUTE: MMC/PPC/2/5/2023. Submitted to MOLHUD on 14th June 2023.

The MLG submitted all the four sets of Minutes to MOLHUD FY 2022/2023.

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

d.For DDEG financed projects; Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii)

The M LG provided evidence that the District conducted a desk appraisal for all projects in the budget and the prioritized investments were derived from the MLG Development Plan eligible for expenditure as per sector guidelines and funding source. The projects were from LG DP III, pages, 140-142. The desk appraisal was carried out on 5th May 2022, by the following; MC Planner, Senior Environment Officer, MC-CDO, MC Engineer and HODs.

The desk appraisal was carried out on the following projects:

1 Construction of a 2 stance lined latrine at Katasenywa HC 111

- eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:
Score 2 or else score 0
- 2 Repair of fence at Biizi HC 11
 - 3 Construction of a 2 stance lined latrine at Nyakitiibwa HC 111
 - 4 Construction of a 2 stance lined latrine at Biizi HC 11
 - 5 Repair of fence at Kirasa HC 11
 - 6 Installation of small gates at Kirasa HC 11, Nyakitibwa HC 111, Biizi HC 11
 - 7 Renovation of a latrine for staff at Kibwoona HC 11
 - 8 Renovation of a latrine for staff at Nyakitibwa HC 111
 - 9 Construction of staff house at Katasenywa HC 111
 - 10 Replacement of gate and repair of Askari's house at Kibwoona HC 11
 - 11 Construction of a 2 stance lined latrine at Kibwoona HC 11
 - 12 Repair of solar points at Isimba- Kasambya T.C, Masindi Central Market, Kijura Market, Kigulya Division, Kabarwana T.C, Kalyango T.C,
 - 13 Repair of water source at Kihamyia , Kamunyonga Cell, Katengeta Cell, Mainoganyakato, Maji-majuri,
 - 14 Installation of solar point at Academy- Kisarabwire Junction
 - 15 Installation of solar point at Kirima T.C
 - 16 Installation of the municipal Website
 - 17 Renovation of Compost Plant at Kikwanana
 - 18 Construction of a 2 stance lined latrine at Nyamigisa Girls Primary School
 - 19 Construction of a 2 classroom block with office at Kamurasi Demo Primary School, Bigando Primary school,
 - 20 Construction of a 5 stance lined latrine at Kabalye Primary School
 21. Construction of a 2 classroom block at Kirasa Moslem Primary School.

12

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

For DDEG financed projects:

e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability

The MLG provided evidence that showed it conducted field appraisals as per report dated, 18th May 2022, to check for technical feasibility, environmental and social acceptability and customized design for investment projects. They were appraised by, the, MC Planner, Senior Environment Officer, MC-CDO, MC Engineer and HODs.

Field appraisals were carried out on the following

2

and (iii) customized projects:
design for

investment projects
of the previous FY:

Score 2 or else
score 0

1. Construction of a 2 stance lined latrine at
Katasenywa HC 111

2. Repair of fence at Biizi HC 11

3. Construction of a 2 stance lined latrine at
Nyakitiibwa HC 111

4. Construction of a 2 stance lined latrine at Biizi
HC 11

5. Repair of fence at Kirasa HC 11

6. Installation of small gates at Kirasa HC 11,
Nyakitibwa HC 111, Biizi HC 11

7. Renovation of a latrine for staff at Kibwoona HC
11

8. Renovation of a latrine for staff at Nyakitibwa HC
111

9. Construction of staff house at Katasenywa HC
111

10. Replacement of gate and repair of Askari's
house at Kibwoona HC 11

11. Construction of a 2 stance lined latrine at
Kibwoona HC 11

12. Repair of solar points at Isimba- Kasambya T.C,
Masindi Central Market, Kijura Market, Kigulya
Division, Kabarwana T.C, Kalyango T.C,

13. Repair of water source at Kihamyia ,
Kamunyonga Cell, Katengeta Cell,
Mainoganyakato, Maji-majuri,

14. Installation of solar point at Academy-
Kisarabwire Junction

15. Installation of solar point at Kirima T.C

16. Installation of the municipal Website

17. Renovation of Compost Plant at Kikwanana

18. Construction of a 2 stance lined latrine at
Nyamigisa Girls Primary School

19. Construction of a 2 classroom block with office
at Kamurasi Demo Primary School, Bigando
Primary school,

20. Construction of a 5 stance lined latrine at
Kabalye Primary School

21. Construction of a 2 classroom block at Kirasa
Moslem Primary School.

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>Evidence showed that project profiles with costing were developed by HODs from different departments and desk appraisal report FY 2023-2024 dated 8th December 2022 and field appraisal report dated 25th November 2022. The presentation was developed from MLG DP III (pages, 140-142), Annual Work plans (pages, 11-19). TPC meeting dated 12th April 2023 under MIN TPC/MMC/05/4/2023, showed, presentation, discussion and Adoption of the Projects profiles for the FY 2023/2024.</p> <p>The project profiles were as follows:</p> <p>Integrated Transport Infrastructure and Services (Project profile, page 1,3,5,7)</p> <ul style="list-style-type: none"> - Repair of solar lights UGX. 12,160,000 - Installation of new solar lights UGX. 22,420,000 - Repair of protection spring wells UGX. 15,000,000 - Construction of a Multi- Purpose Hall, UGX. 22,000,000 <p>Human Capital Development (Project profile, page 9)</p> <ul style="list-style-type: none"> - Construction of a 3 stance lined latrine at Nyakaloogi Outreach Centre UGX. 22,060,000 <p>The project profiles adhere to the formats of the LG Planning guideline</p>	1
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the LG carried out Environmental, Social and Climate Change screening environmental and social risks/impact and put mitigation measures for DDEG Projects for the current FY. projects include;</p> <p>Construction of 3 stance VIP lined latrine with washrooms at Nyakalogi, Nyakalogi cell. Screening was done by environment officer on 25/7/2023. ESMP and mitigation measures put in place such as transportation of excavated materials and planting trees and grass signed by the Environment office and Ag PCDO on 28/7/202</p> <p>Supply and installation of solar streetlights. Screening was done by environment officer on 6/7/2023. ESMP was done and signed by the Environment office and Ag PCDO on 10/7/2023</p> <p>Repair of 2 spring wells in Kyema and Kirima Screening was done by environment officer on 4/7/2023. ESMP was done and signed by the Environment office and Ag PCDO on 11/7/2023</p>	2

13	Procurement, contract management/execution Maximum 8 points on this Performance Measure	a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan Score 1 or else score 0	There was evidence that all infrastructure projects for current FY to be implemented using DDEG were incorporated in the LG approved procurement plan The assessor was given and he reviewed the approved procurement plan dated 31 July 2023 submitted to the Executive Director PPDA by the Town Clerk. The five page document included all infrastructure projects scheduled for implementation this Financial Year	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 for current FY were approved by contracts committee before commencement. The approvals by contract committee was done as follows. Installation and repair of solar street lights Bradte holdings awarded by Minute 026/MCC/2022-23 (Vii) on 18th January 2023 Construction of 5 – stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S awarded by minute 026/MCC/2022-23 dated 28-29 December 2022 XXii Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00 awarded to TAMCASE (U) Ltd as per minute 026/MCC/2022-23 (iii) dated 18th January 2023 Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00 awarded to James Ventures Ltd as per minute 026/MCC/2022-23 (XIX) Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00 awarded to Kayekesi Investments Ltd as per minute 026/MCC/2022-23 (ii) Construction of 2 stance lined latrines at Katasengwa HC III at a cost of UGX. 14,693,702.00 awarded to RON-Fountain Views as per minute 026/MCC/2022-23 (XX) Construction of staff House at Katasengwa HC III at UGX. 148,821,654.00 awarded to Microna Holdings as per minute 026/MCC/2022-23 (XXI) dated 28-29th December 2022	1

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 Masindi Municipal Council established Project Implementation Team (PIT) similar to what is specified in the sector guidelines.

The assessor saw copies of letters signed by the Town Clerk appointing members of PIT.

From the files the assessor saw appointment letters for members of PIT signed by the Town Clerk. The letter is referenced MMC/156 and dated 10th November 2022. The officers appointed are (1) Mugisa James Amooti – PCDO, (2) Kasigwa Fred – SEO (3) Businge Robert – SOW (4) All heads of departments. Paragraph two of the letter indicates that they have been appointed to Masindi Municipal Project Implementation Team

Looking through the project files the assessor found many evidences that Masindi Municipal Council provided supervision by key relevant technical officers for infrastructure projects.

On the files there were many “project Supervision/Inspection forms” dated variously 28th March 2023, 26th April 2023, 14th March 2023, 19th May 2023 and many others signed by PIT members.

The form for 28th March 2023 was specifically for the inspection of Construction of staff House at Katesenywa HC III . It is signed by Businge Robert, Mirano Godfrey, Mugisa James, Fred Kasigwa and Nkoba Owen.

The composition was as indicated in guidelines (contract manager, Project manager, Clerk of works, Environment Officer, Community Development Officer and Labour Officer).

From the District Engineers’ files it could be seen that PITs for projects were functional as they attended project meetings as seen from minutes of these meetings.

Monthly progress reports seen indicated attendance from all the PIT members.

All the field monitoring reports sampled had records of attendance of all PIT members.

Many final and interim payment certificates were sampled and in all cases these certificates were endorsed by all line PIT members. As for the Environment Officer and Community Development Officer the two always prepare a separate “environment and social certificate” that are attached to the certificates. The assessor was shown copies of these certificates. These activities of PIT members indicated that they existed.

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 all infrastructure projects implemented in both sectors of education & health followed standard technical designs. Projects were sampled in both sectors and field visits were conducted to these facilities on 7th November 2023 to have physical checks if the projects complied with the standard technical designs. Prior to the field visits, the standard designs were reviewed jointly by the assessor and the Municipal engineer

The following projects were sampled

1. Construction of 5 – stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S
2. Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00
3. Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00
4. Construction of staff House at Katesenywa HC III awarded to M/S Microna Holdings Ltd at contract sum of UGC. 148, 821, 654.00.
5. Construction of 2 stance lined pit latrine at Katesenywa HC III awarded to M/S Ron Fountain Views Ltd at a contract sum of UGX. 14, 693, 702.00
6. Construction of 2 stance VIP latrine at Nyakitibwa HC III awarded to M/S Kayekesi Investments Ltd at a contract sum of UGX. 14, 685, 000.00

During the field visits, measurements were undertaken and visual observations were made to verify compliance with technical designs.

At these sampled projects, it was indeed concluded that the projects were fully compliant with the technical designs provided by MOH headquarters.

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 is evidence that the Masindi Municipal Council has provided supervision by relevant technical officers of each infrastructure project prior to verification of works.

Examples are the following:

1. For Construction of staff House at Katesenywa HC III executed by M/S Microna Holdings Ltd. The Contractor M/S Microna Holdings Ltd submitted a request for payment through their letter dated 20th April 2023 and by 16th may 2023, the Town Clerk had fully certified the payment request ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 30th April 2023 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also

conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

2. For Construction of 2 stance lined pit latrine at Katesenywa HC III awarded to M/S Ron Fountain Views Ltd at a contract sum of UGX. 14, 693, 702.00 The Contractor M/S Ron Fountain Views submitted a request for payment through their letter dated 26th April 2023 and by 16th May 2023, the Town Clerk had fully certified the payment request ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 5th May 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

3. For Construction of 5 stance lined latrine with shower at Kimbona P/S executed by M/S Fountain Holdings Ltd. The Contractor M/S Fountain Holdings Ltd submitted a request for payment through their letter dated 26th April 2023 and by 17th May 2023, the Town Clerk had fully certified the payment request ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 30th April 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):</p> <p>Score 1 or else score 0</p>	<p>There was evidence the Masindi Municipal Council verified works (certify) and initiated payments of contractors within specified timeframes as per contract.</p> <p>Examples of timely initiation and certification of payments seen on the files were the following</p> <p>For construction of 5 – stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S, the contractor made a request for payment on 26th April 2023. By 17th May 2023, the payment request was fully authorized for payment by the Town Clerk Subsequently payment was made to the contractor on 20th June 2023 by EFT.</p> <p>For payment of Fountain Holdings for construction of 5 stance lined pit latrine, payment request was made through a letter from the contractor dated 12th May 2023 but this payment was fully certified by the Town Clerk ready for payment on 17th May 2023 Subsequently payment was made to the contractor by 22nd June 2023 by EFT</p> <p>For payment of James Ventures (u) Ltd for construction of 2 classroom block, payment request for third certificate was made through a letter from the contractor dated 19th April 2023 but this payment was fully certified by the Town Clerk ready for payment on 19th April 2023. Subsequently payment was made to the contractor by 21st June 2023 by EFT.</p> <p>For payment of Bradte Holdings for installation and repair of faulty street solar lights, payment request was made through a letter from the contractor dated 22nd May 2023 but this payment was fully certified by the Town Clerk ready for payment on 20th June 2023. Subsequently payment was made to the contractor by 24th June 2023.</p> <p>All payments have been initiated, verified & paid within the approved period of less than 2 months.</p>
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13

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

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

Score 1 or else 0

There was evidence that the Masindi Municipal Council had complete procurement files for each project including for health department.

The following files were sampled.

1. On the file for the project construction of Staff House at Katasenywa HC III the following key documents could be seen. The evaluation report, Minutes of contract award to M/S Microna Holdings Ltd. This contract was approved through Minute 026/MCC/2022-23 dated 29th December 2022. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor (5) Supervision reports (6) Payment records and others

2. On the file for the project construction of 2 classroom block with office and store at Kamurasi P/S the following key documents could be seen. The evaluation report, Minutes of contract award to M/S James Venture (U) Ltd. This contract was approved through minute 026/MCC/2022-23 dated 29th December 2022. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others

3. On the file for the project construction of 5 stance lined pit latrine at Kibwona P/S. The contract was approved through minute 036/MCC/2022-23 (XXII) dated 2nd January 2023 and was awarded to M/S Fountain Holdings Ltd. The following key documents could be seen. The evaluation report on the basis of which the award was based, Minutes of contract award to M/S Fountain Holdings. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others.

The assessor looked through these files and established that they have been constituted as required by PPDA law

Environment and Social Safeguards

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p>	<p>There was Evidence that the District had i) designated a person to coordinate response to feed-back (grievance/complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff. Example;</p> <p>Assignment of duties of chairperson Masindi MC Grievance redress committee FY 22/23, Duties include handling both internal and external grievance (Mr. Asiimwe Patrick) Ag PCDO signed by Town clerk dated 8/9/2022</p> <p>letter indicating Task force to establish centralized grievances redress committee for FY 22/23 comprising of chairperson-Asiimwe Patrick, Namukoye Solomon-secretary Ayebale sam Peter-member Mugisa James Amooti, signed by Nyamungo Francis (Town clerk) dated 8 /8/2022</p>	2
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>The LG had specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action. Example;</p> <p>There was evidence of a grievance log book of Masindi Municipal council complaints detailing date received, complaint number, action taken. This log book had registered a case on 13/9/2023Mmmc/033 e.g. complaint of non-payment by Mugisa George William(subcontractor) of construction of a classroom block and toilet at Bigada PS. report compiled with possible action and case is still ongoing.</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>The Municipality had publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress</p> <p>This information was publicized on the notice boards of Masindi Municipal HQs outlining complaint procedures when brought to Masindi MC dated 1/7/2023 stamped by Municipal Town clerk.</p>	1

Safeguards for service delivery of investments effectively handled.

Maximum 11 points on this performance measure

a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0

The evidence provided indicated environment, social and climate change interventions were integrated into, LG DP III, AWP and Budget Estimates.

Under the LG DP III (Page 99-107). The program of Climate, Natural resources, environment and water management was adopted.

Interventions and Outputs like maintenance of water sources, renovation of the waste management facility and environment monitoring and screening among others were identified.

LG Annual work plan under Natural Resources (Page 25) indicate that awareness engagements and trainings on environment and climate change adaption, projects screened, supervised, monitored and certified for environmental and social compliance and waste management compost plant renovated were planned for.

LG Budget (2022-2023);

Natural resource department, under Environment and Natural Resources management sub program 01 Budget items for Protective gears, Maintenance of the Compost plant at Kikwanana among others were observed.

Sampled projects under the Natural resources department were.

1. Renovation of the composite plant at Kikwanana, UGX.14, 000,000 (LG Budget (2022-2023)).

2. Environment and Social Compliance monitoring for Capital Works, UGX. 2,000,000 integrated in the Annual Budget FY 2022/2023.

3. Procurement of protective gears used in the sorting of garbage was integrated in the Annual Budget FY 2022/2023

4. Men and women engaged to participate in tree planting (AWP, 2022-23, page 24).

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	Evidence provided showed Masindi MLG 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. DDEG Guidelines for FY 2022/2023 dated 17th February 2022 were Disseminated to LLGs as evidenced by the minutes of the dissemination meeting of Tuesday, 19th April 2022 in the Municipal Council Hall. They were disseminated to the Senior Assistant Town Clerks, and Treasurers among others. In addition, a distribution list for DDEG guidelines to LLGs for FY 2022/2023 was availed on file	1
		score 1 or else 0	Objectives of the meeting; • To guide LLGs on project DDEG selection for projects for FY 2022/2023 • To have all LLGs plans/budgets for 2022/2023 to follow DDEG guidelines. DDEG guidelines were disseminated to LLGs through an extended TPC on as per distribution sheet which was seen during the assessment.	
15	Safeguards for service delivery of investments effectively handled. Maximum 11 points on this performance measure	(For investments financed from the DDEG other than health, education, water, and irrigation): c. Evidence that the LG incorporated	There was 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 example; Protection of spring wells in specific divisions ie (Maji Mazuri, Rwembaho and Kidawe) Ref No Masi720/wrks/2022-2023/00018,00019,00020. The ESMP was prepared and costed at 170,000 UGX. In the BOQ Item Bill No 6 project overheads No 11 Environmental and social safeguards costed 480,000 UGX Supply, installation and repair of faulty street solar lights. Repairs in Masindi Bus park, Kigalya HQ, Kijura Market and Isimbe.installation at Kirima Trading center and academy and Kisaraburi junction. Ref No Masi720/supls/2022-2023/00005. The ESMP was prepared and costed at 150,000 UGX. In the BOQ Item Bill No 6 project overheads No 11 Environmental and social safeguards costed 450,000 UGX	3
		score 3 or else score 0		

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>d. Examples of projects with costing of the additional impact from climate change.</p> <p>Score 3 or else score 0</p>	<p>There was evidence and examples of projects with costing of the additional impact from climate change for the previous FY. examples include;</p> <p>Construction of 2 classroom block with store and office at Kamurasi demonstration Primary School. (Ref No Masi720/WRKS/2022-23/00006). Contract Amount 101,137,631 UGX. In the BoQs there was climate change adaptation and mitigation for rainwater disposed system and lightening protection valued costed at 6,973,400UGX</p> <p>Construction of a 5-stance lined latrine at St Mary's Kibwoma PS In the BoQs there was climate change adaptation and mitigation for rainwater disposed system and lightening protection valued costed at 248,400UGX</p>	3
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>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:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that the LG had proof of Land ownership eg a Formal Consent letter without any encumbrances for DDEG project for the previous FY. Example;</p> <p>Land consent letter addressed to Town Clerk Masindi Municipal Council by one, Kiiza Steven consenting construction of Kidame Spring located at his lower land. Letter signed by Kiiza Stephen on 28/8/2022</p>	1

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that Environmental officer(Fred Kasigwa) and Ag PCDO (Mugisa James Amooti) conducted support supervision and monitoring for health, education and Monthly reports were done. Examples include;</p> <p>Monthly Report for environmental checklist for construction of 2 classroom block at Kamurasi PS. Monitoring report dated 14/3/2023, 20/4/2023, 22/4/2023 and 19/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Monthly Report for environmental monitoring checklist) on Construction of Katasenywa HC III Staff house. Monitoring report dated 28/2/2023, 24/3/2023, 26/4/2023,19/05/2023 and 20/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Monthly Report for environmental monitoring checklist on Construction of 2 stance lined latrine at Nyakitibwa HC III. Monitoring report dated 22/2/2023, 20/3/2023,21/4/2023, and 18/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Compliance issues included site restoration by proper levelling and transporting excavated materials, planting grass and trees as recommendation by MEO.</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>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:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that LG had E&S compliance Certification forms completed and signed by Environmental Officer and CDO. examples include;</p> <p>Construction of staff house at Katasenywa HC III. Partial Certificate No 01 of 2023. recomendation was partial approval of works on site. Municipal Environment officer and Ag PCDO officer signed separately on interim certificate on 22/6/2023</p> <p>Construction of 2 classroom block with an office at Kamurasi Demo school PS at Kamurasi cell. Certification No 10 of 2023. recomendation was approval of works on site. certification signed by Municipal Environment officer and Ag PCDO separately on 21/6/2023.</p> <p>Environmental and social certification for Repair and installation of solar street lights certification No 13 of 2023. Signed on 21/6/2023 by the Municipal Environment officer and Ag PCDO</p>	1

Financial management

16	<p>LG makes monthly Bank reconciliations</p> <p>Maximum 2 points on this Performance Measure</p>	<p>a. Evidence that the LG makes monthly bank reconciliations and are up to-date at the point of time of the assessment:</p> <p>Score 2 or else score 0</p>	<p>The MLG monthly bank reconciliations were to-date at time of the assessment on 6th November 2023.</p> <p>The bank reconciliations were as at 30th September 2023.</p> <p>The 3 sampled banks were as follows;</p> <p>1. Masindi MC,- Revenue Account a/c. Bank, a/c. no. 004240168000000, -UGX. 0</p> <p>2. Masindi MC-General Fund a/c, Centenary Bank, a/c. 8110500060, UGX. 37,765,047.</p> <p>3. Masindi MC - Imprest a/c. Centenary Bank, a/c. 31000049292, UGX. 1,222,643.</p>	2
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that LG has produced all quarterly internal audit (IA) reports for the previous FY.</p> <p>Score 2 or else score 0</p>	<p>Evidence showed the MLG produced all the four quarterly internal audit reports for FY 2022/2023. The audit reports were prepared and produced by the Senior Internal Auditor Kabahinya Joy.</p> <p>Preparation Date:</p> <p>Q 1- 28/10/2022</p> <p>Q 2 -30/01/2023</p> <p>Q 3- 28/04/2023</p> <p>Q 4 -28/07/2023</p>	2

17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.</p> <p>Score 1 or else score 0</p>	<p>Evidence showed the LG provided information to the Council and Chairperson LG PAC on the status of implementation of internal audit findings for the FY 2022/2023.</p> <p>The status below show the preparation dates of the four quarterly reports by the internal auditor and the date of submission to Council and Chairperson LG PAC:</p> <p>Q 1- Internal audit report prepared by internal auditor and dated 28th October 2022, was submitted and acknowledged by Council and mayor and the Chairperson LG PAC on 31st October 2022.</p> <p>Q 2- Internal audit report prepared by internal auditor dated 30th January 2023, was submitted and acknowledged by Council and mayor and the Chairperson LG PAC on 6th February 2023.</p> <p>Q 3- Internal audit report prepared by internal auditor and dated 28th April 2023, was submitted and acknowledged by Council and mayor and the Chairperson LG PAC on 3rd May 2023.</p> <p>Q 4- Internal audit report prepared by internal auditor and dated 28th July 2023, was submitted and acknowledged Council and mayor and the Chairperson LG PAC by on 9th August 2023.</p> <p>The LG provided all the four quarterly reports (Q 1 - Q 4) internal audit reports for implementation on internal audit findings and follow-up on audit queries.</p>	1
17	<p>LG executes the Internal Audit function in accordance with the LGA Section 90</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:</p> <p>Score 1 or else score 0</p>	<p>There was evidence that the internal audit reports for FY 2022/23 for Quarter 1 to Quarter 4 were submitted to CAO, LGPAC and RDC/LCV Chair following stamp dates received.</p> <p>The status of the reports were as follows:</p> <p>Quarter 1 report dated 31st October 2022 was submitted to LGPAC on 31/10/2022. The report was reviewed and discussed by LG PAC on 24/05/2023 under Minute: M/MC/FC/0045/005/2023, page, 18.</p> <p>Quarter 2 report dated 30/01/2023 was submitted to LGPAC on 06/02/2023. The report was not reviewed and discussed by LG PAC.</p> <p>Quarter 3 report dated 28/04/2023 was submitted to LGPAC on 28/04/2023. The report was not discussed by LG PAC.</p> <p>Quarter 4 report dated 28/07/2023 and submitted to LG PAC on 09/08/2023 was not discussed by LGPAC.</p> <p>For FY 2022/2023, evidence provided showed only Quarter 1 report was reviewed and discussed. However, Quarter 2-Q 4 were submitted to LG PAC but were not reviewed and discussed.</p>	0

Local Revenues

18	LG has collected local revenues as per budget (collection ratio) Maximum 2 points on this performance measure	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.	Actual Revenue collected in FY 2022/23 was UGX. 969,689,498 against the planned of UGX. 1,200,000,000, (Final accounts, FY 2022/2023, page, 15) The difference between actual and planned was UGX. 230,310,502. This was 36.9 % not within the range of 10%.	0
19	The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one) Maximum 2 points on this Performance Measure.	a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY • If more than 10 %: score 2. • If the increase is from 5% -10 %: score 1. • If the increase is less than 5 %: score 0.	The actual OSR for the FY 2022/23 UGX. 969,689,498 and FY 2021/2022 was UGX. 828,044,699 (Final accounts 2022/2023, page, 15). There was an increase of UGX.141,644,799, which was 35.6% more than 10%	2
20	Local revenue administration, allocation, and transparency Maximum 2 points on this performance measure.	a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0	There was evidence that the LG remitted the mandatory LLG share of the local revenue FY 2022/2023. The total revenue realized during the year was, UGX. 969,689,498 (Final accounts, page, 15), out of which, UGX. UGX.470, 093,498 as Municipal Headquarters share and balance of UGX. 499,596,024 to LLGs. During the year, the Municipality disbursed the entire UGX. 408,764,938 (100%+) to Divisions. 1. Central, UGX. 408,264,938 2. Karujubu, UGX. 44,748,024 3. Kigulya, UGX. 26,724,000 4. Nyngahya, UGX. 19,859,062 Total, UGX. 499,596,024 .	2

Transparency and Accountability

LG shares information with citizens

Maximum 6 points on this Performance Measure

a. Evidence that the procurement plan and awarded contracts and all amounts are published: Score 2 or else score 0

There was evidence the procurement plan and the amounts of awarded contracts are published.

All the files reviewed had dates and periods of display. Some of these displays could still be seen on notice board. Dates of display for the selected projects are as follows:

DDEG

Protection of spring wells at 5 sites at UGX. 25,453,500.00 date of display was 10th May 2023 and date of removal 24th May 2023

Installation and Repair of faulty street solar lights at UGX. 29,850,500 date of display was 3rd January 2023 and date of removal 17th January 2023

Education

Construction of 5 - stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S date of display was 3rd January 2023 and date of removal 17th January 2023

Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00 date of display was 3rd January 2023 and date of removal 17th January 2023

Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00 date of display was 3rd January 2023 and date of removal 17th January 2023

Health

Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00 date of display was 3rd January 2023 and date of removal 17th January 2023

Construction of 2 stance lined latrines at Katasengwa HC III at a cost of UGX. 14,693,702.00 date of display was 3rd January 2023 and date of removal 17th January 2023

Construction of staff House at Katasengwa HC III at UGX. 148,821,654.00 date of display was 3rd January 2023 and date of removal 17th January 2023

21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0</p>	<p>The LG ranked 42nd with a score of 56%, FY 2021/2022.</p> <p>Scores in percentage by sector were:</p> <table border="1" data-bbox="743 248 1023 450"> <thead> <tr> <th>Sector</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Cross-cutting</td> <td>53</td> </tr> <tr> <td>Education</td> <td>49</td> </tr> <tr> <td>Health</td> <td>66</td> </tr> </tbody> </table> <p>Dissemination of performance assessment results and implication report as evidenced on the Municipal Notice Board dated 22nd June 2023</p>	Sector	Score	Cross-cutting	53	Education	49	Health	66	2
Sector	Score											
Cross-cutting	53											
Education	49											
Health	66											
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>Evidence showed Masindi MLG that, during the previous FY 2022/2023, conducted discussions with the public and provided feed-back on status of activity implementation as follows:</p> <p>Radio Talk shows reports:</p> <p>Conducted in the radios of:</p> <ul style="list-style-type: none"> - Radio Kings 93.6 FM, and BBS Radio 98.2 FM, Among the stakeholders that presented include; His Worship, the Mayor- Hon Kyomuhendo Ronald, Secretary for Finance, Hon. Mboneraho Jackson, Deputy Mayor, Hon Kyomuhendo Betty, Secretary for Works, Hon Nyamayawo Yusuf, Secretary for Health, Hon Karungi Christine. <p>Some topical issues discussed included status on implementation of projects implemented during the FY2022/2023 and resource envelope and projects and activities to be implemented in the next FY 2023/2024.</p> <p>PPDA baraza held on 17.02/2023 at the District Headquarters.</p>	1								
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>The LG publicly avail information on, tax rates, collection procedures, and procedures for appeal as per evidence of circulars signed by the Town Clerk on 13th July 2022. The tax rates and procedures were on, hotels and lodges, garages and workshops, educational institutions businesses, trading licenses, ground rent, recreation and entertainment centers, liquor licenses, building plan inspection fees, slaughter fees, loitering fees, operational license, industry license, and local service tax. The rates were also seen on the noticeboard and from filed copies by the assessor on 7th November 2023, signed by the MC Principal Finance Officer.</p>	1								

Reporting to IGG
Maximum 1 point on
this Performance
Measure

a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0

The LG had no corruption cases for FY 2022/2023 as reported by Clerk to Council Ms. Marion Nabaterega and witnessed by Senior Internal Auditor, Ms. Kabahinya Joy on the date of assessment on 6th November 2022.

**Educational
Performance
Measures**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Local Government Service Delivery Results				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> • If improvement by more than 5% score 4 • Between 1 and 5% score 2 • No improvement score 0 	<p>PLE 2020: Div. 1 - 270; Div. 2 - 1288; Div. 3 - 259 [Total 1817]. Total Candidates: 2009 - 22 Absentees = 1987. Giving a pass rate of 91.4%.</p> <p>PLE 2022: Div. 1 - 450; Div. 2 - 1534; Div. 3 - 283 [Total 2267] Total Candidates: 2380 - 10 Absentees = 2370. Giving a pass rate of 95.7%.</p> <p>Increase in pass rate with 4.3% points.</p> <p>Source: District PLE Results 2020 & 2022 and UNEB plestat 2020 & 2022.</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>UCE 2020: Div. 1 - 57; Div. 2 - 92; Div. 3 - 180 [Total 329]. Total Candidates: 454 - 00 Absentees = 454. Giving a pass rate of 72.5%.</p> <p>UCE 2022: Div. 1 - 86; Div. 2 - 143; Div. 3 - 113 [Total 342] Total Candidates: 423 - 06 Absentees = 417. Giving a pass rate of 82.0%.</p> <p>Increase in pass rate with 9.5% points.</p> <p>Source: Municipal UCE Results 2020 & 2022 and UNEB ucestat 2020 & 2022.</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>Education LLG performance for the 4 divisions was 65% for 2022 [Central - 06/10; Karujubu - 04/10; Kigulya - 10/10; Nyangahya - 06/10] and 87.5% for 2023 [Central - 07/10; Karujubu - 10/10; Kigulya - 10/10; Nyangahya - 08/10] giving an increase in performance of 22.5% points.</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>Basing on vouchers:</p> <ol style="list-style-type: none"> No. 4746009 dated 08/05/2023 to TAMCASE Ltd Masindi of UGX. 17,552,508/= in respect of construction of 2-classroom block at Kirasa P/S. No. 3697847 dated 30/05/2023 to Masindi Municipal Council Imperest of UGX. 500,000/= to facilitate induction of primary schools headteachers on new budgeting guidelines and reporting. No. 6436944 dated 04/05/2023 to Real Tech Enterprises Masindi of UGX. 1,025,067/= in respect of construction of VIP latrine at BiiziP/S. <p>The education development grant was spent on eligible activities as the sector guidelines dictate.</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>The MLG Education Officer, MLG Engineer, MLG-CDO and Senior Environment Officer certified works on Education construction projects in FY 2022/2023 before the MLG made payments to the contractors.</p> <p>The projects were as follows;</p> <ol style="list-style-type: none"> Construction of a 2 classroom block at Kamurasi P/s by James Ventures Ltd. Procurement Number. Masi720/Wrks/22-23/00006. Requisition for funds 05/04/2023. Certified works on 19/04/2023 and paid on 04/05/2023 by EFT. 5253215, UGX. 66,203,686. Construction of a 2 classroom block at Kirasa P/s by Tamcase Ltd. Procurement Number. Masi720/Wrks/22-23/00008. . Requisition for funds 20/03/2023. Certified works on 24/03/2023 and paid on 30/03/2023 by EFT. 4746009, UGX. 18,678,200. Construction of a 5 stance latrine at Kibwona P/s by Fountain Holdings Ltd. Procurement umber. Masi720/Wrks/22-23/00007. Requisition for funds 26/04/2023. Certified works on 17/05/2023 and paid on 08/06/2023 by EFT. 5809866, UGX. 24,350,828. 	2

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

Maximum 8 points on
this performance
measure

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

There was no evidence that the variations in
contract price for sampled education projects are
all within +/-20% of the LG Engineers estimates

Projects sampled for verification.

- Construction of 2 classroom block Nyabyeya P/S Budongo. - Engineer's estimate was UGX. 80 million while the contract sum was UGX. 99, 000, 000.00 giving an absolute variance of - UGX. 19, 000, 000.00 and therefore a percentage variance of -23.75%

- Construction of 2 classroom block Walyoba P/S Labongo - Engineer's estimate was UGX. 80 million while the contract sum was UGX. 98, 989, 610.00 giving an absolute variance of - UGX. 18, 989, 610.00 and therefore a percentage variance of -23.74%

- Construction of 2 classroom block Kinumi - Engineer's estimate was UGX. 80 million while the contract sum was UGX. 98, 978, 191.00 giving an absolute variance of - UGX. 18, 978, 191.00 and therefore a percentage variance of -23.72%

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>There was evidence that projects have been implemented as per planned work plans</p> <p>In Masindi Municipality, last financial year, there was no Seed school in the municipality but the existing projects sampled were.</p> <ul style="list-style-type: none"> • Construction of 5 - stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S • Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00 • Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00 <p>There was evidence that these three education activities were implemented as per approved work plan.</p> <p>The construction of 5 stance lined latrine at Kibwona commenced 18th January 2023 and completed on 23rd May 2023</p> <p>Construction of 2 classroom block with office and store at Kirasa P/S Commenced 18th January 2023 and was completed on 23rd May 2023</p> <p>Construction of 2 classroom block with office and store at Kamurasi P/S commenced 15th February 2023</p> <p>All records on the project file clearly indicate that implementation was as per approved work plan.</p> <p>This is evidenced by the signed contracts and progress reports on the project file seen by the assessor.</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>The staff ceiling of primary school teachers in Masindi Municipality according to information obtained from the HRM office was 366 and all the 366 positions were filled which is 100%.</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>As per the Assets Register stamped and dated 02/04/2023 for 29 [100%] primary schools and 03 [100%] secondary schools, all the schools had the basic requirements and minimum standards as DES guidelines dictate.</p>	3
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Performance Reporting and Performance Improvement

5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p> <p>Maximum 4 points on this performance measure</p>	<p>a) Evidence that the LG has accurately reported on teachers and where they are deployed.</p> <ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 	<p>Basing on the Staff Consolidated List dated 01/01/2022 and the staff lists found in the 3 primary schools [Rwijeere, Kamurasi Demonstration , Masindi Army Day] I sampled and visited, there was un matching information in the two staff lists [district and schools] except in that of Rwijeere P/S.</p> <p>At Kamurasi P/S Kalema Mary was transferred to this school in 2020 and since then she has not been teaching and does not appear in the attendance registers though was reported sick without evidence. Nyakayisiki Fridah was at school appearing on the school staff list but in the district staff list for the school was not appearing though was reported on transfer to this school.</p> <p>At Masindi Army Day P/S Ogwal Martin and Akullo Betty Okello had been away from school since 2020 though they were reported sick without evidence. Ogwal Martin was reported to have lost sight and Akullo Betty Akello reported with breast cancer. Kyamanywa Harriet Kusemererwa Rose and Aseera Harriet were appearing in the district staff list for the school, yet they were not at the school, they were reported to have been transferred to Masindi Town Model P/S, Kigulya P/S and Kabalega P/S respectively. Busobozi Julius was on the school's staff list but not on the district staff list for the school. He was reported to have transferred from Bulyango P/S.</p>	0
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5	<p>Accuracy of reported information: The LG has accurately reported on teaching staff in place, school infrastructure, and service performance.</p>	<p>b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.</p>	<p>The infrastructure and equipment found in the district assets register dated 02/04/2023 and those found in the school registers of Rwijeere, Kamurasi Demonstration, and Masindi Army Day primary schools I sampled and visited were the same and they did exist in these schools.</p>	2
	<p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> • If the accuracy of information is 100% score 2 • Else score: 0 		
6	<p>School compliance and performance improvement:</p>	<p>a) The LG has ensured that all registered primary schools have complied with MoES annual budgeting and reporting guidelines and that they have submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30. Reports should include among others, i) highlights of school performance, ii) a reconciled cash flow statement, iii) an annual budget and expenditure report, and iv) an asset register:</p>	<p>All the 29 [100%] primary schools had submitted annual school reports bearing highlights of school performance, reconciled cashflow statements and annual budgets and expenditure reports as per sector annual budgeting and reporting guidelines dictate. For example, Kabalye Settlement P/S, Masindi Army Barracks P/S and St. Mary's Kibwona P/S submitted their reports on 12/01/2023, 12/01/2023 and 10/12/2022 respectively.</p>	4
	<p>Maximum 12 points on this performance measure</p>	<ul style="list-style-type: none"> • If 100% school submission to LG, score: 4 • Between 80 - 99% score: 2 • Below 80% score 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>Circular letter dated 20/09/2022 and Referenced MMC/CR/308/15 asked all schools to develop SIPs and were handed in along with Annual School Reports by 30th January as annual budgeting and reporting guidelines dictate. Secondly, according to primary schools [Rwijege, Kamurasi Demonstration and Masindi Army Day] I sampled and visited, had their SIPs displayed on notice boards and were talking to those I found in Deo's office.</p>	4
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>Basing on the Approved Budget Estimates FY 2022/2023, PBS data and online submission of Enrolment for IPF FY 2022/2023 by CAO on Tuesday October 5, 2021, at 8.42pm, the LG submitted for the 29 primary schools and 03 secondary schools.</p>	4

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>Basing on the Approved Budget Estimates FY 2023/2024 on 29/05/2023, staff lists, and PBS data, the LG budgeted for the 336 primary school teachers at UGX. 3,270,930,000/= as per sector staffing norms.</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>Basing on the consolidated deployment list 2022/2023 dated 01/10/2022 all the 29 primary schools had a minimum of 8 teachers as per staffing norms. According to primary schools [Rwijege, Kamurasi Demonstration, Masindi Army Day] I sampled and visited had a minimum of 8 teachers - Rwijege P/S [08], Kamurasi Demonstration [22] and Masindi Army Day [23].</p>	3
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>At both the district and the 3 primary schools [Rwijege, Kamurasi Demonstration, Masindi Army Day] I sampled and visited, teachers deployed had been displayed on notice boards. For example, teachers - Sylvia Manyireki, Moreen Mbabazi, Emmanuel Muhindo and others [at Rwijege P/S]; teachers - Kabagambe Tadeo, Kahoza Hellen, Ejia Dramadri Baker, and others [at Kamurasi Demonstration P/S]; and teachers - Byamukama Amon, Mbabazi Dinah, Asiimwe Sarah, and others [at Masindi Army Day P/S] were physically available at the schools.</p>	1

Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.

Maximum 8 points on this performance measure

a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO

Score: 2 or else, score: 0

A review of the appraisal reports of 10 primary school head teachers revealed that all of them were appraised beyond the prescribed deadline of 31st December 2022 as listed below:

1. Mugema James (Head Teacher Army Boarding Primary School) was appraised by the School Management Committee on 9th January 2023
2. Bimbona N Justine (Head Teacher Masindi Junior Primary School) was appraised by the School Management Committee on 3rd January 2023
3. Businge Jonathan (Head Teacher Kabalega Primary School) was appraised by the School Management Committee on 10th January 2023
4. Birungi Gertrude was appraised by the School Management Committee on 6th January 2023
5. Aceng Joan Owiny (Head Teacher Bulyango Primary School) was appraised by the School Management Committee on 6th June 2023
6. Byakagaba Lillian (Head Teacher Kamurasi Demonstration Primary School) was appraised by the School Management Committee on 15th February 2023
7. Nyangoma Lucy (Head Teacher St Edward's Primary School) was appraised by the School Management Committee on 4th January 2023
8. Nasra Abdul Moga (Head Teacher Kirasa Modern Muslim Primary School) was by the School Management Committee on 3rd January 2023
9. Apadet Jessica (Head Teacher Rwijere Primary School) was appraised by the School Management Committee on 10th January 2023
10. Nyamigisa Irene (Head Teacher Kajura Primary School) was appraised by the School Management Committee on 5th January 2023

8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM</p> <p>Score: 2 or else, score: 0</p>	<p>The assessor accessed appraisal reports of 3 out of 4 secondary school Head Teachers in Masindi Municipal Council and established all of them had been appraised by Chairperson BoG) within the prescribed period of time.</p> <ol style="list-style-type: none"> 1. Nakazibwe Agness was appraised by the Chairperson Board of Governors on 15th December 2022 2. Buchu Romunus Tazzy was appraised by Chairperson Board of Governors on 31st December 2022 3. Kigongo Cranmer was appraised by the Chairperson Board of Governors on 15th December 2022 	2
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>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 were only two staff in the Municipal Education department and both of them were appraised late in the previous FY (Beyond 30th June 2023) as presented below:</p> <ol style="list-style-type: none"> 1. The Principal Education Officer – Ayebale Sam Peter was appraised on 16th July 2023 2. Inspector of Schools - Bahemuka Betty was appraised on 22nd August 2023 	0
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>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>A workplan for capacity building dated 07/07/2022 and signed by the Principal Education Officer [PEO] - Ayebare Sam Peter, Senior Human Resource Officer [SHRO] - Namukoye Solomon and Town Clerk [TC] - Kabugo Deo was in place.</p>	2

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>According to enrolment data provided by MoES, PBS data, Approved Budget Estimates FY 2022/2023, the LG submitted school lists for 29 primary schools [Masindi Army P/S, Kamurasi Demonstration P/S, Rwijere P/S, and others totaling to 17,034 learners] and 03 secondary schools [Masind Army Secondary School, Kabalega SSS, and Masindi Secondary totaling to 1,093 learners] and their enrolment figures.</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>Basing on Approved Budget Estimates FY 2022/2023, Inspection workplan 2022/2023 dated 22/07/2022 and inspection reports [Terms 3/2022 - 01/12/2022, 1/2023 - 03/10/2023 and 2/2023 - 26/02/2023], the inspection and monitoring function activities [inland travel, fuel, oil and lubricants, photocopying/printing, workshops, among others] were in tandem with the sector guidelines.</p>	2
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score:2 else, score: 0</p>		
9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters</p>	<p>A review of PBS timestamps from MoFPED of LG warrant submissions for school capitation grants revealed that the LG in FY 2022/2023 warranted more than 5 working days (i.e, Q, 1 and Q 3) after the cash limits for LG were uploaded in the PBS by MoFPED.</p> <p>Q 1- FY 2022/2023, cash limit uploaded on 17/07/2022 and LG warranted on 28/07/2022, i.e, after 11 working days</p> <p>Q 3 - FY 2022/2023, cash limit uploaded on 10/10/2023 and LG warranted on 16/10/2022, i.e, after 6 working days</p> <p>Q 4 - FY 2022/2023, cash limit uploaded on 24/04/2023 and LG warranted on 24/04/2023,i.e, on the same day</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score: 2 else score: 0</p>		

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.</p>	<p>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>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score: 2 else, score: 0</p>	<p>Evidence</p> <p>Q 3 – FY 2022/2023- cash release on 13th January 2023 and invoiced on 16th January 2023, after 3 days.</p> <p>Q 4- FY 2022/2023- cash release on 19th April 2023 and invoiced on 19th April 2023, after 1 after 1 day.</p> <p>Q 1 - FY 2023/2024- cash release on 17th July 2023 and invoiced on 10th August 2023, after 7 working days</p> <p>LG did not publicize within 3 days (Q 1) after the release from MoFPED.</p>	
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p> <ul style="list-style-type: none"> • If 100% compliance, score: 2, else score: 0 	<p>The inspection plan 2022/2023 dated 22/07/2022 and minutes [signed by Ayebare Sam Peter - PEO and Bahemuka Betty - MIS] of meetings dated 20/10/2022 and 22/02/2022 for example, were in place and discussed issues [area allocation, monitoring: lesson planning, teacher and learner attendance, staffing positions, among others] in preparation to inspection and monitoring.</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p> <ul style="list-style-type: none"> • If 100% score: 2 • Between 80 – 99% score 1 • Below 80%: score 0 	<p>Inspection reports of term 3/2022 - dated 01/12/2022, term 1/2023 - dated 03/10/2023, and term 2/2023 - dated 26/07/2023, and signed by Ayebare Sam Peter - PEO and Bahemuka Betty - MIS, each had 29 [100%] government primary schools inspected. By implication, all schools [100%] were inspected each term.</p>	2

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,</p> <p>Score: 2 or else, score: 0</p>	<p>Department minutes for the meeting held on 20/10/2022; 26/07/2023; 17/04/2023, and 03/04/2023 discussed issues related to inspection reports where recommendations were made in respect of individual schools and teachers that needed attention. Equally, similar issues of absenteeism of teachers, attendance of learners, inadequate planning by teachers, big numbers in classes among others were reflected in inspection reports left in the 3 primary schools [Rwijeere, Kamurasi Demonstration, Masindi Army Day] I sampled and visited.</p>	2
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES):</p> <p>Score 2 or else score: 0</p>	<p>Inspection reports of term 3/2022 - dated 01/12/2022, term 1/2023 - dated 03/10/2023, and term 2/2023 - dated 26/07/2023, signed by Ayebare Sam Peter - PEO and Bahemuka Betty - MIS were submitted to DES and acknowledged on 19/012/2022, 04/10/2023, and 04/10/2023 respectively.</p>	2

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>	<p>Evidence showed the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results for FY 2022/2023.</p> <p>This was from sector committee and council meetings.</p> <p>Below are dates for meeting and Minute numbers:</p> <p>a. 26th August 2022- Minute: MMC/HEC/002/08/2022.</p> <p>b. 3rd November 2022-Minute: MMC/HEC/008/011/2022.</p> <p>c. 12th May 2023-Minute: MMC/HEC/47/05/2023.</p> <p>The following were discussed:</p> <p>i. Monitor the performance of schools in examinations of PLE, Ordinary and Advanced levels and get the statistics.</p> <p>ii. Coordinating and supporting co-curricular activities, like music, dance and drama for representation and participation in regional and national competitions.</p> <p>iii. Construction of pit-latrines in selected primary schools which are standard.</p> <p>iv. Construction of class-room blocks which are standard.</p> <p>v. Ensure the school for the disabled and students of the program of PWD don't miss out on the sign language.</p> <p>vi. Routine inspection and monitoring of development projects and schools and provide regular feedback on their developments in all schools in the Municipality.</p> <p>vii. Timely payment of capitation grant to all beneficiary schools.</p> <p>viii. School inspection and monitoring accountability of teacher attendance.</p>	2
11	<p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p>	<p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p>	<p>Citizens Engagement Report Forms dated 17/07/2023 and 04/07/2022 in respect of parents' meeting/sensitization at Katesengwa P/S and mobilizing, attracting, retain learners in schools respectively were available. Secondly, there was a report on the training on school-based surveillance for Masindi Municipality dated 17/01/2022. Lastly, CDs on Radio Talk shows conducted were available as effort towards mobilization of school communities to have learners stay in schools.</p>	2

12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, <i>score: 2, else score: 0</i></p>	<p>According to the consolidated assets register dated 02/04/2023 and the 29 UPE and 03 USE schools had the basic facilities and equipment. This was further evidenced in the primary schools [Rwijeere, Kamurasi, Masindi Army Day], I sampled and visited. The assets registers found in the schools had tallying information with the one at district and the facilities and equipment [classrooms, toilets, clocks, textbooks, desks, tables, chairs, computers, among others] were in place.</p>	2
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i></p>	<p>The MLG conducted desk appraisal for all sector projects in the budget and investments were obtained from the LGDP III-2019/2020 -2024/2025. The projects were appraised by; Principal Education Officer, MLG Planner, Senior Community Development Officer and Senior Environment Officer on 5th May 2022.</p> <p>The following projects were appraised;</p> <ol style="list-style-type: none"> 1. Construction of a 2 stance lined latrine at Nyamigisa Girls Primary School 2. Construction of a 2 classroom block with office at Kamurasi Demo Primary School, 3. Construction of a 5 stance lined latrine at Kabalye Primary School 4. Construction of a 5 stance lined latrine at Bigando Primary School 5. Construction of a 2 classroom block at Kirasa Moslem Primary School. 	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>The LG conducted a field appraisal for, technical feasibility, environmental and social acceptability and customized designs FY 2022/2023. The appraisal date was 18th May 2022. The appraisals were carried out by; Principal Education Officer, MC Planner, Senior Community Development Officer and Senior Environment Officer.</p> <p>The following projects were appraised;</p> <ol style="list-style-type: none"> 1 Construction of a 2 stance lined latrine at Nyamigisa Girls Primary School 2 Construction of a 2 classroom block with office at Kamurasi Demo Primary School, 3 Construction of a 5 stance lined latrine at Kabalye Primary School 4 Construction of a 5 stance lined latrine at Bigando Primary School 5. Construction of a 2 classroom block at Kirasa Moslem Primary School. 	1

Procurement, contract management/execution

Maximum 9 points on this performance measure

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, *score: 1, else score: 0*

There was evidence that the education department has budgeted and ensured that the planned sector infrastructure projects have been approved and incorporated into the procurement plan

The assessor was given and he reviewed the approved procurement plans for two financial years F/Y 2022-23 & F/Y 2023-24. The Town Clerk submitted the consolidated annual procurement plans for Masindi Municipal Council for these two years to Executive Director PPDA. The one for F/Y 2022-23 (three page document) was submitted under cover of a letter dated 3rd August 2022 while the one for F/Y 2023-2024 (five page document) was submitted under cover of a letter dated 31 July 2023.

All planned education sector infrastructure projects for these financial years were included in these documents.

Some of the projects included are the following:

Construction of 2-stance lined latrine at Nyamugisha P/S

Construction of 5 - stance lined latrines at Kimbona P/S

Construction of 2 classroom block with office and store at Kirasa P/S

Construction of 2 classroom block with office and store at Kamurasi P/S

<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p>	<p>There was evidence that the school infrastructure projects were approved by the contracts committee.</p> <p>Relevant files were reviewed and the following examples can be quoted.</p> <p>Construction of 5 – stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S. Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract through the minute 026/MCC/2022-23 dated 28-29 December 2022 XXii</p> <p>Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00. Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract through the minute 026/MCC/2022-23 (iii) dated 18th January 2023 M/S to TAMCASE (U) Ltd.</p> <p>Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00 . Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract to James Ventures Ltd as per minute 026/MCC/2022-23 (XIX)</p>
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Procurement, contract management/execution

Maximum 9 points on this performance measure

c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. *score: 1, else score: 0*

There was evidence that Masindi Municipal Council established Project Implementation Team (PIT) for education construction projects.

The assessor saw copies of letters signed by the Town Clerk appointing members of PIT for education projects. The letter is dated 10th November 2022. The letter is signed by Mr. Asiimwe Patrick the Town Clerk of Masindi Municipal Council. The officers included in the appointment were the following: Businge Robert SOW, Kasigwa Fred Senior environment officer, Mugisa James Amooti Principal Community Development Officer and the letter also included appointment of all Heads of Departments as members of PIT

The composition was similar to what is in the guidelines (contract manager, Project manager, Environment Officer, Community Development Officer and Labour Officer).

From the Municipal Engineers' files it could be seen that PITs for projects were functional as they attended project meetings as seen from minutes of these meetings.

Monthly progress reports seen indicated attendance from PIT members. An example is a report referenced MMCWORKS-2022-23 dated 17th April 2023 - Progress report on construction of 2-classroom block with store at Kamurasi P/S. This report is signed jointly by Businge Robert, Mugisa W. James and other like Fred Kasigwa and Ayebare Sam

Many final and interim payment certificates were sampled and in all cases these certificates were endorsed by all line PIT members. As for the Environment Officer and Community Development Officer the two always prepare a separate "environment and social certificate" that are attached to the certificates. The assessor was shown copies of these certificates.

Procurement, contract management/execution

Maximum 9 points on this performance measure

d) Evidence that the school infrastructure followed the standard technical designs provided by the MoES

Score: 1, else, score: 0

There was evidence that construction of school infrastructure followed standard technical designs

Three school infrastructure projects were sampled

- Construction of 5 - stance lined latrines with shower at UGX. 25,632,451.00 at Kibwona P/S
- Construction of 2 classroom block with office and store at Kirasa P/S at UGX. 87,545,580.00
- Construction of 2 classroom block with office and store at Kamurasi P/S at UGX. 101,137,631.00

Field visits were conducted to these schools on 7th November 2023 to have physical checks if the projects complied with the standard technical designs. The field visits were conducted by the assessor as accompanied by Municipal engineer.

During the field visits, measurements were undertaken and visual observations were made to verify compliance with technical designs.

At these sampled projects, it was indeed concluded that the projects were fully compliant with the technical designs provided by MOES headquarters.

13

Procurement, contract management/execution

Maximum 9 points on this performance measure

e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY
score: 1, else score: 0

There was evidence that the LG has provided supervision by key relevant technical officers for infrastructure projects, attended monthly meetings, Certified payment requests timely, and supervised prior to certification of payments. The evidence is laid out below.

From the Municipal Engineers' files the assessor saw appointment letters for members of PIT signed by the Mr. Asiimwe Patrick the Town Clerk of Masindi Municipal Council. The letter is referenced MMC/156 and dated 10th November 2022 The officers appointed are Mugisa James Amooti PCDO, Kasigwa Fred Senior Environment Officer, Businge Robert SOW. The letter also appointed all Heads of Department to automatically be members of the PIT

Looking through monthly progress reports it was evident that PIT members were in attendance. Examples include a report referenced MMCWORKS-2022/23 dated 25th May 2023 about construction of staff house at Katasenywa HC III. This report is signed off by several members of the PIT. Fred Kasigwa, Businge Robert and other like Mugisa W James

Other examples include minutes of monthly site meetings for the construction of classroom blocks at Kamurasi P/S dated 17th March 2023, Minutes of monthly site meeting for construction of 2-classroom block at Kirasa P/S dated 27th February 2023, Minutes for construction of 5-stance lined latrine at Kibwona P/S dated 28th February 2023. In all these cases the attendance lists include members of PIT.

The files also had many monitoring reports authored by PIT members but prepared individually. Field monitoring reports sampled had records of attendance of PIT members.

Many final and interim payment certificates were sampled and in all cases these certificates were endorsed by multiple members of the technical team and did so timely and there was evidence that supervision took place prior to certification.

13

Procurement, contract management/execution

Maximum 9 points on this performance measure

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
score: 1, else score:

There is evidence that the Masindi Municipal Council has provided supervision by relevant technical officers of each infrastructure project during critical stages of construction like prior to verification of works.

Examples are the following:

1. For Construction of staff House at Katesenywa HC III executed by M/S Microna Holdings Ltd. The Contractor M/S Microna Holdings Ltd submitted a request for payment through their letter dated 20th April 2023 and by 16th may 2023, the Town Clerk had fully certified the payment request

ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 30th April 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

2. For Construction of 2 stance lined pit latrine at Katesenywa HC III awarded to M/S Ron Fountain Views Ltd at a contract sum of UGX. 14, 693, 702.00 The Contractor M/S Ron Fountain Views submitted a request for payment through their letter dated 26th April 2023 and by 16th may 2023, the Town Clerk had fully certified the payment request ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 5th May 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

3. For Construction of 5 stance lined latrine with shower at Kimbona P/S executed by M/S Fountain Holdings Ltd. The Contractor M/S Fountain Holdings Ltd submitted a request for payment through their letter dated 26th April 2023 and by 17th may 2023, the Town Clerk had fully certified the payment request ready for payment. Attached to this payment request was field inspection and monitoring report complete with a measurement sheet. The measurement sheet is dated 30th April 2023. It is signed by Masindi Municipal Engineer Eng. Kasaija John, District Community development Officer, District Environment Officer. In addition, the Environment Officer and Community Development Officer also conducted a field inspection/monitoring and prepared environment and social safeguards report called environment and social certificate that is attached to the payment request. Meaning that prior to certification, the Municipal Engineer, Municipal Environment Officer & Municipal Community Development Officer visit the project site and carry out supervision.

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>g) If sector infrastructure projects have been properly executed and payments to contractors made within specified timeframes within the contract, <i>score: 1, else score: 0</i></p>	<p>The sector infrastructure projects were properly executed and payments to contractors were not made within specified timeframes within the contract.</p>	0
			<p>Evidence</p> <p>Payment terms as per contract 30 days after a request for payment / invoice by the contractor.</p> <p>1. Request for payment was made by James Ventures Ltd. Procurement on 05/04/2023 for the construction of a 2 classroom block at Kamurasi PS for UGX. 66,203,686. The payment was made on 04/05/2023 by EFT No. 5253215, i.e, the payment was made 30 days within the request was made.</p> <p>2. Request for payment was made by Tamcase Ltd on 20/03/2023 for the construction of a 2 classroom block at Kirasa PS for UGX. 18,678,200. The payment was made on 30/03/2023 by EFT No. 4746009, i.e, the payment was made 10 days after the request was made.</p> <p>3. Request for payment was made by Fountain Holdings Ltd on 26/04/2023 for construction of a 5 stance latrine at Kibwona PS for UGX. 24,350,828.. The payment was made on 08/06/2023 by EFT No. 5809866, i.e, the payment was made 43 days after the request was made.</p> <p>Contractor number 3 was not paid within the timeframe of 30 days.</p>	
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i></p>	<p>There was no evidence that the Masindi Municipal Council Education department submitted procurement plans timely by 30th April as required by the guidelines. The documents that the assessor saw were dated in July.</p>	0

Procurement, contract management/execution

Maximum 9 points on this performance measure

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

There was evidence that the Masindi Municipal Council had complete procurement files for each of the school infrastructure projects.

The following files were sampled.

1. On the file for the project construction of 2 classroom block at Kirasa P/S the following key documents could be seen. The evaluation report, Minutes of contract award to M/S Tam Case Ltd. This contract was approved through Minute 026/MCC/2022-23 (III) dated 18th January 2023. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor (5) Supervision reports (6) Payment records and others

2. On the file for the project construction of 2 classroom block with office and store at Kamurasi P/S the following key documents could be seen. The evaluation report, Minutes of contract award to M/S James Venture (U) Ltd. This contract was approved through minute 026/MCC/2022-23 dated 29th December 2022. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others

3. On the file for the project construction of 5 stance lined pit latrine at Kibwona P/S. The contract was approved through minute 036/MCC/2022-23 (XXII) dated 2nd January 2023 and was awarded to M/S Fountain Holdings Ltd. The following key documents could be seen. The evaluation report on the basis of which the award was based, Minutes of contract award to M/S Fountain Holdings. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others.

The assessor looked through these files and established that they have been constituted as required by PPDA law

Environment and Social Safeguards

14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>The LG had no grievances recorded, investigated, responded to and redress reported under Education seen by the time of assessment</p>	0
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>Based on the 3 primary schools [Rwijeere, Kamurasi Demonstration, Masindi Army Day] I sampled and visited, there was no evidence that environment guidelines were disseminated to schools.</p>	0
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i></p>	<p>There was evidence in the LG to show costed ESMP safeguard requirements incorporated in the BoQs for the following education projects;</p> <p>Construction of 2 classroom block with store and office at Kamurasi demonstration Primary School. (Ref No Masi720/WRKS/2022-23/00006). ESMP costed 1,530,000UGX. In the BOQ under Element (Bill No 11) environmental and social safeguards (site restoration, levelling and planting of trees costed 8,719,360UGX</p> <p>Construction of 2 classroom block at Kirasa Muslim PS (Ref No Masi720/Wrks/2022-23/00014) ESMP costed 1,530,000 UGX. In the BOQ under Element (Bill No 11) environmental and social safeguards (site restoration, levelling and planting of trees costed 8,519,360UGX</p> <p>Construction of 5 stance latrine with shower at Kibwona PS (Ref No Masi720/Wrks/2022-23/0007) Contract Amount 25,632,451 UGX. ESMP costed 1,160,000UGX. .In the BOQ under Element (Bill No 11) environmental and social safeguards (site restoration, levelling and planting of trees costed 1,993,500UGX</p>	2

16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i></p>	<p>There was evidence availed by Municipality to show proof of land ownership for Education/school construction projects implemented in the previous year examples include;</p> <p>Letter addressed to Municipal Education officer on acceptance to have developmental activities for Kirasa Muslim Primary school, and acceptance granted to have school developed by government projects signed by Sheikh Yahaya Mugisa on 11/10/2022</p> <p>Land ownership for Kamurasi Demo school measuring 28.4hectares and 1.5km east of Masindi Town. Letter addressed to Masindi Municipal Town clerk to embrace support from government programmes signed by LCI Chairman (Nalwanga Sarah) Kamurasi Cell dated 26/9/2019</p> <p>Ownership of land for St Mary’s Kibwona PS established on church land and belongs to the Catholic church and any development shall be welcome signed by Deogratus semugambe, educ secretary ,Hoima diocese Department</p>	1
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i></p>	<p>There was evidence that the LG had consistent monitoring and engagement of education projects throughout the contract period by Ag PCDO(Mugisa James Amooti) and Environment Officer.(Fred Kasigwa) There were also monthly reports for supervision of the education projects ie</p> <p>Monthly Report for environmental checklist for construction of 2 classroom block at Kamurasi PS. Monitoring report dated 14/3/2023, 20/4/2023, 22/4/2023 and 19/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Monthly Report for environmental checklist for construction of 5 stance VIP Latrine at Kibwona PS. Monitoring report dated 25/4/2023, 29/5/2023, 15/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Monthly Report for environmental checklist for construction of 2 classroom block at Kirasa Muslim PS. Monitoring report dated 18/4/2023, 19/5/2023, 21/6/2023 signed by Ag PCDO and Municipal Environment officer.</p> <p>Corrective measures were done according to the monthly reports example; Provision of PPE to workers, installation of lightening arrestors, provide for site cleaning and solid waste management on site.</p>	2

Safeguards in the delivery of investments

Maximum 6 points on this performance measure

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

Score: 1, else score:0

There was evidence that LG had E&S Contractor payment certificates and compliance Certification forms completed and signed by Environmental Officer(Fred Kasigwa) and Ag PCDO(Mugisa James Amooti) prior to payments of contractor invoices/certificates. examples include;

Construction of 2 classroom block with an office at Kamurasi Demo school PS at Kamurasi cell. Certification No 10 of 2023. recommendation was approval of works on site. Certification signed by Municipal Environment officer and Ag PCDO separately on 21/6/2023.

Construction of 5 stance VIP Latrine at Kibwona PS. Recommendation was based on approval of works on site. certification signed by Municipal Environment officer and Ag PCDO separately on 19/6/2023.

Environmental and social certification for Higher Local Governments for Construction of 2 classroom block with an office at Kirasa Moslem PS. Recommendation was based on approval of works on site. certification signed by Municipal Environment officer and Ag PCDO separately on 22/6/2023.

**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>There was evidence that the LG Health department registered an increase in population delivering at health facility by 52.4% between FY 2021/2022 to 2022/2023. Delivery data was obtained for the FY 2021/2022 and 2022/2023 for all the HC IIIs in the LG. Total deliveries for the FY 2021/2022(Old) was 191 and FY 2022/2023(New) was 291. Percentage change was calculated using (New-Old)/Old x100 = (291 - 191)/191 x 100 = 52.4%</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>LLG Performance- 2021/22= 40/40 , LLG Performance- 2022/23= 36/40</p> <p>Average score = $76/80 \times 100 = 95\%$</p> <p>Average score in health for LLG Performance was 95%</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>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 NA, All LGs to score 0</p>	0

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

Maximum 8 points on this performance measure

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.

Evidence provided indicated Masindi MLG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines.

The MLG budgeted for Health Sector Development Grant, UGX.375, 908,000 (ABPR, page, 17).

The expenditure were on the following eligible activities:

1. Maintenance of Buildings at MC- Headquarters, UGX.143.632, 000 (ABPR, page, 50).

2. Acquisition of residential houses, UGX. 151,131,000 (ABPR, page,50)

3. Construction of residential houses, UGX.45, 000,000 (ABPR, page, 50).

4. Repairs of buildings at MC headquarters, UGX.4, 350,000 (ABPR, page, 50).

5. Procurement of light ICT- hardware, UGX. 8,000,000 (ABPR, page, 50).

6. Furniture and fittings at MC headquarters, UGX. 5,000,000 (ABPR, page50)

7. Monitoring and supervision of works, UGX. 18,795,000 (ABPR, page, 51)

Total, UGX.375, 908,000.

Health Development grant was used on eligible activities

3	Investment performance: The LG has managed health projects as per guidelines.	b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0	Evidence provided by Masindi MLG indicate, the MLG-HO , MLG Engineer, Senior Environment Officer and MLG-CDO certified works on health projects before the LG made payments to the	2
	Maximum 8 points on this performance measure		<p>Contractors and suppliers.</p> <p>The payments made were as follows;</p> <ol style="list-style-type: none"> 1 .Construction of a 2 stance latrine at Kasasenywa HC III by Ron Fountain Views (U) Ltd. Procurement Number. Masi720/Wrks/2022-2023/00010. Requisition for funds on 26/04/2023. Certified works on 16/05/2023 and paid on 08/06/2023 by EFT. 5829220, UGX. 13,959,017. 2. Construction of 2-stance latrine, urinal and bathroom at Nyakitibwa HC III by Kayekasi Investments Ltd. Procurement Number. Masi720/Wrks/2022-2023/00012. Requisition for funds on 12/05/2023. Certified works on 16/05/2023 and paid on 29/05/2023 by EFT. 5734819, UGX. 13,113,705. 3. Construction of staff house at Katasenywa HC III by Microna Holdings Ltd. Procurement Number. Masi720/Works/2022/2023/00011. Requisition for funds on 20/6/2023. Certified works on 20/06/2023 and paid on 28/06/2023 by EFT. 6425458, UGX. 18,903,458. 	
3	Investment performance: The LG has managed health projects as per guidelines.	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>There was evidence that the variations in contract price for sampled health projects are within the +/-20%</p> <p>The health projects sampled were:</p> <p>Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00 - Engineers' estimate was UGX. 15 million while the contract price was at UGX. 14,685,000.00 giving an absolute variance of - UGX. 315, 000.00 and a percentage variance of - 2.1 %</p> <p>Construction of 2 stance lined latrines at Katesenywa HC III at a cost of UGX. 14,685,000.00 - Engineers' estimate was UGX. 15 million while the contract price was at UGX. 14,693,702.00 giving an absolute variance of - UGX. 306, 298.00 and a percentage variance of - 2.04 %</p> <p>Construction of Staff House at Katesenywa HC III at a cost of UGX. 14,685,000.00 - Engineers' estimate was UGX. 151, 130, 704.00 while the contract price was at UGX. 148,821,654.00 giving an absolute variance of -UGX. 2, 309, 050.00 and a percentage variance of - 1.52 %</p>	2
	Maximum 8 points on this performance measure			

3	Investment performance: The LG has managed health projects as per guidelines.	d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY	There was evidence that health sector investment projects implemented in the previous financial year were completed as per work plan by end of financial year.	1
	Maximum 8 points on this performance measure	<ul style="list-style-type: none"> • If 100 % Score 2 • Between 80 and 99% score 1 • less than 80 %: Score 0 	<p>The health projects sampled were:</p> <ol style="list-style-type: none"> 1. Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00 2. Construction of 2 stance lined latrines at Katasenywa HC III at a cost of UGX. 14,693,702.00 3. Construction of staff House at Katasenywa HC III at UGX. 148,821,654.00 	
			<p>Reviewing relevant documents (works contracts for each project, annual budget performance reports, actual progress reports on project files) and conducting actual field visit to above three projects on 7th November 2023, it was evident that the projects were completed as per work plan except for the staff house where some small activities delayed.</p>	
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure	Masindi Municipality had two HCIII and no HCIV. According to the new structure of Health facilities issued by Ministry of Public service, each HCIII is supposed to have 29 staff totaling to 58 established positions.. 31 of the positions were filled which is 53% hence a score of 0	0
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> • If above 90% score 2 • If 75% - 90%: score 1 • Below 75 %: score 0 		

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

Maximum 4 points on this performance measure

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

- If 100 % score 2 or else score 0

There was evidence that LG health infrastructure construction projects meet the approved MOH facility infrastructure designs

The health projects sampled were:

1. Construction of 2 stance lined latrines at Nyakitibwa HC III located in Karujubu division at a cost of UGX. 14,685,000.00
2. Construction of 2 stance lined latrines at Katasenywa HC III located in Nyangahya division at a cost of UGX. 14,693,702.00
3. Construction of staff House at Katasenywa HC III located in Nyngahya division at UGX. 148,821,654.00

Field visits were conducted to these sites on 7th November 2023 to have physical checks if the projects complied with MOH standard technical designs.

During the field visits, measurements were undertaken and visual observations were made to verify compliance with technical designs. The measurements relate to size of opening, room sizes and heights of walls, timber sizes for roofing, fascia board sizing, chalk board size and number of stances of latrines, whether or not ramps have been provided as per drawings and all other provisions as per the drawings.

At these sampled projects, it was indeed concluded that the projects were fully compliant with the technical designs provided by MOH headquarters.

Performance Reporting and Performance Improvement

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence to show that health workers were in place as indicated in the staff list provided by the MHOs office. The assessment team compared the staff list obtained from the MHOs office for the FY 2023/2024 with what was available at the facility and observed the following;</p> <p>Nyakitiibwa HC III : The deployment list provided by the MHOs office had 16 health workers. On verification all the 16 staff were in place as indicated in the staff list with Kakyomya Wilson- Clinical Officer, on sick leave</p> <p>Katasenywa HC III: The deployment list provided by the MHOs office had 15 health workers. On verification ALL the health workers were in place as indicated in the staff list with Ayebale Harriet- Health Information Assistant and Katusiime Grace-Porter on annual leave.</p> <p>Kirasa HC II: The deployment list provided by the MHOs office had 9 health workers. On verification ALL the health workers were in place as indicated in the staff list, with Kahunguki Charles Akiki-Askari on annual leave</p>	2
5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>No facility was upgraded in the last FY 2022/2023. The LG cannot be penalized because of having no upgrade project and hence scores 2 points.</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 annual work plans and budgets for the sampled health facilities (Nyakitiibwa HC III, Katasenywa HC III and Kirasa HC II) conformed to the prescribed formats in the planning guidelines and were submitted by March 31st of the previous FY</p> <p>Nyakitiibwa HC III: The workplan and budget was prepared by Atuhairwe Sylvia (Health Facility Incharge) on 30th March, 2023 and submitted to the MHOs on the same day</p> <p>Katasenywa HC III: The workplan and budget was prepared by Katusabe Judith (Health Facility In charge) on 10th March 2023 and submitted to the MHOs office on the same day</p> <p>Kirasa HC II: The workplan and budget was prepared by Atieno Laurine on 22nd March 2023 and submitted to the MHOs office on 24th March 2023</p>	2

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

Maximum 14 points on this performance measure

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 :

- Score 2 or else 0

There was evidence that the health facility Annual Budget Performance Reports for the FY 2022/2023 conformed to the Budget and Grant Guidelines and were submitted timely i.e. by July 15th 2023

Nyakitiibwa HC III: The budget performance report was prepared by Athairwe Sylvia (HF In charge) on 11th July 2023 and submitted to the MHOs office on the same day

Katasenywa HC III: The report was prepared by Katusabe Judith (HF in charge) on 10th July 2023 and submitted to the MHOs office on the same day

Kirasa HC II: The report was prepared by Atino Laurine (Health Facility In charge) on 7th July 2023 and submitted to the MHOs office on 10th July 2023

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

Maximum 14 points on this performance measure

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

- Score 2 or else 0

There was evidence that the sampled health facility improvement plans for the FY 2023/2024 incorporated performance issues identified in MHMT monitoring and assessment reports.

Nyakitiibwa HC III:

The support supervision visit conducted in Q1 FY 2022/2023 noted that there were no latrines for staff at the health facility (Q1 supervision report prepared by Wandera Fred-Principal Health Inspector, dated 13th October 2023)

This was incorporated in the HF performance improvement plan for FY 2023/2024. There was planned construction of a pit latrine for staff at this facility (Nyakitiibwa HC III Performance improvement plan prepared by Athairwe Sylvia (HF in charge) on the 11th July 2023)

Katasenywa HC III:

The support supervision visit conducted in Q1 FY 2022/2023 noted that there was inadequate accommodation for staff which was affecting delivery of services to the population (Q1 FY 2022/2023 supervision report prepared by Wandera Fred-Principal Health Inspector, dated 13th October 2023). This issue was incorporated in the performance improvement plans for Katasenywa HC III. There was planned construction of staff quarter to address the problem of limited accommodation that was affecting staff performance (Katasenywa HC III Performance improvement plan prepared by Ndagire Jane (Assistant Nursing Officer) on 10th July 2023)

It was noted during the Q4 FY 2022/2023 supervision visit that the solar lights at the maternity ward was none functional which was affecting activities conducted at night (Q4 FY 2022/2023 supervision report prepared by Wandera Fred-Principal Health Inspector, dated 30th June 2023). This issue was incorporated in the health facility improvement plan. There was plan installation of solar systems both at the maternity unit and outpatient department.

Kirasa HC II:

The support supervision visit conducted in Q2 FY 2022/2023 noted that the community was stealing the metallic iron bars used for fencing the facility. It was recommended that the metallic bars be replaced with concrete poles in the FY 2023/2024 (Q2 FY 2022/2023 supervision report prepared by Wandera Fred-Principal Health Inspector, dated 28th Feb 2023). This issue was incorporated in the HF improvement plans for the current FY 2023/2024. There was planned refencing of the facility with concrete pole (Kirasa HC II Performance improvement plan prepared by Atieno Laurine (HF In charge) on 10th July 2023)

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

Maximum 14 points on this performance measure

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

• score 2 or else score 0

There was evidence that the sampled HFs (Nyakitiibwa HC III, Katasenywa HC III and Kirasa HC II submitted 100% their monthly (12) and quarterly (4) reports for the FY 2022/2023 timely i.e. 7 days following the end of each month and quarter. The details are summarized below;

Month Nyakitiibwa HC III Katasenywa HC III Kirasa HC II

June 2023 6/7/2023 6/7/2023 4/7/2023

May 2023 6/6/2023 6/6/2023 6/6/2023

Api 2023 5/5/2023 4/5/2023 3/5/2023

March 2023 7/4/2023 6/4/2023 3/4/2023

Feb 2023 6/3/2023 6/3/2023 6/3/2023

Jan 2023 6/2/2023 6/2/2023 7/2/2023

Dec 2022 6/1/2022 6/1/2022 5/1/2022

Nov 2022 6/12/2022 6/12/2022 5/12/2022

Oct 2022 6/11/2022 7/11/2022 7/11/2022

Sep 2022 7/10/2022 3/10/2022 5/10/2022

Aug 2022 6/9/2022 6/9/2022 6/9/2022

Jul 2022 5/8/2022 5/8/2022 4/8/2022

Nyakitiibwa HC III (Q1 7/10/2022, Q2 7/1/2022, Q3 6/4/2023 and Q4 7/7/2023)

Katasenywa HC III and Kirasa HC II(The facilities did not have an inpatient unit and were equally not conducting deliveries)

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

Maximum 14 points on this performance measure

e) Evidence that Health facilities submitted RBF invoices timely (by 15th of the month following end of the quarter). If 100%, score 2 or else score 0

Note: Municipalities submit to districts

This indicator is NA, All LGs to score 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 NA, All LGs to score 0</p>	0										
<p>Maximum 14 points on this performance measure</p>														
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>Evidence provided by Masindi MLG, showed the MLG HO's office did not timely (by end of the first month of the following quarter) FY 2022/2023 compile and submit all quarterly (4) Budget Performance Reports for consolidation.</p> <p>The submission dates for reports were on the following dates:</p> <table border="1" data-bbox="837 1003 1396 1037"> <thead> <tr> <th>Due date for submission</th> <th>Date submitted</th> </tr> </thead> <tbody> <tr> <td>Q-1- Due date for submission was 31/10/2022,</td> <td>submitted on 20/12/2022, beyond the deadline.</td> </tr> <tr> <td>Q-2- Due date for submission was 31/01/2023,</td> <td>submitted on 03/03/2023, beyond the deadline.</td> </tr> <tr> <td>Q-3- Due date for submission was 30/04/2023,</td> <td>submitted on 21/06/2023, beyond the deadline.</td> </tr> <tr> <td>Q-4- Due date for submission was 31/07/2023,</td> <td>submitted on 19/08/2023, beyond the deadline.</td> </tr> </tbody> </table> <p>Submission of all the four quarterly reports (Q 1- Q 4) by DHO's office for consolidation were not within the one month deadline after end of every quarter.</p>	Due date for submission	Date submitted	Q-1- Due date for submission was 31/10/2022,	submitted on 20/12/2022, beyond the deadline.	Q-2- Due date for submission was 31/01/2023,	submitted on 03/03/2023, beyond the deadline.	Q-3- Due date for submission was 30/04/2023,	submitted on 21/06/2023, beyond the deadline.	Q-4- Due date for submission was 31/07/2023,	submitted on 19/08/2023, beyond the deadline.	0
Due date for submission	Date submitted													
Q-1- Due date for submission was 31/10/2022,	submitted on 20/12/2022, beyond the deadline.													
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Q-4- Due date for submission was 31/07/2023,	submitted on 19/08/2023, beyond the deadline.													
<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>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>There was evidence that the LG developed an approved performance improvement plan for the lowest performing health facilities. This plan was approved by Asiimwe Patrick -For Town Clerk. Performance issues identified included, inadequate sanitary facilities at Nyakitiibwa HC III, no latrine at the newly construct OPD block at Biizi and Inadequate staff accommodation at Katasenywa HC III (Plan prepared by Mirimo Godfrey-Acting Principal Medical Officer), dated 5th July 2022</p>	1
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6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p> <p>Maximum 14 points on this performance measure</p>	<p>ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0</p>	<p>There was evidence that the LG implemented PIP for the lowest performing health facilities.</p> <p>A copy of the performance improvement plan report prepared by Mirimo Godfrey- Acting Principal Medical Officer, dated 6th July 2023 was presented as evidence of implementation of the plan. Key activities implemented included construction of a 2-stance latrine at Nyakitiibwa HC III under PHC funding, staff houses at Katasenywa HC III and latrines at Biizi HC II.</p>	1
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Human Resource Management and Development

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p> <p>Maximum 9 points on this performance measure</p>	<p>a) Evidence that the LG has:</p> <p>i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0</p>	<p>The LG-Health department budgeted for health workers as per guidelines. We reviewed the LG approved performance contract and approved staff structure and noted that the department budgeted for 74(100%) of the health workforce with a wage of Ugx 168,344,208 (MC Approved Budget Estimates 2023/24). The health facility list obtained from the District Health office indicated that, the LG health department has a total of 6 health facilities (2 HC IIIs and 4 HC IIs), with an approved staff structure of 74 health workers. 69 positions have been filled and there was planned recruitment of 5 additional health facility staff (3 Enrolled Nurses and 2 Askaries) as per the recruitment plan submitted by the Acting Principal Medical Officer to the Town Clerk in a letter dated 24th August 2023-Ref MMC/207)</p>	2
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7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).	<p>a) Evidence that the LG has:</p> <p>ii. Deployed health workers as per guidelines (all the health facilities to have at least 75% of staff required) in accordance with the staffing norms score 2 or else 0</p>	There was evidence that the LG health department deployed health workers as per guidelines/staffing levels and norms in the FY 2023/2024(i.e. at least all the HFs to have 75% of the staff required. All the facilities had more than 75% of the required staffing. Nyakitiibwa HC III had 16 staff out of 19(84.2%), Katasenywa HC III had 15 staff out of 19(79%), Kirasa HC II had 9 staff out of 9 required (100%), Biizi HC II had 7 staff out of 9(77.8%), Kibwona HC II had 9 out of 9(100%) and Kibyama HC II had 8 staff out 9 (88.9%)	2
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).	<p>b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0</p>	<p>There was evidence that health staff in the sampled health facilities were working where they were deployed. The assessment team reviewed the deployment list provided by the MHOs office and HF list and the attendance register obtained at the sampled facilities and noted the following;</p> <p>Nyakitiibwa HC III: The deployment list provided by the MHOs office had 16 health staff. On verification at the facility, all the 16 staff were working where they were deployed with Kakyomya Wilson- Clinical Officer, on sick leave</p> <p>Katasenywa HC III: The deployment list provided by the MHOs office had 15 health staff. On verification with the attendance register ALL the health staff were working where they were deployed with Ayebale Harriet- Health Information Assistant and Katusiime Grace-Porter on annual leave.</p> <p>Kirasa HC II: The deployment list provided by the MHOs office had 9 health staff. On verification ALL the health staff were working where they were deployed, with Kahunguki Charles Akiki-Askari on annual leave.</p>	3

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>	<p>There was evidence that the list of health workers deployed in the sampled facilities were displayed on the health facilities notice boards</p> <p>Nyakitiibwa HC III had a list of 16 staff with Kakyomya Wilson- Clinical Officer, on sick leave (Staff list compiled by Mirimo Godfrey- Acting Principal Medical Officer, dated 6th July 2023)</p> <p>Katasenywa HC III had a list of 15 staff with Ayebale Harriet- Health Information Assistant and Katusiime Grace-Porter on annual leave. (Staff list compiled by Mirimo Godfrey- Acting Principal Medical Officer, dated 6th July 2023)</p> <p>Kirasa HC II had a list of 9 staff with Kahunguki Charles Akiki-Askari on annual leave. (Staff list compiled by Mirimo Godfrey- Acting Principal Medical Officer, dated 6th July 2023)</p>	2
	<p>Maximum 9 points on this performance measure</p>			
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p>	<p>a) Evidence that the DHO/MMOHs has:</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>Review of the personal files for 6 health in-charges revealed that all except one were appraised late during the previous FY</p> <ol style="list-style-type: none"> 1. Atuhairwe Sylvia – Clinical Officer in-charge of Nyakitibwa HCIII was appraised on 15th August 2023 2. Katusabe Judith – Clinical Officer in-charge of Katasenywa HCIII was appraised on 14th July 2023 3. Atuhairwe Monika – Enrolled Nurse in-charge of Kibwona HCII was appraised on 14th July 2023 4. Athieno Laurine – Enrolled Nurse in-charge of Kirasa HCII was appraised on 17th July 2023 5. Kunihira Stella – Enrolled Nurse in-charge of Biizi HCII was appraised on 14th July 2023 6. Kabasinguzi Vicky – Enrolled Nurse in-charge of Kibyama HCII was appraised on 30th June 2023 	0
	<p>Maximum 6 points on this performance measure</p>			

8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0	Review personal files for a sample of 9 health workers revealed that 7 were appraised late by their Health Facility In-charges during the previous FY (Beyond 30th June 2023)	0
	Maximum 6 points on this performance measure		<ol style="list-style-type: none"> 1. Okumia Alice – Laboratory Technician was appraised on 1st July 2023 2. Bujune Mary – Enrolled Midwife was appraised on 1st July 2023 3. Komugisa Bernardette – Enrolled Nurse was appraised on 1st July 2023 4. Biira Mollen – Health Assistant was appraised on 25th July 2023 5. Nansubuga Eunice Mugenyi – Health Assistant was appraised on 14th June 2023 6. Asaba Beatrice – Laboratory Assistant was appraised on 14th June 2023 7. Katusiime Sylvia – Enrolled Midwife was appraised on 12th July 2023 8. Birungi L Nakimenya – Enrolled Nurse was appraised on 12th July 2023 9. Rujumba Christopher – Health Assistant was appraised on 4th July 2023 	
8	Performance management: The LG has appraised, taken corrective action and trained Health Workers.	iii. Taken corrective actions based on the appraisal reports, score 2 or else 0	A number of corrective actions were recommended in the appraisal reports to address performance gaps but no evidence was provided to confirm that they were implemented. Most of the planned for the current FY	0
	Maximum 6 points on this performance measure			

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG:</p> <p>i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>There was evidence to show that the LG- Health department conducted training activities in the FY 2022/2023.</p> <p>The Municipal health department planned to conduct 2 training activities in the FY 2022/2023 i.e. Training of health unit In charges and environmental health staff on financial management and orientation of health staff on healthcare waste management.</p> <p>Only one training was conducted that financial year. Health staff were trained on financial management on 22nd February 2023. The purpose of the training was to orient staff on the planning cycle, share recommended workplan and budget templates and discuss financial accountability measures. (Report prepared by Mirimo Godfrey-Acting Principal Medical Officer, dated 22nd Feb 2023)</p> <p>Training on healthcare waste management did not take place due to funding limitation</p>	1
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8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>The LG health department maintains a training data base. A log dated 7th July 2023 documented training activities attended in the FY 2022/2023. Some of the trainings documented included;</p> <ul style="list-style-type: none"> - Training on Smart paper Technology attended by Wokusima Benadette-Nursing Officer and Bigirwa Sam- Nursing Assistant for 5 days, organized by Ministry of Health - Training on New Immunization Schedule, attended by Atuhairwe Sylvia-Senior Clinical Officer and Komugisa Benadette - Assistant Nursing Officer, for 3 days, organized by Baylor Uganda 	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 evidence that the Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing in a letter to the PS MoH (Letter dated 1st September 2023). The letter was written within the required timeline i.e. 30th Sep 2023</p>	2
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9 N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.
Maximum 9 points on this performance measure

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.

The Municipality budget for PHC NWR was UGX. 141,299,000 (Approved Budget FY 2022/2023), allocated amount was, UGX. 23,855,000/= (16.8%) towards monitoring of health service delivery and Management of Municipal Health Services.

2

9 N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.
Maximum 9 points on this performance measure

c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0

The LG did not warrant direct transferred to health facilities in accordance to the requirements within 5 working days. Time taken;

Q 1- 4 days
Q 2- 7 days
Q 3- 4 days
Q 4- 1 day

The warrants were made on the following dates;

Cash release	Warranting
Q 1 -04/08/2022	09/08/2022
Q 2 -13/10/2022	19/10/2022
Q 3 -13/01/2023	17/01/2023
Q 4 -19/04/2023	19/04/2023

The LG did not in Q 2 warrant the direct transfer within 5 working days in the FY 2022/2023.

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 invoiced and communicated PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of funds release in each quarter.</p>	2
	<p>Maximum 9 points on this performance measure</p>		<p>For Quarter 1, the MoFPED circular was dated 04/08/2022, warranted by Town Clerk on 28/07/2022, invoiced on 09/08/2022 and transferred funds to LLGs and facilities on 09/08/2022.</p>	
			<p>For Quarter 2, the MoFPED circular is dated 11/10/2022, warranted by Town Clerk on 11/10/2022, invoiced on 26/10/2022 and transferred funds to LLGs and facilities on 26/10/2022.</p>	
			<p>For Quarter 3, the MoFPED circular is dated 10/01/2023, warranted by Town Clerk on 10/01/2023, invoiced on 17/01/2023 and transferred funds to LLGs and facilities on 18/01/2023.</p>	
			<p>For Quarter 4, MoFED circular is dated 19/04/2023, warranted by Town Clerk on 19/04/2023, invoiced on 11/05/2023 and transferred funds to LLGs and facilities on 11/05/2023.</p>	
			<p>The MC in all the four quarters for FY 2022/2023, invoiced and transferred of PHC NWR grants was effected within the 5 days deadline.</p>	
9	<p>N23_Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>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>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</p>	0
	<p>Maximum 9 points on this performance measure</p>		<p>Q 1 was publicized on 13th August 2022 which was 3 days after the release of the expenditure limits from MoFPED on 10th August 2022.</p>	
			<p>Q 2 was displayed on 22th October 2022 which was 3 days after the release of the expenditure limits from MoFPED on 20th October 2022.</p>	
			<p>Q 3 was displayed on 26th January 2023 which was 3 days after the release of the expenditure limits from the MoFPED on 23rd January 2023.</p>	
			<p>Q 4 was displayed on 24th May 2023 which was 7 days from the release of the expenditure limits from MoFPED on 17th May 2023.</p>	
			<p>The display in Q 4 was beyond 3 days.</p>	
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</p>	<p>There was evidence that the health department implemented actions recommended by the MMHT quarterly performance review meetings of the previous 2022/2023. The assessment team reviewed minutes of the quarterly review meetings and implementation reports and noted the following;</p>	2
	<p>Maximum 7 points on this performance</p>		<p>Q1: The meeting was held 25th October 2022</p>	

measure

score 0

at Municipal Council Chambers, under minute QRM/32/10/2022 Discussion and way forward, there were recommendations to;

- Repair a fence at Biizi and Kirasa HC IIs, replacing the metallic bars with concrete poles
- Construct a latrine at new staff houses at Nyakitiibwa HC III and Katasenywa HC III
- Demolish old buildings at Nyakitiibwa, Kibwona and Kibyama Health Centres

These recommendations were implemented and reported in the performance improvement plan- (Report to the Town Clerk prepared by Mirimo Godfrey-Acting Principal Medical Officer, dated 6th July 2023). Metallic angle bars were replaced with concrete poles at Biizi and Kirasa HC IIs and condemned structures were demolished at Nyakitiibwa, Kibwona and Kibyama Health Centres. Equally A 2-stance latrine was constructed at Nyakitiibwa and Katasenywa HC IIIs

Q2: The meeting was held on 18th January 2023 at Masindi Municipal Health. Under minute QRM/07/01/2023. There were recommendations to;

- Construct a water tank at Kibwona HC III using retention funds for 2022/2023. This was implemented and reported in Q4 review meeting held on 17th July 2023 at Masindi municipal Health, under QRM/22/7/2023 where the in charge of Kibwona HC II reported the completion of the construction works.

Q3: The meeting was held on 20th April 2023 at Masindi Municipal Health. Under minute QRM/15/04/2023. There was a recommendation to engage the District Biostatistician in orienting staff at Katasenywa HC III on planning and budgeting for RBF funds. This was implemented and reported in Q4 review meetings held on 17th July 2023 at Masindi municipal Health. Under Min QRM/18/07/2023 where the Acting Principal Medical Officer facilitated the Biostatistician to orient staff at Katasenywa HC III.

Q4: The meeting was held on 17th July 2023 at Masindi municipal Health. Under Min QRM/23/07/2023 there was a recommendation to recruit more staff once wage is realized to address the problem of understaffing in some health facilities. This recommendation was implemented. A copy of the Recruitment Plan for 2023/2024 was shared as evidence, with planned recruitment of 5 additional health facility staff (3 Enrolled Nurses and 2 Askaries) (Recruitment plan submitted by the Acting Principal Medical Officer to the Town Clerk in a letter dated 24th August 2023-Ref MMC/207)

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>There was no evidence that LG quarterly performance review meetings involved implementing partners and key LG departments e.g. WASH, Community Development, Education department. The assessment team reviewed the attendance list for the quarterly review meetings and noted the following;</p> <p>Q1: The meeting was held 25th October 2022 at Municipal Council Chambers. It was attended by 17 participants including health facility in charges and member of the Municipal Health Team. No implementing partners and key departments attended</p> <p>Q2: The meeting was held on 18th January 2023 at Masindi Municipal Health. A total of 16 participants attended the meeting including health facility in charges and members of the Municipal Health Team. No implementing partners and key departments attended</p> <p>Q3: The meeting was held on 20th April 2023 at Masindi Municipal Health. A total of 16 participants attended the meeting including health facility in charges and members of the Municipal Health Team. No implementing partners and key departments attended</p> <p>Q4: The meeting was held on 17th July 2023 at Masindi municipal Health. A total of 16 participants attended the meeting including health facility in charges and members of the Municipal Health Team. No implementing partners and key departments attended</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>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 has no HC IV and General Hospital</p>	1

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

Maximum 7 points on this performance measure

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

- If not applicable, provide the score

The LG has no HSD, however, there was evidence that the Municipal health department supervised lower level health facilities during the FY 2022/2023. The assessment team reviewed the quarterly supervision reports and noted the following.

Q1: All the 6 HFs were supervised this quarter. The supervision activities had interest in 12 areas including staffing, performance reporting human resource management and development etc. (Report prepared by Wandera Fred- Principal Health Inspector, dated 13th October 2022)

Q2: All the 6 HFs were supervised this quarter. (Report prepared by Wandera Fred- Principal Health Inspector, dated 28th Feb 2023)

Q3: All the 6 HFs were supervised during this quarter (Report prepared by Wandera Fred- Principal Health Inspector, dated 6th April 2023)

Q4: All the 6 HFs were supervised this quarter. (Report prepared by Wandera Fred- Principal Health Inspector, dated 30th June 2023)

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

Maximum 7 points on this performance measure

e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0

There was evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and implementation of those were followed during the FY 2022/2023.

Nyakitiibwa HC III: Support supervision visit conducted on 22nd July 2022 recommended that the health facility should demolish all the dilapidated structures. This was implemented and reported in the performance improvement plan, where condemned structures were demolished at Nyakitiibwa HC III (Report to the Town Clerk prepared by Mirimo Godfrey-Acting Principal Medical Officer, dated 6th July 2023).

Katasenywa HC III: A supervision visit conducted by the Biostatistician and Nursing Officer-Municipal Health Office on 17th October 2022 recommended that, the health facility should ensure that monthly summaries are documented in the family planning register at the end of each month. This was implemented. A copy of the Integrated Family Planning Register (HMIS MCH 007) was provided and on review, the facility had provided summaries at the end of March 2023, July 2023 and September 2023)

Kirasa HC II: A recommendation was made during the support supervision visit conducted on 22nd July 2022 by Nyadera Consulate-Senior Nursing Officer that, stock card should be placed against the respective drugs in store. This recommendation was implemented. Stock cards were being put against the respective drugs and evidence was observed for the following drugs

- Coartem with a balance of 33510 packs as of 6th Nov 2023

- Promethazine hydrochloride with 0 balance as of 31 Oct 2023

- Benzyl Benzoate application with 04 bottles as of 31st Oct 2023

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>There was evidence that the LG provided support to health facilities in the management of medicines and health supplies. The LG has 6 HFs (2 HC IIIs and 4 HC IIs). The assessment team reviewed the integrated support supervision visit reports and noted the following;</p> <p>Q1: All the HFs were supervised and the following were noted in regards to drugs and supplies/storage;</p> <p>- Limited storage of Biizi HC II, essential drug was in place for all the facilities visited and stock cards were being used (Report prepared by Wandera Fred- Principal Health Inspector, dated 13th October 2022)</p> <p>Q2: Support was provided to all the HFs during this quarter. Key findings included; stock out of drugs in all the HFs visited. Drug storage space was limited at Nyakitiibwa HC III. Stock cards were being used in most facilities and drugs were well arranged. (Report prepared by Wandera Fred- Principal Health Inspector, dated 28th Feb 2023)</p> <p>Q3: Support was provided to all the health facilities. Similar issues noted during the pervious quarter supervision report were equally noted. (Report prepared by Wandera Fred- Principal Health Inspector, dated 6th April 2023)</p>	1
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>The MLG DHOs health office budget was UGX. 23,855,000. The total amount allocated to health promotion and prevention activities was UGX. 15,263,000 (ABPR-page, 17). This was a proportion of 64% maximum more than 30%.</p>	2

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

Maximum 4 points on this performance measure

b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0

There was evidence that the DHT implemented health promotion, disease prevention and social mobilization activities in the FY 2022/2023

Inspection of homesteads were conducted and summons issued to defaulters. Keep Masindi clean campaign and refuse collection and disposal in town were also conducted (Report on health promotion and diseases prevention activities for fourth quarter FY 2022/2023, prepared by Mirimo Godfrey- Acting Principal Medical Officer, dated 11th July 2023)

Radio talk shows were conducted to sensitize the communities on garbage management. 30 health education sessions were equally conducted in health facilities and communities in addition to routine inspection of homesteads, trade and public premises. (Report on health promotion and diseases prevention activities for third quarter FY 2022/2023, prepared by Mirimo Godfrey- Acting Principal Medical Officer, dated 4th April 2023)

30 health education and sensitization sessions were conducted and 65 homesteads were inspected (Report on health promotion and diseases prevention activities for first quarter FY 2022/2023, prepared by Mirimo Godfrey- Acting Principal Medical Officer, dated 4th Oct 2022)

11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence of follow-up actions taken by the DHT/MHT on health promotion and disease prevention issues in their minutes and reports: score 1 or else score 0</p>	<p>There was evidence that follow up action were taken by the LG on health promotion and disease prevention issues during the last FY 2022/23. We reviewed the DHMT meeting minutes and noted the following;</p> <p>Q1: The meeting was held 25th October 2022 at Municipal Council Chambers. Under Min QRM/32/10/2022, there were recommendations to buy Municipal cemetery land as the current one was filled up and procure megaphones for community mobilization. These recommendations were implemented and reported in Q4 review meeting held on 17th July 2023 at Masindi municipal Health where the Principal Medical Officer informed members that the Land was procured in Isimba Cell. Central Division and mega phones to aid community mobilization during town cleaning activities.</p> <p>Q2: Meeting was held on 18th January 2023 at Masindi Municipal Health, under Min QRM/07/01/2023, there was a recommendation to privatize garbage management in the Municipal Council. This was implemented. A company (James Ventures(U) Limited) was identified and the Municipal Council is in the process of signing a Memorandum of Understanding. A copy of the charging policy dated 10th Oct 2023, presented to Town Clerk was provided as evidence of implementation.</p>
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Investment Management

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>There was evidence that the health department had an updated asset register which sets out health facilities and equipment relative to the medical equipment list and service standards for the specific facilities. The register highlighted among other the Item, quantity, status and condition of equipment available in each individual health facility, updated at the end of the FY(2022/2023)</p>
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Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.

Maximum 4 points on this performance measure

b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDPIII);

(ii) desk appraisal by the LG; and

(iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG));

score 1 or else score 0

The evidence of that the prioritized investments in the health sector desk appraised and eligible for expenditure under sector guidelines and funding source, development grant, Discretionary Development Equalization Grant DDEG. These were discussed in the TPC meeting held on, 5th Many 2022. These were profiled in LG DP III, pages, 140-142.

Projects were appraised by; MLG-HO, MLG Planner, MLG-CDO, Senior Environment Officer and MLG- Engineer.

The projects appraised were:

1. Construction of a 2 stance lined latrine at Katasenywa HC 111
2. Repair of fence at Biizi HC 11
3. Construction of a 2 stance lined latrine at Nyakitiibwa HC 111
4. Construction of a 2 stance lined latrine at Biizi HC 11
5. Repair of fence at Kirasa HC 11
6. Installation of small gates at Kirasa HC 11, Nyakitibwa HC 111, Biizi HC 11
7. Renovation of a latrine for staff at Kibwoona HC 11
8. Renovation of a latrine for staff at Nyakitibwa HC 111
9. Construction of staff house at Katasenywa HC 111
10. Replacement of gate and repair of Askari's house at Kibwoona HC 11

Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.

Maximum 4 points on this performance measure

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

The MLG provided evidence that conducted field appraisal to check for technical feasibility, environment and social acceptability, and customized designs to site. These were profiled in the LG DP III, pages, 140-142.

The projects were appraised by; DHO, MLG Planner, MLG-CDO, Senior Environment Officer on dates, 18th May 2022.

The projects appraised were:

1. Construction of a 2 stance lined latrine at Katasenywa HC 111
2. Repair of fence at Biizi HC 11
3. Construction of a 2 stance lined latrine at Nyakitiibwa HC 111
4. Construction of a 2 stance lined latrine at Biizi HC 11
5. Repair of fence at Kirasa HC 11
6. Installation of small gates at Kirasa HC 11, Nyakitibwa HC 111, Biizi HC 11
7. Renovation of a latrine for staff at Kibwoona HC 11
8. Renovation of a latrine for staff at Nyakitibwa HC 111
9. Construction of staff house at Katasenywa HC 111
10. Replacement of gate and repair of Askari's house at Kibwoona HC 11

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>The Municipality screened and prepared ESMPS and complied to risk mitigation plans for the following health projects;</p> <p>Construction of staff house at Katasenywa HC III. Masi720/Wrks/2022-23/00011. Contractor; Microna Holdings. Contract Amount 148,821,654UGX. Screening was done on 16/8/2022 by environment officer and CDO. ESMP were prepared and costed at 980,000UGX signed by Municipal environment officer and Ag PCDO on 7/9/2022</p> <p>Construction of 2 stance line VIP latrine with urinal/Bathroom at Nyakitibwa HC III. Masi720/Wrks/2022-23/00012. Contractor; Kayekasi Investments Ltd. Contract Amount 14,685,000UGX. Screening was done on 18/8/2022 by environment officer and CDO. ESMP were prepared and costed at 980,000UGX signed by Municipal environment officer and Ag PCDO on 5/9/2022</p> <p>Construction of 2 stance lined VIP latrine with shower at Katasenywa HC III. Contractor; Microna Holdings. Contract Amount 14,693,702UGX. Screening was done on 17/8/2022 by environment officer and CDO. ESMP were prepared and costed at 980,000UGX signed by Municipal environment officer and Ag PCDO on 5/9/2022</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>There was no evidence that the Health department submitted procurement plans timely by 30th April as required by the guidelines. The documents that the assessor saw were dated in June.</p>	0
<p>Maximum 4 points on this performance measure</p>	<p>Maximum 10 points on this performance measure</p>			

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>b. If the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>	<p>There was evidence that the Health department submitted procurement requests' form PP1 to the PDU by first quarter of current financial year.</p> <p>Files of the following projects were reviewed from the PDU.</p> <p>Construction of 2 stance lined latrines at Nyakitibwa HC III</p> <p>Construction of 2 stance lined latrines at Katasengwa HC III</p> <p>Construction of staff House at Katasengwa HC III</p> <p>In all cases the assessor confirmed that the Health department submitted form (PP1) timely by first quarter of the financial year.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p>There was evidence health infrastructure investments were approved by the contracts committee and cleared by solicitor General.</p> <p>Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00. Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract through the minute 026/MCC/2022-23 (ii) to Kayekesi Investments Ltd.</p> <p>Construction of 2 stance lined latrines at Katasengwa HC III at a cost of UGX. 14,693,702.00. Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract through the minute 026/MCC/2022-23 (XX) to RON-Fountain Views Ltd.</p> <p>Construction of staff House at Katasengwa HC III at UGX. 148,821,654.00. Looking through the files, it was evident that the contracts committee approved several steps of the procurement stages and finally awarded the contract through the minute 026/MCC/2022-23 (XXI) dated 28-29th December 2022 to Microna Holdings Ltd.</p> <p>The approval of Solicitor General wasn't necessary as all the projects were below the threshold of UGX. 200 million.</p>	1

<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was evidence that Masindi Municipal Council established Project Implementation Team (PIT) for health construction projects.</p> <p>The assessor saw a copy of letter referenced MMC/156 dated 10th November 2022 signed by Mr. Asiiimwe Patrick the Town Clerk Masindi Municipal Council appointing members of PIT for health projects.</p> <p>Some of the officials appointed and named in the letter are Eng. Kasaija John Municipal Engineer - Contract manager, Kasigwa Fred - Senior Environment Officer, Mugisa W James Amooti - Principal Community Development Officer. The letter also indicates that all heads of departments are members PIT</p> <p>From the District Engineers' files it could be seen that PITs for projects were functional as they attended project meetings as seen from minutes of these meetings. Examples of minutes include the one dated 26th April 2023 for the construction of 2-stance lined latrine at Nyakitiibwa HC III, one dated 18th April 2023 for the construction of Katasenywa HC III. In all cases the minutes have names of PIT members.</p> <p>Monthly progress reports seen indicated attendance from all the PIT members. Examples include a report referenced MMCWRKS - 2022-23 dated 12th May 2023 on construction of 2-stance lined latrine with urinal at Katasenywa HC III, A report referenced MMCWRKS-2022-23 dated 25th May 2023 on construction of staff house at Katasenywa HC III. In both cases these reports have been signed off by the members of PIT.</p> <p>All the field monitoring reports sampled had records of attendance of all PIT members.</p> <p>Many final and interim payment certificates were sampled and in all cases these certificates were endorsed by all line PIT members. As for the Environment Officer and Community Development Officer the two always prepare a separate "environment and social certificate" that are attached to the certificates. The assessor was shown copies of these certificates. These activities of PIT members indicated that they existed.</p>
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13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p>	<p>There was evidence that LG health infrastructure construction projects followed the approved MOH technical infrastructure designs.</p>	1
	<p>Maximum 10 points on this performance measure</p>	<p>If there is no project, provide the score</p>	<p>The health projects sampled were:</p> <ul style="list-style-type: none"> • Construction of 2 stance lined latrines at Nyakitibwa HC III • Construction of 2 stance lined latrines at Katasengwa HC III • Construction of staff House at Katasengwa HC III <p>Field visits were conducted to these sites on 7th November 2023 to have physical checks if the projects complied with MOH standard technical designs.</p> <p>During the field visits, measurements were undertaken and visual observations were made to verify compliance with technical designs.</p> <p>At these sampled projects, it was indeed concluded that the projects were fully compliant with the technical designs provided by MOH headquarters.</p>	
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</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>All the projects didn't have Clerk of Works. There was inadequate evidence that the Superintendent of Works (SOW) maintains daily records that are consolidated into weekly and eventually into monthly reports and are submitted to Municipal engineer with a copy to Principal Medical Officer. Some reports were made but not on daily basis.</p>	0
	<p>Maximum 10 points on this performance measure</p>	<p>If there is no project, provide the score</p>		

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

Maximum 10 points on this performance measure

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

If there is no project, provide the score

There was evidence that Masindi Municipal Council held monthly site meetings for the selected projects. In attendance were the appointed PIT members (some of the PIT members in attendance were Mugisa Amooti - Principal Community Development Officer, Kasigwa Fred - Senoir Environment Officer, Businge Robert SOW, Eng. Kasaija John - Municipal Engineer) including chairperson of the Health Unit Management Committee (HUMC).

Files of the sampled projects were scrutinized for information.

1. Construction of 2 stance lined latrines at Nyakitibwa HC III at a cost of UGX. 14,685,000.00

2. Construction of 2 stance lined latrines at Katasenywa HC III at a cost of UGX. 14,693,702.00

3. Construction of staff House at Katasenywa HC III at UGX. 148,821,654.00

On all the files sampled, among other documents, the following reports could also be seen:

Minutes of monthly site meetings indicating attendance of all PIT members with chairperson HUMC.

Monthly progress reports.

Field monitoring reports made by PIT members.

Regular reports prepared by Supervisor of works and consolidated into weekly and monthly reports.

During the field visits on 7th November 2023 of Katasenywa HC III evidence of attendance of chairperson of HCMU could be seen.

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

Maximum 10 points on this performance measure

h. Evidence that the LG carried out technical supervision of works at all health infrastructure projects at least monthly, by the relevant officers including the Engineers, Environment officers, CDOs, at critical stages of construction: score 1, or else score 0

If there is no project, provide the score

There was evidence that the LG carried out technical supervision of works at health infrastructure projects at least monthly by relevant officers of the PIT including engineers, environment officers, and community development officers at critical stages of construction.

Files of the sampled projects were scrutinized for information.

The health projects sampled were:

1. Construction of staff House at Katesenywa HC III awarded to M/S Microna Holdings Ltd at contract sum of UGC. 148, 821, 654.00. On the file there was evidence that site meetings took place like the one on 18th April 2023 & 6th March 2023. In attendance were heads of departments of the Council. On the file there are records of Project Supervision/Inspection report forms variously dated like the one of 19th April 2023, 26th May 2023 and others. These forms are signed by technical staff. The one of 26th May 2023 is signed by Fred Kasigwa, Businge Robert, Mugisa Amooti & Mirano Godfrey

2. Construction of 2 stance lined pit latrine at Katesenywa HC III awarded to M/S Ron Fountain Views Ltd at a contract sum of UGX. 14, 693, 702.00 On the file there was evidence that site meetings took place like the one on 18th April 2023 & 6th March 2023. In attendance were heads of departments of the Council. On the file there are records of Project Supervision/Inspection report forms variously dated like the one of 19th June 2023, 26th July 2023 and others

3. Construction of 2 stance VIP latrine at Nyakitibwa HC III awarded to M/S Kayekesi Investments Ltd at a contract sum of UGX. 14, 685, 000.00 On the file there was evidence that site meetings took place like the one on 18th April 2023 & 6th March 2023. In attendance were heads of departments of the Council. On the file there are records of Project Supervision/Inspection report forms variously dated like the one of 3rd March 2023, 19th April 2023 and others

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>There was evidence that Masindi LG in particular the District Health Officer/MMOH verified works and initiated payments of contractors timely as per contract. provided evidence, the, MLG-HO, MLG Engineer, and MLG-CDO, Senior Environment Officer verified works and initiated payments of contractors.</p> <p>The sample of payments were;</p> <ol style="list-style-type: none"> 1. Construction of a 2 stance latrine at Katasenywa HC III by Ron Fountain Views (U) Ltd. Procurement Number. Masi720/Wrks/2022-2023/00010. Requisition for funds on 26/04/2023. Certified works on 16/05/2023 and paid on 08/06/2023 by EFT. 5829220, UGX. 13,959,017. 2. Construction of 2-stance latrine, urinal and bathroom at Nyakitibwa HC III by Kayekasi Investments Ltd. Procurement Number. Masi720/Wrks/2022-2023/00012. Requisition for funds on 12/05/2023. Certified works on 16/05/2023 and paid on 29/05/2023 by EFT. 5734819, UGX. 13,113,705. 3. Construction of staff house at Katasenywa HC III by Microna Holdings Ltd. Procurement Number. Masi720/Works/2022/2023/00011. Requisition for funds on 20/6/2023. Certified works on 20/06/2023 and paid on 28/06/2023 by EFT. 6425458, UGX. 18,903,458. 	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 evidence that Masindi Municipal Council kept complete procurement files for health infrastructure projects.</p> <p>The following files were reviewed for their completeness as required by PPDA law.</p> <p>The following files were sampled.</p> <ol style="list-style-type: none"> 1. On the file for the project construction of Staff House at Katasenywa HC III the following key documents could be seen. The evaluation report, Minutes of contract award to M/S Microna Holdings Ltd. This contract was approved through Minute 026/MCC/2022-23 dated 29th December 2022. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor (5) Supervision reports (6) Payment records and others 2. On the file for the project construction of 2 stance lined pit latrine at Nyakitibwa HC III the following key documents could be seen. The evaluation report, Minutes of contract award to M/S Kayekesi Investments Ltd. This contract was approved through minute 026/MCC/2022-23 (II) dated 2nd January 2023. Many other documents are on the file including (1) all documents related to the bidding process (2) 	1

contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others

3. On the file for the project construction of 2 stance lined pit latrine at Katesenywa HC III. The contract was approved through minute 026/MCC/2022-23 (XX) dated 2nd January 2023 and was awarded to M/S Fountain Holdings Ltd. The following key documents could be seen. The evaluation report on the basis of which the award was based, Minutes of contract award to M/S Ron Fountain Views (U) Ltd. Many other documents are on the file including (1) all documents related to the bidding process (2) contract agreement (3) notification of bid award (4) letter appointing contract supervisor. (5) Supervision reports (6) Payment records and others.

Apart from the above information on each project file many other details are on the files as follows:

LGPP form 1 with Engineers' estimate, Newspaper extract for the call for bids, Bidding forms and Instructions to bidders, LGPP form 2 Request for approval of procurement method, Request for approval bidding documents, Evaluation Reports, Minutes of contract award, Payment receipt and many other documents. Like payment certificates, progress reports, completion certificates and so on.

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework Maximum 2 points on this performance measure	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	The Municipality had no grievances recorded, investigated, responded to and redress reported under Health by the time of assessment	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 the guidelines on medical waste management were issued to health centers. Dissemination of healthcare guidelines to health facilities dated 23/5/2023 signed by the Ag Principal Medical officer.</p> <p>A report following training and dissemination of healthcare waste management guidelines to health centers. The training constituted 11 members from different health units (Katasenywa, Nyatikibwa, central division, Kibwona, Kibyama, Biizi HC II etc. Signed by the principal Health Inspector dated 23/5/2023</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>The Municipality has in place a functional system for Medical waste management at Katasenywa HC III. They openly burn their medical wastes in an open pit, during site visit the facility was slashed. There was a dedicated budget for health care waste management seen in Katesenywa HC III during site visit. Budget for environmental health services (including waste management) costing 10,465,200UGX</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>There was evidence that the Municipality had conducted training (s) and created awareness in healthcare waste management, example there was a report following training and dissemination of healthcare waste management guidelines to health centers held at Kibyama HC III. The training constituted 11 members from different health units (Katasenywa, Nyatikibwa, central division, Kibwona, Kibyama, Biizi HC II etc. Signed by the principal Health Inspector dated 23/5/2023</p>	1

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 the LG had costed ESMPs incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY example;</p> <p>Construction of staff house at Katasenywa HC III. Masi720/Wrks/2022-23/00011. In the BOQ under element No 7- Environmental and social safeguards there was provision for site restoration and Planting of trees and grass and at 4,955,000UGX. ESMP costed 4,430,000UGX signed by Municipal environment officer and Ag PCDO on 7/9/2022</p> <p>Construction of 2 stance line VIP latrine with urinal/Bathroom at Nyakitibwa HC III. Masi720/Wrks/2022-23/00012. In the BOQ under element No 7- Environmental and social safeguards there was provision for site restoration and Planting of trees and grass and at 375,000UGX. ESMP costed 660,000UGX signed by Municipal environment officer and Ag PCDO on 5/9/2022</p> <p>Construction of 2 stance lined VIP latrine with shower at Katasenywa HC III. In the BOQ under element No 7- Environmental and social safeguards there was provision for site restoration and Planting of trees and grass and at 420,000UGX. ESMP costed 660,000UGX signed by Municipal environment officer and Ag PCDO on 5/9/2022</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 showing the LG had proof of land ownership for health construction projects implemented at the time of assessment Examples include;</p> <p>Certificate of Title (1.0918 hec)-plot 140 block 5 at Katasenywa Kiryanga Nyanhya-masindi, ownership Masindi Municipal council- Katasenywa HC III dated 12 /2/2020.signed by registrar of titles.</p> <p>Proof of land ownership for Nyakitibwa HC III situated on 3 acres in Nyakitibwa/Kiswata cell. Mugisa sharif and Kyahura Ayub donated land to the health unit dated 11/11/2020 signed by LCI Chairman Biribonwa Henry, Kiswata cell, Kihuba ward.</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>c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.</p>	<p>There was evidence of consistent monitoring and engagement throughout the contract period by Ag PCDO and Municipal Environment Officer and monthly reports for health projects example;</p> <p>Monthly Report for environmental monitoring checklist) on Construction of Katasenywa HC III Staff house. Monitoring report dated 28/2/2023, 24/3/2023, 26/4/2023,19/05/2023 and 20/6/2023 signed by Ag PCDO(Mr. Mugisa James Amooti) and Municipal Environment officer.(Mr.Fred Kasigwa)</p> <p>Monthly Report for environmental monitoring checklist on Construction of 2 stance lined latrine at Nyakitibwa HC III. Monitoring report dated 22/2/2023, 20/3/2023,21/4/2023, and 18/6/2023 signed by Ag PCDO(Mr. Mugisa James Amooti) and Municipal Environment officer.(Mr.Fred Kasigwa)</p> <p>Recommended corrective measures include clearing of debris, storm water drainage. however, during site visit there was open burning of medical waste, no incinerator in place for Katasenywa HC III</p>	2
16	<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0</p>	<p>There was evidence accessed in LG for payment certificates signed off by the Municipal Environment Officer(Mr.Fred Kasigwa) and Ag PCDO (Mr. Mugisa James Amooti)for health projects examples;</p> <p>Construction of staff house at Katasenywa HC III. Partial Certificate No 01 of 2023. recommendation was partial approval of works on site. Municipal Environment officer and Ag PCDO officer signed separately on interim certificate on 22/6/2023</p> <p>Construction of 2 stance lined latrine at Nyakitibwa HC III.Certification No 7 of 2023, recommendation for approval of works done after meeting site safeguards signed by Ag PCDO and Municipal Environment officer on 20/6/2023</p> <p>Construction of 2 stance lined latrine with shower at Katasenywa HC III.certification No 9 of 2023. recommendation for approval of works done after meeting site safeguards signed by Ag PCDO and Municipal Environment officer on 20/6/2023</p> <p>Mitigation measures identified in the ESMP such as storm water drainage and removal of debris on site have been addressed and warranting payments</p>	2

**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 	Not Applicable.	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 	Not Applicable.	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>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 	Not Applicable.	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>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 	Not Applicable.	0

2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	c. If variations in the contract price of sampled WSS infrastructure investments for the previous FY are within +/- 20% of engineer's estimates o If within +/-20% score 2 o If not score 0	Not Applicable.	0
2	N23_Service Delivery Performance: Average score in the water and environment LLGs performance assessment Maximum 8 points on this performance measure	d. % of WSS infrastructure projects completed as per annual work plan by end of FY. o If 100% projects completed: score 2 o If 80-99% projects completed: score 1 o If projects completed are below 80%: 0	Not Applicable.	0
3	New_Achievement of Standards: The LG has met WSS infrastructure facility standards <i>Maximum 4 points on this performance measure</i>	a. If there is an increase in the % of water supply facilities that are functioning o If there is an increase: score 2 o If no increase: score 0.	Not Applicable.	0
3	New_Achievement of Standards: The LG has met WSS infrastructure facility standards <i>Maximum 4 points on this performance measure</i>	b. If there is an Increase in % of facilities with functional water & sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs). o If increase is more than 1% score 2 o If increase is between 0-1%, score 1 o If there is no increase : score 0.	Not Applicable.	0

Performance Reporting and Performance Improvement

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

Human Resource Management and Development

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

Management, Monitoring and Supervision of Services.

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

10	Mobilization for WSS is conducted <i>Maximum 6 points on this performance measure</i>	b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&M of WSS facilities: Score 3.	Not Applicable.	0
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Investment Management

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

12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	e. Evidence that the relevant technical officers carry out monthly technical supervision of WSS infrastructure projects: Score 2	Not Applicable.	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	f. For the sampled contracts, there is evidence that the DWO has verified works and initiated payments of contractors within specified timeframes in the contracts o If 100 % contracts paid on time: Score 2 o If not score 0	Not Applicable.	0
12	Procurement and Contract Management/execution: The LG has effectively managed the WSS procurements <i>Maximum 14 points on this performance measure</i>	g. Evidence that a complete procurement file for water infrastructure investments is in place for each contract with all records as required by the PPDA Law: Score 2, If not score 0	Not Applicable.	0

Environment and Social Requirements

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

15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	a. Evidence that water source protection plans & natural resource management plans for WSS facilities constructed in the previous FY were prepared and implemented: Score 3, If not score 0	Not Applicable.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: Score 3, If not score 0	Not Applicable.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	c. Evidence that E&S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects: Score 2, If not score 0	Not Applicable.	0
15	Safeguards in the Delivery of Investments <i>Maximum 10 points on this performance measure</i>	d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports: Score 2, If not score 0	Not Applicable.	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 	N/A in the Municipality	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	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	N/A in the Municipality	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	Not applicable	0
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines Maximum score 6	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • If 100% score 2 • If 75 - 99% score 1 • If below 75% score 0 	According to the approved structure of Masindi Municipal Council, there are 8 positions of extension workers in the Divisions out of which 7 were filled which is 86% hence a score of 1.	1
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 <ul style="list-style-type: none"> • 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
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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	The assessor sampled three Divisions in Masindi Municipality and confirmed the the information provided on position of extension workers filled is accurate. The 3 Divisions sample were Central Division which had 2 extension staff (Muhanguzi Richard - Assistant Agricultural Officer and Mwesigwa Dan - Assistant Veterinary Officer), Karujubu Division had 2 extension staff (Kwikiriza Janipher - Assistant Agricultural Officer and Semboga Joshua - Assistant Veterinary Officer and Nyangahya Division had 2 extension staff (Mendwe Amana Patrick - Assistant Veterinary Officer and Walya Severin Chrispus - Assistant Agricultural Officer)	2
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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
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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
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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	There was evidence from the number and categories of extension workers in the three 3 Divisions sampled that the Municipality had deployed extension workers as per guidelines (two staff per Division, 1 Assistant Agricultural Officer and 1 Assistant Veterinary Officer)	1
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	Evidence from staff lists, attendance book and discussion with the Town Clerks confirmed that the extension staff were working where they had been deployed. Central Division had Muhanguzi Richard (Assistant Agriculture Officer) and Mwesigwa Dan (Assistant Veterinary Officer). Karujubu Division had Kwikiriza Janipher (Assistant Agriculture Officer) and Semboga Joshua (Assistant Veterinary Officer). Nyangahya Division had Mendwe Amanyia Patrick (Assistant Veterinary Officer) and Walya Severin Chrispus (Assistan Agriculture Officer)	2
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	There was evidence on noticeboards in all the 3 Divisions visited by the assessor that the extension workers deployment had been publicized/displayed on noticeboards. Central Division had Muhanguzi Richard (Assistant Agriculture Officer) and Mwesigwa Dan (Assistant Veterinary Officer). Karujubu Division had Kwikiriza Janipher (Assistant Agriculture Officer) and Semboga Joshua (Assistant Veterinary Officer). Nyangahya Division had Mendwe Amanyia Patrick (Assistant Veterinary Officer) and Walya Severin Chrispus (Assistan Agriculture Officer)	2

8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>a) Evidence that the District Production Coordinator has:</p> <p>i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0</p>	<p>The assessor reviewed personal files of 7 staff revealed that Annual performance appraisal of all Extension Workers were carried out during the previous FY but 4 were done later than the prescribed deadline of 30th June 2023</p> <ol style="list-style-type: none"> 1. Muhanguzi Richard – Assistant Agricultural Officer was appraised on 6th July 2023 2. Semboga Joshua – Assistant Veterinary Officer was appraised on 4th July 2023 3. Birungi Davis – Agriculture Officer was appraised on 23rd August 2023 4. Kwikiriza Janipher – Assistant Agriculture Officer was appraised on 21st August 2023 5. Walya Severin Chrispus – Assistant Agriculture Officer was appraised on 29th June 2023 6. Isabirye Jeremiah – Assistant Veterinary Officer was appraised on 30th June 2023 7. Mendwe Amanyia Patrick – Assistant Veterinary Officer was appraised on 30th June 2023 	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>a) Evidence that the District Production Coordinator has;</p> <p>Taken corrective actions: Score 1 or else 0</p>	<p>Corrective actions such as provision of transport, computer and training in value addition were proposed in the appraisal reports to be implemented in the current FY but no evidence of implementation was availed to the assessor</p>	0
8	<p>Performance management: The LG has appraised, taken corrective action and trained Extension Workers</p> <p>Maximum score 4</p>	<p>b) Evidence that:</p> <p>i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0</p>	<p>Microscale irrigation is not covered in the Municipal council</p>	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	Microscale irrigation is not covered in the Municipal council	0
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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 in the Municipality	0
9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0	Not applicable in the Municipality	0
9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines. Maximum score 10	c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0	Not applicable in the Municipality	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 on the Municipality	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 <p>Less than 70% score 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>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	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0</p>	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>c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0</p>	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: 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 in the Municipality	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	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	f)Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0	Not applicable	0
13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines Maximum score 18	g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0	Not applicable	0

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

Environment and Social Safeguards

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework Maximum score 6	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	Not applicable	0
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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>	<p>Microscale irrigation is not covered in the Municipal council</p>	0
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>	<p>Microscale irrigation is not covered in the Municipal council</p>	0
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>	<p>Microscale irrigation is not covered in the Municipal council</p>	0
14	<p>Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework</p> <p>Maximum score 6</p>	<p>b) Micro-scale irrigation grievances have been:</p> <p>iv. Reported on in line with LG grievance redress framework score 1 or else 0</p>	<p>Microscale irrigation is not covered in the Municipal council</p>	0

Environment and Social Requirements

15	Safeguards in the delivery of investments Maximum score 6	a) Evidence that LGs have disseminated Micro- irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc. score 2 or else 0	Microscale irrigation is not covered in the Municipal council	0
15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment. i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	Microscale irrigation is not covered in the Municipal council	0
15	Safeguards in the delivery of investments Maximum score 6	ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0	Microscale irrigation is not covered in the Municipal council	0
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	Microscale irrigation is not covered in the Municipal council	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	Microscale irrigation is not covered in the Municipal council	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	The position of Principal Finance Officer was substantively filled. Nanzala Annet was appointed on transfer of service and promotion to position of Principal Finance Officer under DSC minute no.38/2012 in a letter signed by the Town Clerk on 20th March 2012. The Principal Finance Officer (Nanzala Annet) was appraised on 16th August 2023	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	The position of Senior Planner was substantively filled. Kisakye Daniel Justus was appointed on promotion and transfer of service from Masindi District Local Government to Masindi Municipal Council as Senior Planner under DSC minute no. 168/2020 in a letter signed by the Town Clerk on 30th March 2020. The Senior Planner (Kisakye Daniel Justus) was appraised on 3rd July and the appraisal was endorsed by the Responsible Officer on 23rd August 2023	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	The position of Municipal Engineer was substantively filled. Kasaija John was appointed on accelerated promotion to position of Municipal Engineer under DSC minute 109/2019 in a letter signed by the Town Clerk on 24th July 2019. The Municipal Engineer (Kasaija John) was appraised on 16th August 2023	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.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	The position of Senior Environment Officer was substantively filled. Kasigwa Fred was appointed on promotion to position of Senior Environment Officer under DSC minute no. 92/2019 in a letter from the Town Clerk dated 10th May 202019. The Senior Environment Officer (Kasigwa Fred) was appraised on 22nd August 2023.	3

1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer, score 3 or else 0	The position of Senior Veterinary Officer was substantively filled. Dr Nambajjo Proscovia was retained in service arising out of a comprehensive review and restructuring of local government structures as Senior Veterinary Officer under DSC minute no. 64/2019 in a letter from the Town Clerk dated 25th May 20. The Senior Veterinary Officer (Dr. Nambajjo Proscovia) was appraised by the Town Clerk on 16th July 2019.	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	The position of Principal CDO was vacant and there was no evidence of secondment from Central Government. Mugisa W James who was substantively appointed as Senior Community Development Officer under DSC minute no. 86/2019 was assigned acting duties by the Town Clerk in a letter dated 15th July 2021	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer, score 3 or else 0	The position of Principal Commercial Officer was vacant and there was no evidence of secondment from Central Government. Nyangoma Robinah was retained in service and redesignated from Senior Internal Auditor to Senior Commercial Officer under DSC minute no. 26/2018. The Senior Commercial Officer (Nyangoma Robinah) was appraised on 29th July 2023	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	i. A Senior Procurement Officer /Municipal: Procurement Officer, 2 or else 0.	The position of Procurement Officer was substantively filled. Nkoba Owen was appointed on transfer of service from Masindi District Local Government to Masindi Municipal Council as Procurement Officer under DSC minute no. 181/2011 in a letter from the Town Clerk dated 3/11/2011. The Procurement Officer (Nkoba Owen) was appraised on 15th July 2023	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	ii. Procurement Officer /Municipal Assistant Procurement Officer, score 2 or else 0	The position of Assistant Procurement Officer was substantively filled. Kairu Shaban was appointed as Assistant Procurement Officer under DSC minute no. 616/2023 in a letter from the Town Clerk dated 10th July 2023. he was was not yet in office at the time of performance assessment in the last FY	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	The position of Senior Human Resource Officer was substantively filled. Namukoye Solomon was appointed on promotion as Senior Human Resource Officer under DSC minute no. 88/2019 in letter from the Town Clerk dated 10th May 2019. The Senior Human Resource Officer (Namukoye Solomon) was appraised on 23rd August 2023	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	j. A Senior Environment Officer, score 2 or else 0	The position of Senior Environment Officer was substantively filled. Kasigwa Fred was appointed on promotion to position of Senior Environment Officer under DSC minute no. 92/2019 in a letter from the Town Clerk dated 10th May 2019. The Senior Environment Officer (Kasigwa Fred) was appraised on 22nd August 2023	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	k. Senior Land Management Officer /Physical Planner, score 2 or else 0	The position of Senior Physical Planner was substantively filled. Ndaru Gertrude was appointed on promotion as Senior Physical Planner under DSC minute no. 92/2019 in a letter from the Town Clerk dated 10th May 2019. The Senior Physical Planner (Ndaru Gertrude) was appraised on 16th August 2023	2
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.	l. A Senior Accountant, score 2 or else 0	The position of Senior Accountant was vacant and there was no evidence of secondment from Central Government.	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.	m. Principal Internal Auditor /Senior Internal Auditor, score 2 or else 0	The position of Senior Internal Auditor was substantively filled. Kabahinya Joy was retained in service and appointed on promotion as Senior Internal Auditor under DSC minute 123/2018 in a letter from the Town Clerk dated 22nd January 2018. The Senior Internal Auditor (Kabahinya Joy) was appraised on 30th July 2023	2

1	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions in the District/Municipal Council departments. Maximum score is 37.</p>	<p>n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0</p>	<p>The position of Principal Human Resource Officer (Secretary DSC) was substantively filled. Nyandera Angela was appointed on promotion to position of Principal Human Resource Officer (Secretary to DSC) under DSC minute no.65/2017 in a letter from the CAO dated 15/6/2017</p>	2
2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG Maximum score is 15</p>	<p>a. Senior Assistant Secretary (Sub-Counties) /Town Clerk (Town Councils) / Senior Assistant Town Clerk (Municipal Divisions) in all LLGS, score 5 or else 0 (Consider the customized structure).</p>	<p>Masindi Municipality has 4 Divisions. The Municipality had not recruited Senior Assistant Town Clerks for all the 4 Divisions, two were in acting position.</p> <ol style="list-style-type: none"> 1. Atulinde Francis was retained in service following the comprehensive review and restructuring of local government structures as Senior Assistant Town Clerk under DSC minute 256/2016 in a letter dated 2nd November 2016. Atulinde is currently the Town Clerk of Nyangahya Division. 2. Byaruhanga Deo was retained in service following the comprehensive review and restructuring of local government structures and was redesignated from position of Community Development Officer to position of Assistant Town Clerk under DSC minute no. 130/2018 in a letter from the Town Clerk dated 3rd December 2018. Byaruhanga Deo was acting as Senior Assistant Town Clerk (Karujubu Division) 3. Businge Francis was appointed on promotion and transfer of service from Masindi District Local Government to Masindi Municipal Council as Senior Assistant Town Clerk under DSC minute no. 32/2015 in a letter from the Town Clerk dated 27th March 2015. Businge Francis is the Town Clerk of Central Division 4. Nabateregga Marion was appointed on promotion as Assistant Town Clerk under DSC minute no. 90/2019 in a letter dated 10th May 2019. Nabateregga Marion was offered acting as Senior Assistant Town Clerk (Kigulya Division) 	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>b. A Community Development Officer / Senior CDO in case of Town Councils, in all LLGS, score 5 or else 0.</p>	<p>Masindi Municipality had substantively recruited Community Development Officers for all the 4 Divisions as listed below:</p> <ol style="list-style-type: none"> 1. Kahwa Judith was appointed on probation as a Community Development Officer under DSC minute no. 202/2020 in a letter dated 19th July 2020. Kahwa Judith is CDO in Karujubu Division 2. Alinaitwe Pricila was appointed on probation as a Community Development Officer under DSC minute no. 202/2020 in a letter dated 19th June 2020. Alinaitwe Pricila is CDO of Kigulya Division 3. Banura Alice was retained in service following the comprehensive review and restructuring of local government structures as a Community Development Officer under DSC minute no. 41/2012 in a letter dated 20th March 2012. Banura Alice is CDO of Central Division 4. Byuke Patrick was appointed on promotion to position of Community Development Officer under DSC minute no. 87/2019 in a letter dated 10th May 2019. Byuke Patrick is CDO of Nyangahya Division 	5
2	<p>New_Evidence that the LG has recruited or the seconded staff is in place for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>c. A Senior Accounts Assistant /an Accounts Assistant in all LLGS, score 5 or else 0.</p>	<p>Masindi Municipality had substantively recruited Treasurers for all the 4 divisions as listed below:</p> <ol style="list-style-type: none"> 1. Maimuna Asaba was appointed as Treasurer under DSC minute no. 77/2019 in a letter from the Town Clerk 11th March 2019. Maimuna Asaba is Treasurer of Karujubu Division 2. Ntegeka Sam Sabiiti was appointed as Treasurer under DSC minute no. 181/2011 in a letter from the Town Clerk dated 1st December 2011. Ntegeka Sam Sabitti is the Treasurer of Kigulya Division 3. Mawerere David was appointed as Treasurer under DSC minute no. 25/2015 in a letter from the Town Clerk dated 11th March 2015. Mawerere David is Treasurer of Nyangahya Division 4. Katusaba Faith was appointed as Treasurer under DSC minute no. 181/2011 in a letter from the Town Clerk dated 1st December 2011. Katusaba Faith is the Treasurer of Central Division 	5

Environment and Social Requirements

3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	Masindi MLG released 100% of funds allocated to Natural Resources Department. The amount allocated for FY 2022/2023 (Final accounts, FY 2022/2023, page, 15) was UGX.265,964,858 and released UGX.265,964,858.	2
	Maximum score is 4	a. Natural Resources department, score 2 or else 0		
3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	Masindi MLG released 100% of funds allocated for Community Based Services. The amount allocated for FY 2022/2023 (Final accounts, FY 2022/2023, page, 15) was UGX.79, 875,446 and released UGX. 79,875,446.	2
	Maximum score is 4	b. Community Based Services department. score 2 or else 0.		
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	a. If the LG has carried out Environmental, Social and Climate Change screening, score 4 or else 0	There was evidence that the Municipality carried out Environmental, Social and Climate Change screening for all DDEG Projects and ESMPs including child protection plans developed prior to commencement of civil works. These were some of the project(s); Protection of spring wells in specific divisions ie (Maji Mazuri, Rwembaho and Kidawe) Ref No Masi720/wrks/2022-2023/00018,00019,00020. Contractor; Great Karo Logistics. Contract Value 25,453,500 UGX. Screening was prepared by Municipal Environment officer and Ag PCDO on 5/8/2022 Supply, installation and repair of faulty street solar lights. Repairs in Masindi Bus park, Kigalya HQ, Kijura Market and Isimbe.installation at Kirima Trading center and academy and Kisaraburi junction. Ref No Masi720/supls/2022-2023/00005. Contractor; Bradet Holdings. Contract Value 29,850,500 UGX. Screening was prepared by Municipal Environment officer and Ag PCDO on 2/8/2022	4
	Maximum score is 12			

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

Maximum score is 12

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

score 4 or 0

There was evidence that the LG carried out Environment and Social Impact Assessments (ESIAs/ESMPS) prior to commencement of civil works for project(s) implemented using the DDEG. Basing on the outcome of screening ESMPs were done example;

Protection of spring wells in specific divisions ie (Maji Mazuri, Rwembaho and Kidawe) Ref No Masi720/wrks/2022-2023/00018,00019,00020. Contractor; Great Karo Logistics. ESMPs prepared by Municipal Environment officer and Ag PCDO on 11/8/2022

Supply, installation and repair of faulty street solar lights. Repairs in Masindi Bus park, Kigalya HQ, Kijura Market and Isimbe.installation at Kirima Trading center and academy and Kisaraburi junction. Ref No Masi720/supls/2022-2023/00005. ESMPs prepared by Municipal Environment officer and Ag PCDO on 8/8/2022

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 the LG costed ESMPs for all project(s) implemented using the DDEG example;

Protection of spring wells in specific divisions i.e. (Maji Mazuri, Rwembaho and Kidawe) Ref No Masi720/wrks/2022-2023/00018,00019,00020. Contractor; Great Karo Logistics. The ESMP was costed at 170,000UGX signed by the Municipal environment officer and Ag PCDO on 11/8/2022

Supply, installation and repair of faulty street solar lights. Repairs in Masindi Bus park, Kigalya HQ, Kijura Market and Isimbe.installation at Kirima Trading center and academy and Kisaraburi junction. Ref No Masi720/supls/2022-2023/00005. The ESMP was costed at 150,000 UGX signed by the municipal environment officer and Ag PCDO on 8/8/2022

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>Evidence showed the LG had an un-qualified audit opinion for FY 2022/2023.</p>	10
6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p> <p>maximum score is 10</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p> <p>score 10 or else 0.</p>	<p>Masindi MLG provided information to PS/ST on the status of the implementation of Internal Auditor General and Auditor General's findings for FY 2021/2022. The submission dated 23rd February 2023 was received by the PS/ST on 27th February 2023. The submission was also received by the Accountant General and Internal Auditor General on 27th February 2023. The report contained actions taken on 3 recommendations against all findings (pages, 1 - 3) and was signed by the Town Clerk Nyamugo Francis. The submission was made within the February end deadline.</p>	10
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p> <p>Maximum Score 4</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p> <p>score 4 or else 0.</p>	<p>The MLG submitted the Annual Performance Contract for FY 2023/2024, signed by the Accounting Officer Town Clerk Nyamugo Francis on 10th July 2023 and acknowledged by PS/ST on 10th July 2023. This was before the deadline of 31st August</p>	4
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p> <p>maximum score 4 or else 0</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p> <p>score 4 or else 0.</p>	<p>The MLG submitted the Annual Performance Report for FY 2022/23, signed by the Accounting Officer (Town Clerk) Nyamugo Francis on 3rd September 2023. This was beyond the deadline of 31st August.</p>	0

Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year

Maximum score is 4

If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,

score 4 or else 0.

MLG submitted Quarterly Performance Reports, for all the four quarters for FY 2022/23. They were signed by the Accounting Officer (Town Clerk) on 3rd September 2023 and submission dates were as follows:

Quarter 1 - 12th January 2023

Quarter 2 - 3rd February 2023

Quarter 3 - 27th April 2023

Quarter 4 - 3rd September 2023

All the reports were submitted beyond the mandatory August 31 deadline.

**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	The position of Principal Education Officer was substantively filled. Ayebale Sam Peter was appointed on promotion as Principal Education Officer under DSC minute no. 451/2022 in a letter from the Town Clerk dated 11/7/2022.	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.	The position of Inspector of Schools was substantively filled. Bahemuka Betty was appointed on promotion on attainment of higher qualification under DSC minute no. 601/2023 in a letter from the Town Clerk dated 10/7/2023	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.	<p>There were Environmental and Social and Climate Change Screening Forms for Education projects for the previous FY. examples include;</p> <p>Construction of 2 classroom block with store and office at Kamurasi demonstration Primary School. (Ref No Masi720/WRKS/2022-23/00006). Contract Amount 101,137,631 UGX, Contractor James Ventures (U) Ltd. Screening forms were signed by the Municipal Environment officer and Ag PCDO on 11/7/2022</p> <p>Construction of 2 classroom block at Kirasa PS (Ref No Masi720/Wrks/2022-23/00014) Contract Amount 87,545,580 UGX. Contractor; Tamcase Uganda Ltd Screening forms were signed by Municipal Environment officer and Ag PCDO on 18/7/2022</p> <p>Construction of 5 stance latrine with shower at Kibwona PS (Ref No Masi720/Wrks/2022-23/0007) Contract Amount 25,632,451 UGX. Contractor M/S Fountain holdings. Screening forms were signed by Municipal Environment officer and Ag PCDO on 13/7/2022</p>	15
<i>The Maximum score is 30</i>				

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

The Maximum score is 30

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

There was evidence that LG carried out Environment and Social Impact Assessments (ESIAs/ESMPs) for the following projects; Basing on screening results ESMP were required as a safeguard document;

Construction of 2 classroom block with store and office at Kamurasi demonstration Primary School. (Ref No Masi720/WRKS/2022-23/00006). Contract Amount 101,137,631 UGX, Contractor James Ventures (U) Ltd. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 22/7/2022

Construction of 2 classroom block at Kirasa PS (Ref No Masi720/Wrks/2022-23/00014) Contract Amount 87,545,580 UGX. Contractor; Tamcase Uganda Ltd. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 21/7/2022

Construction of 5 stance latrine with shower at Kibwona PS (Ref No Masi720/Wrks/2022-23/0007) Contract Amount 25,632,451 UGX. Contractor M/S Fountain holdings. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 19/7/2022

**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	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>f. Biostatistician, score 10 or 0.</p>		
1	<p>New_Evidence that the District has substantively recruited or the seconded staff is in place for all critical positions.</p> <p><i>Applicable to Districts only.</i></p> <p><i>Maximum score is 70</i></p>	<p>g. District Cold Chain Technician, score 10 or else 0.</p>		
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>h. Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.</p>	<p>The position of Medical Officer of Health Services was vacant and there was no evidence of secondment from Central Government. Mirimo Godfrey who was substantively appointed Health Educator was assigned duties to act in the position by the Town Clerk in a letter dated 1st July 2022. The Acting Municipal Officer of Health Services (Mirimo Godfrey) was appraised on 1st July 2023.</p>	0
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>i. Principal Health Inspector, score 20 or else 0.</p>	<p>The position of Principal Health Inspector was substantively filled. Wandera Fred was appointed on promotion as Principal Health Inspector under DSC minute no. 203/2020 in a letter from the Town Clerk dated 9/6/2020.</p>	20
1	<p>New_Evidence that the Municipality has substantively recruited or the seconded staff is in place in place for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>j. Health Educator, score 20 or else 0</p>	<p>The position of Health Educator was substantively filled. Mirimo Godfrey was substantively appointed on promotion and transfer of service from Masindi District Local Government to Masindi Municipal Council as Health Educator under DSC minute no. 83/2016 in a letter from the Town Clerk dated 6/6/2016.</p>	20

Environment and Social Requirements

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

Maximum score is 30

If the LG carried out:

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

There was evidence that the Municipality carried out Environmental, Social and Climate Change screening Forms for Health projects for the previous FY. examples include;

Construction of staff house at Katasenywa HC III. Masi720/Wrks/2022-23/00011. Contractor; Microna Holdings. Contract Amount 148,821,654UGX. Screening forms were signed by the Municipal Environment officer and Ag PCDO on 16/8/2022

Construction of 2 stance line VIP latrine with urinal/Bathroom at Nyakitibwa HC III. Masi720/Wrks/2022-23/00012. Contractor; Kayekasi Investments Ltd. Contract Amount 14,685,000UGX. Screening forms were signed by by the Municipal Environment officer and Ag PCDO on 18/8/2022

Construction of 2 stance lined VIP latrine with shower at Katasenywa HC III. Contractor; Microna Holdings. Contract Amount 14,693,702UGX. Screening forms were signed by the Municipal Environment officer and Ag PCDO on 17/8/2022

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 the LG carried out Environment and Social Impact Assessments (ESIAs/ESMPs) for the following projects; Basing on screening results ESMP were required as a safeguard documents for health projects for the previous year, these include;

Construction of staff house at Katasenywa HC III. Masi720/Wrks/2022-23/00011. Contractor; Microna Holdings. Contract Amount 148,821,654UGX. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 7/9/2022

Construction of 2 stance line VIP latrine with urinal/Bathroom at Nyakitibwa HC III. Masi720/Wrks/2022-23/00012. Contractor; Kayekasi Investments Ltd. Contract Amount 14,685,000UGX. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 5/8/2022

Construction of 2 stance lined VIP latrine with shower at Katasenywa HC III. Contractor; Microna Holdings. Contract Amount 14,693,702UGX. ESMPs undertaken and were signed by the Municipal Environment officer and Ag PCDO on 5/8/2022

**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>	The position is not applicable to Municipalities	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.	Masindi Municipal council is not covered under water	0

Water & Environment Minimum Conditions

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Human Resource Management and Development				
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	a. 1 Civil Engineer (Water), score 15 or else 0.	Position is not applicable to Municipalities	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	Position is not applicable to Municipalities.	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	The position is not applicable to Municipalities	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	d. 1 Natural Resources Officer, score 15 or else 0.	The position is not applicable to Municipalities	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	e. 1 Environment Officer, score 10 or else 0.	The position is not applicable to Municipalities	0
1	New_Evidence that the LG has recruited or the seconded staff is in place for all critical positions. <i>Maximum score is 70</i>	f. Forestry Officer, score 10 or else 0.	The position is not applicable to Municipalities	0
Environment and Social Requirements				
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	If the LG: a. Carried out Environmental, Social and Climate Change screening/Environment, score 10 or else 0.	Masindi Municipal council is not covered under water	0
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessment (ESIAs) (including child protection plans) where applicable, and abstraction permits have been issued to contractors by the Directorate of Water Resources Management (DWRM) prior to commencement of all civil works on all water sector projects	b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.	Masindi Municipal council is not covered under water	0

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

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

Not applicable as it is under NWSC.

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