



Local Government Performance Assessment

Apac District

(Vote Code: 502)

| Assessment | Scores |
|-----------------------------------|--------|
| Accountability Requirements | 67% |
| Crosscutting Performance Measures | 52% |
| Educational Performance Measures | 47% |
| Health Performance Measures | 77% |
| Water Performance Measures | 85% |

| Summary of requirements | Definition of compliance | Compliance justification | Compliant? |
|---|--|--|------------|
| Annual performance contract | | | |
| <p>LG has submitted an annual performance contract of the forthcoming year by June 30 on the basis of the PFMAA and LG Budget guidelines for the coming financial year.</p> | <ul style="list-style-type: none"> • From MoFPED's inventory/schedule of LG submissions of performance contracts, check dates of submission and issuance of receipts and: <ul style="list-style-type: none"> o If LG submitted before or by due date, then state 'compliant' o If LG had not submitted or submitted later than the due date, state 'non-compliant' • From the Uganda budget website: www.budget.go.ug, check and compare recorded date therein with date of LG submission to confirm. | <p>The District LG submitted the approved Budget Estimates that included a Procurement Plan for the FY 2018/19 on 22nd July, 2018. This date of submission was in line with the last official date of 1st August set by the MoFPED. The District was therefore compliant.</p> <p>Note: The PFMAA LG Budget guidelines require the submission to be by 30th June. However, this date was revised to 1st August 2018 as amended by the LGPA Manual June, 2018.</p> | Yes |
| Supporting Documents for the Budget required as per the PFMA are submitted and available | | | |
| <p>LG has submitted a Budget that includes a Procurement Plan for the forthcoming FY by 30th June (LG PPDA Regulations, 2006).</p> | <ul style="list-style-type: none"> • From MoFPED's inventory of LG budget submissions, check whether: <ul style="list-style-type: none"> o The LG budget is accompanied by a Procurement Plan or not. If a LG submission includes a Procurement Plan, the LG is compliant; otherwise it is not compliant. | <p>The District LG submitted the approved Budget Estimates that included a Procurement Plan for the FY 2018/19 on 22nd July, 2018. This date of submission was in line with the last official date of 1st August set by the MoFPED. The District was therefore compliant.</p> <p>Note: The PFMAA LG Budget guidelines require the submission to be by 30th June. However, this date was revised to 1st August 2018 as amended by the LGPA Manual June, 2018.</p> | Yes |

Reporting: submission of annual and quarterly budget performance reports

| <p>LG has submitted the annual performance report for the previous FY on or before 31st July (as per LG Budget Preparation Guidelines for coming FY; PFMA Act, 2015)</p> | <p>From MoFPED's official record/inventory of LG submission of annual performance report submitted to MoFPED, check the date MoFPED received the annual performance report:</p> <ul style="list-style-type: none"> • If LG submitted report to MoFPED in time, then it is compliant • If LG submitted late or did not submit, then it is not compliant | <p>The District LG submitted the Annual Performance Report for FY ended 30th June, 2018 on 22nd July, 2018. This date of submission was in line with the LG Budget Preparation Guidelines for the FY: PFFMA Act, 2015 that requires this submission to be made on or before 31st July.</p> | <p>Yes</p> | | | | | | | | | | | | | | | |
|--|---|--|------------|--------------------|-----------|------------|-------------------|----|------------|-----------------|----|------------|-----------------|----|------------|-------------------|----|-----------|
| <p>LG has submitted the quarterly budget performance report for all the four quarters of the previous FY by end of the FY; PFMA Act, 2015).</p> | <p>From MoFPED's official record/inventory of LG submission of quarterly reports submitted to MoFPED, check the date MoFPED received the quarterly performance reports:</p> <ul style="list-style-type: none"> • If LG submitted all four reports to MoFPED of the previous FY by July 31, then it is compliant (timely submission of each quarterly report, is not an accountability requirement, but by end of the FY, all quarterly reports should be available). • If LG submitted late or did not submit at all, then it is not compliant. | <p>Submission of the quarterly budget performance reports during FY 2017/2018 was as follows:</p> <table border="1" data-bbox="820 1019 1326 1355"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 01</td> <td>5th January, 2018</td> <td>No</td> </tr> <tr> <td>Quarter 02</td> <td>9th March, 2018</td> <td>No</td> </tr> <tr> <td>Quarter 03</td> <td>18th June, 2018</td> <td>No</td> </tr> <tr> <td>Quarter 04</td> <td>23rd August, 2018</td> <td>No</td> </tr> </tbody> </table> <p>The budget performance report of all the quarters were made late contravening PFMA Act which requires these submissions to be made within the following end of the quarter.</p> | Quarter | Date of submission | Reference | Quarter 01 | 5th January, 2018 | No | Quarter 02 | 9th March, 2018 | No | Quarter 03 | 18th June, 2018 | No | Quarter 04 | 23rd August, 2018 | No | <p>No</p> |
| Quarter | Date of submission | Reference | | | | | | | | | | | | | | | | |
| Quarter 01 | 5th January, 2018 | No | | | | | | | | | | | | | | | | |
| Quarter 02 | 9th March, 2018 | No | | | | | | | | | | | | | | | | |
| Quarter 03 | 18th June, 2018 | No | | | | | | | | | | | | | | | | |
| Quarter 04 | 23rd August, 2018 | No | | | | | | | | | | | | | | | | |

Audit

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| <p>The LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and the Auditor General's findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes actions against all findings where the Internal Auditor and the Auditor General recommended the Accounting Officer to take action in lines with applicable laws.</p> | <p>From MoFPED's Inventory/record of LG submissions of statements entitled "Actions to Address Internal Auditor General's findings",</p> <p>Check:</p> <ul style="list-style-type: none"> • If LG submitted a 'Response' (and provide details), then it is compliant • If LG did not submit a 'response', then it is non-compliant • If there is a response for all –LG is compliant • If there are partial or not all issues responded to – LG is not compliant. | <p>The District provided information to the PS/ST on the status of implementation of Internal Auditor General's findings for the previous financial year 2016/2017 vide a letter ref. CR/252/1 dated 20th April, 2018.</p> <p>(A) Internal Auditor General FY 2016/2017</p> <table border="0"> <tr> <td>Number of queries raised</td> <td>Number of queries cleared</td> <td>Number of queries pending</td> </tr> <tr> <td>7</td> <td>7</td> <td>Nil</td> </tr> </table> <p>This submission was contrary to PFMA s.11 2g) which requires the response to be made by February. However, it should be noted that the PS/ST's letter calling for the status of implementation of the findings was written on 6th April 2018.</p> <p>(B) Office of the Auditor General FY 2016/2017</p> <table border="0"> <tr> <td>Number of queries raised</td> <td>Number of queries cleared</td> <td>Number of queries pending</td> </tr> <tr> <td>5</td> <td>5</td> <td>Nil</td> </tr> </table> <p>CAO provided this information to PS/ST through a letter ref.CR/252/1 of 20th March 2018 which was received by the office on 23rd March 2018.</p> | Number of queries raised | Number of queries cleared | Number of queries pending | 7 | 7 | Nil | Number of queries raised | Number of queries cleared | Number of queries pending | 5 | 5 | Nil | No |
| Number of queries raised | Number of queries cleared | Number of queries pending | | | | | | | | | | | | | |
| 7 | 7 | Nil | | | | | | | | | | | | | |
| Number of queries raised | Number of queries cleared | Number of queries pending | | | | | | | | | | | | | |
| 5 | 5 | Nil | | | | | | | | | | | | | |
| <p>The audit opinion of LG Financial Statement (issued in January) is not adverse or disclaimer.</p> | | <p>Apac DLG obtained a Qualified "Except For" Audit Opinion for FY 2017/2018</p> | Yes | | | | | | | | | | | | |

502 Apac District Crosscutting Performance
Measures 2018

| Summary of requirements | Definition of compliance | Compliance justification | Score |
|--|---|--|-------|
| Planning, budgeting and execution | | | |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <p>Evidence that a district/ municipality has:</p> <ul style="list-style-type: none"> • A functional Physical Planning Committee in place that considers new investments on time: score 1. | <p>The District Physical Planning Committee was dully appointed by the Chief Administrative Officer vide letter reference number CR/106/4 dated 20th October, 2017 as follows:</p> <ol style="list-style-type: none"> 1. Ms Abyeto Stella, CAO-Chairperson 2. Oluk Bernard, D/Physical Planner-Secretary 3. Akwang Nicholas, Town Clerk 4. Odyero Bob, D/Surveyor 5. Okello Nelson, D/Engineer 6. Omum Andrew, DEO 7. Betty C Okori, D/Agric. Officer 8. Okello Tom Onep, D/CDO 9. Dr. Omer Mathew, DHO 10. Otimoi Japher, D/Environ. Officer 11. Odongo John, D/Natural Resources Officer <p>The following were missing on the committee:</p> <ol style="list-style-type: none"> 1. District Architect (Not employed in the District) 2. Physical Planner in private practice (Not yet identified) <p>For that matter the committee was not full .</p> | 0 |

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| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that district/MLG has submitted at least 4 sets of minutes of Physical Planning Committee to the MoLHUD score 1. | <p>Sets of minutes of the Physical Planning Committee submitted to MoLHUD :</p> <ul style="list-style-type: none"> • A meeting of 6th September, 2017 submitted on 7th September, 2017. • A meeting of 3rd January, 2018 submitted on 4th January 2018. • A meeting of 19th April, 2018 submitted on 20th April, 2018. • A meeting of 6th June 2018 submitted on 7th June 2018. | <p>1</p> |
| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> • All infrastructure investments are consistent with the approved Physical Development Plan: score 1 or else 0 | <p>The District did not have a Physical Development Plan and for that reason consistency of the infrastructure investments with the plan could not be established.</p> <p>Lack of financial resources to hire services of a consultant was the reason given for not starting on this activity.</p> | <p>0</p> |

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| <p>All new infrastructure projects in: (i) a municipality / (ii) in a district are approved by the respective Physical Planning Committees and are consistent with the approved Physical Plans</p> <p>Maximum 4 points for this performance measure.</p> | <ul style="list-style-type: none"> Action area plan prepared for the previous FY: score 1 or else 0 | <p>There were no action area plans prepared by the DLG during the previous FY 2017/18.</p> | <p>0</p> |
| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that priorities in AWP for the current FY are based on the outcomes of budget conferences: score 2. | <p>The District held a budget conference for FY 2018/19 on 24th November, 2017 at the District head quarters . A report was produced and endorsed by Atim Monica, the District Statistician on 26th November 2017.</p> <p>The investment priorities in the approved AWP for the current FY 2018/19 were based on the outcomes of the conference as in the examples below:</p> <ol style="list-style-type: none"> Renovation of the main Administration Block on page 30 of the AWP appear on page 7 of the budget . Classroom Blocks construction at Wansolo and Alado P/Schools on page 59 of the AWP appear on 12 of the budget. Completion of laboratory block at Apac Hospital on page 55 of the AWP appear on page 11 of the budget. | <p>2</p> |

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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the capital investments in the approved Annual work plan for the current FY are derived from the approved five-year development plan. If differences appear, a justification has to be provided and evidence provided that it was approved by the Council. Score 1. | <p>There was evidence that the capital investments in the approved Annual Work Plan for the current FY 2018/2019 are derived from the approved District Five-Year Development Plan pages:</p> <ol style="list-style-type: none"> 1. Extension of OPD at Ollepek HC II on page 53 of the AWP appear on page 156 of the 5 Year DDP. 2. Construction of a 4 stance pit latrines at Ayago, Boke, Anyapo and Abedi P/Ss on page 60 of the AWP appear on page 157 of the 5 Year DDP. 3. Completion of laboratory block at Apac Hospital on page 55 of the AWP appear on page 156 of the 5 Year DDP. | |
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| <p>The prioritized investment activities in the approved AWP for the current FY are derived from the approved five-year development plan, are based on discussions in annual reviews and budget conferences and have project profiles</p> <p>Maximum 5 points on this performance measure.</p> | <ul style="list-style-type: none"> • Project profiles have been developed and discussed by TPC for all investments in the AWP as per LG Planning guideline: score 2. | <p>Although project profiles for the investments in the AWP for the current FY were developed and appear on pages 192 to 199 of the DDP, there was no evidence that the profiles were presented in TPC for discussion during the FY 2017/2018.</p> | <p>0</p> |
| <p>Annual statistical abstract developed and applied</p> <p>Maximum 1 point on this performance measure</p> | <ul style="list-style-type: none"> • Annual statistical abstract, with gender-disaggregated data has been compiled and presented to the TPC to support budget allocation and decision-making- maximum score 1. | <p>A District Statistical Abstract for 2017/18 was compiled and endorsed by CAO on 20th June 2018. It was presented and approved by the TPC in their meeting held on 14th February 2018 under Min.05/02/2018 to support the committee in the planning and operation processes.</p> | <p>1</p> |

Investment activities in the previous FY were implemented as per AWP.

Maximum 6 points on this performance measure.

• Evidence that all infrastructure projects implemented by the LG in the previous FY were derived from the annual work plan and budget approved by the LG Council: score 2

Infrastructure projects implemented by the District in the previous FY 2017/2018 were derived from the Annual Work Plan and Budget approved by the LG Council reference pages as in the table below:

| Project | Pg. AWP | Pg. Budget |
|--|---------|------------|
| Construction of a 2 classroom block with office at Abongo Kongo P/S | 57 | 26 |
| Construction of a 2 classroom block with office at Ayomjeri P/S | 57 | 26 |
| Renovation of OPD and construction of a modern laboratory at Apac Hospital | 53 | 19 |
| Renovation of mortuary and supply of 6 body capacity fridges fitted with standby solar power and construction of a 2 five stance drainable pit latrines at Apac Hospital | 53 | 19 |
| Completion of a maternity ward at Olelpek HC II | 53 | 18 |
| Renovation of Main Administration Block at Apac District HQs | 31 | 8 |
| Construction of 5 stance drainable latrine at Ogwil landing site | 64 | 34 |
| Siting, drilling and installation of 18 deep well | 64 | 34 |
| Rehabilitation of 15 deep wells/boreholes | 64 | 35 |
| Low cost sealing of 1.5 km Alenga-Kungu Road | 61 | 32 |
| Construction of Rhino statue at District HQs | 32 | 8 |
| Rehabilitation of a 2 classroom block without office at Agwiciri P/S | 57 | 26 |
| Rehabilitation of a 2 classroom block without office at Olelpek P/S | 57 | 26 |
| Rehabilitation of a 2 classroom block without office at Abura P/S | 57 | 26 |

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| <p>Investment activities in the previous FY were implemented as per AWP.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the investment projects implemented in the previous FY were completed as per work plan by end for FY. o 100%: score 4 o 80-99%: score 2 o Below 80%: 0 | <p>All investment project implementation in FY 207/18 were completed as per approved AWP. A few examples include:</p> <ol style="list-style-type: none"> 1. Construction of 2 classrom block with office at Ayomjeri P/S by Bakatola Enterprises Ltd at shs.67,454,592. A Certificate of completion issued on 14th February, 2018. 2. Completion of a Maternity ward at Ollepek HC II by Cast Engineering Works Ltd at shs.87,840,141. A Certificate of completion was issued on 14th February, 2018. 3. Rehabilitation of fifteen (15) deep wells by Ngai one Investment Ltd at shs.70,803,540. A Certificate of completion was issued on 14th February 2018. | <p>4</p> |
| <p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that all investment projects in the previous FY were completed within approved budget – Max. 15% plus or minus of original budget: score 2 | <p>The budget for projects implementation for the year was shs.2,570,285,606 while the actual cost was shs.2,551,523,669, a variance of shs.18,761,937 i.e. 0.72% below the original budget which was within the maximum of 15% plus or minus.</p> | <p>2</p> |

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| <p>The LG has executed the budget for construction of investment projects and O&M for all major infrastructure projects during the previous FY</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG has budgeted and spent at least 80% of the O&M budget for infrastructure in the previous FY: score 2 | <p>There were no O&M for infrastructure investments budgeted for during FY 2017/18.</p> | <p>0</p> |
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Human Resource Management

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| <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG has filled all HoDs positions substantively: score 3 | <p>The Council Staff Establishment was approved by Full Council on 21st – 22nd December, 2016 under minute MIN. No. 10(a)(1)/12/2016.</p> <p>The DLG on 26th April, 2017 presented the approved Staff Structure to MoPS for approval before implementation. A copy of the approved Staff Structure was submitted to and received by MoLG on 26th April, 2017.</p> <p>The MoPS through letter ARC135/306/01 dated 30th May, 2017 approved the implementation of Apac DLG Staff Structure.</p> <p>The Staff Structure had nine the departments excluding that of Administration. The departments were; Finance, Production and marketing, Health, Education, Commerce, Trade, Industry and Local Economic Development, Planning, Community Based Services, Works and Natural Resources.</p> <p>The substantively filled Departments were;</p> <ul style="list-style-type: none"> • Finance; filled by Ekwang Paul Tonney appointed on probation on 24th April, 2018 as directed by DSC minute No. 55/2018(a), • Production and marketing; filled by Dr. Ongu Elim | <p>0</p> |
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James appointed by 29th March, 2016 as directed by DSC minute No. 70/2016(b),

- The District Health Officer; Dr. Emer Mathew appointed on 4th April, 2005 as directed by DSC minute No. 18/2005,
- The District Commercial Officer; Mr. Otim Oduka Philips appointed on promotion on 12th March, 2018 as directed by DSC minute No. 50/2018(b),
- The Head Community Based Services; filled by Okello Tom appointed on promotion on 12th March, 2018 as directed by DSC minute No. 50/2018(b), and
- Natural Resources; filled by Odong John a forestry officer appointed on promotion on 31st May, 2012 as directed by DSC minute No.27/2012, and
- Education; filled by Okunyu Alex Billy Odur. The DEO personal file was not availed to the assessors. The registry staff informed the assessors that the DEO had unofficially taken his file out and was not responding to the many calls made to him to return the file. The assessment team was thereof unable to pick his appointment details.

The Departments with Officers in acting capacities following the assignment of duty by the CAO in accordance with the Standing Orders (E-C) 8 (b) were;

- District Planner; filled by Okello Phillips Dickson a senior planner appointed on 24th April, 2018 as directed by DSC minute No. 55/2018(b) following the transfer of Atim Tom Richard the District Planner on 5th December, 2017 to Lira University following his appointment as Senior University Planner on 20th November, 2017 by letter Ref. No. CR/LIRUN/10123,
- District Engineer; filled by Okello Nelson appointed on retention in service as aSenior Engineer water on 12th March, 2018 as directed by DSC minute No. 50/2018(a). The assignment of duty as acting District Engineer was on 28th January, 2009.

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| <p>LG has substantively recruited and appraised all Heads of Departments</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> • Evidence that HoDs have been appraised as per guidelines issued by MoPS during the previous FY: score 2 | <p>The HoDs were appraised by the CAO through signing of Performance Agreements with the CAO at the start of FY 2017/18 and Performance reports generated at the end of the FY.</p> <p>For instance on 30th July, 2018, the CAO awarded a Performance score of 85% to the Head of Community Based Services. The CAO noted that 85% was because the HoD never sensitized community leaders in one quarter and conducted three out of the four planned monitoring and support supervision due to lack of funds.</p> <p>The HoDs with no evidence of appraisal for the FY 2017/18 were;</p> <ul style="list-style-type: none"> • The Chief Finance Officer, • Head of Natural Resources, • District Health Officer, • The District Education Officer whose Personal file was not availed to the Assessment Team, • The District Commercial Officer, • The acting District Engineer, and • The acting District Planner <p>The seven HoDs had Performance agreements on files but no reports were compiled to establish their performance levels.</p> | <p>0</p> |
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The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

• Evidence that 100 % of staff submitted for recruitment have been considered: score 2

During the FY under review, eighty six people were presented to the DSC to fill vacant positions through regularization, transfer of service and probation. The submissions to and considerations by the DSC were on different dates and in different meetings for instance;

Eight staff were submitted on 25th August, 2017 and Apac DSC in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), held a meeting on 17th October, 2017 and vide DSC minute No. 19/2017/63 considered four and under minute No. 19/2017(c) considered the other four.

The thirty two staff that were considered on 24th August, 2017 for appointment by regularization were presented on different dates for instance on 14th August, 2017 and the DSC considered them through the various minutes as indicated below;

- Minute No. 14/2017(c) considered one person on transfer of service,
- Minute No. 14/2017(h) considered regularization of 32 appointments,
- Minute No. 14/2017(i) considered two appointments on transfer of service,
- Minute No. 14/2017(k) considered one appointment on promotion, and
- Minute No. 14/2017(l) considered two appointments on probation,

The DSC meeting held on 14th June, 2018 considered various recruitments submitted on 20th April, 2018 via the following minutes;

- Minute No. 72/2018(a) considered two appointments on probation,
- Minute No. 73/2018(d) considered regularization of 33 appointments,
- Minute No. 73/2018(e) considered 3 appointments on transfer of service, and
- Minute No. 73/2018(f) two appointments on promotion were considered.

The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.

Maximum 4 points on this Performance Measure.

• Evidence that 100 % of positions submitted for confirmation have been considered: score 1

One hundred twenty five staff were presented for confirmation during the FY 2017/18. The presentations were on different dates and so was the confirmation meetings and minutes by the DSC for instance;

On 9th March, 2018, forty seven staff were presented to the DSC for confirmation and in Accordance with the authority under the provisions of article 200(1) of the Constitution of the Republic of Uganda 1995 and section 55 (1) of the Local Government Act, Cap 243 (as amended), the DSC meeting held on 12th April, 2018 through minute No. 55/2018(c), confirmed all the 47 staff,

On 22nd November, 2017, thirty one staff were submitted and were confirmed during the DSC meeting held on 24th August, 2017 under minute No. 14/2017(a),

On 14th August, 2017, ten staff were submitted and were confirmed by the DSC meeting held on 24th August, 2018 under minute No. 14/2017(a),

On 25th August, 2017, thirteen staff were submitted and were confirmed during the DSC meeting held on 24th August, 2017 under minute No. 14/2017(a), and

On 12th February, 2018, thirteen staff were submitted and were confirmed by the DSC meeting held on 12th April, 2018 under minute No. 55/2018(c).

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| <p>The LG DSC has considered all staff that have been submitted for recruitment, confirmation and disciplinary actions during the previous FY.</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> Evidence that 100 % of positions submitted for disciplinary actions have been considered: score 1 | <p>During the FY 2017/18, Eight disciplinary cases were referred to the DSC for instance;</p> <p>On 15th January, 2018, Odur Walter an askari was referred to the DSC for gross misconduct involving drunkenness and absenteeism. The DSC meeting held on 11th – 12th April, 2018 under minute No. 61/2018(e) resolved to dismiss the staff.</p> <p>On 20th April, 2018, Onyok Patrick an Assistant Engineering Officer was reported to the DSC for abscondement. The DSC meeting held on 14th June, 2018 through minute No. 76/2018 resolved to dismiss him since he had got another and unofficially left the DLG work.</p> | <p>1</p> |
| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment: score 3 | <p>The LG was using the IPPS which was updated following the effective date of appointment, posting and reporting to the duty station.</p> <p>All the recruited staff during the FY under review accessed the salary Payroll within two months depending on the effective date of appointment, posting and reporting to duty station date for instance;</p> <p>Ms. Abia Eunice a physical planner was appointed on transfer of service from Otuke DLG on 24th April, 2018 and on the July, 2018 Payroll under IPPS No. 872015 received a gross salary of UGX 1,445,146.</p> <p>Angwer David a Radiographer was appointed effective 4th June, 2018 and he accessed the June, 2018 salary payroll under IPPS No. 1026482 with a gross salary of UGX 753,862.</p> | <p>3</p> |

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| <p>Staff recruited and retiring access the salary and pension payroll respectively within two months</p> <p>Maximum 5 points on this Performance Measure.</p> | <ul style="list-style-type: none"> Evidence that 100% of the staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement: score 2 | <p>During the Financial under review, eight staff were retired.</p> <p>The LG submitted files for the retired staff six months before their retirement to allow processing of their gratuity for instance;</p> <ul style="list-style-type: none"> The files for; Nyangkor Nelson and Omongo Yuventino were submitted on 19th January, 2018 but accessed the pension payroll in June, 2018 Files for Angole Rutino and Obonyo Francis were submitted on 18th May, 2018 and accessed the pension payroll in September, 2018. <p>The pension payroll reviewed indicated that no retired staff accessed within two months.</p> <p>The delay in accessing the payroll was attributed to the failure to fully decentralise the pension management which has caused procedural delays at MoPS during the auditing of the submitted files submitted by the LG.</p> | <p>0</p> |
| <p>Revenue Mobilization</p> | | | |

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| <p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 4 points on this Performance Measure.</p> | <ul style="list-style-type: none"> •• If increase in OSR (excluding one/off, e.g. sale of assets) from previous FY but one to previous FY is more than 10 %: score 4. • If the increase is from 5% -10 %: score 2. • If the increase is less than 5 %: score 0. | <p>Total of OSR for FY 2016/2017 Shs 491,991,000 (Pages 27& 28 of the Audited Final Accounts FY 2016/2017)</p> <p>Total of OSR for FY 2017/2018 Shs 633,652,201 (Pages 42&43 of the Draft Final Accounts FY 2017/2018)</p> <p>Increase of/ Shs 141,652,201</p> <p>Percentage...28.% increase</p> <p>Reasons for increased Local Revenue</p> <p>There was proper Mobilisation of Local Revenue Collection by the Technical Staff and the Political wing.</p> <p>Similarly, there was intensive sensitisation of Tax Payers at the Sub counties. Levels.</p> |
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| <p>LG has collected local revenues as per budget (collection ratio)</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realisation) is within +/- 10 %: then score 2. If more than +/- 10 %: Score 0. | <p>Total Local Revenue Planned/Budgeted (Original not Revised budget) for FY 2017/2018 Shs 717,020,000 (Page 5 of Approved Budget 2017/2018).</p> <p>Total Local Revenue collected during FY 2017/2018 Shs 633,652,201 (Pages 42 & 43 of Draft Final Accounts FY2017/2018)</p> <p>Performance 88.% resulting into a deficit of 12% = (100%-88%)</p> <p>Reasons for Poor Performance in this area.</p> <ul style="list-style-type: none"> • There was unrealistic budgeting for Local Revenue Collections based on fantasy. • Additionally there was reportedly a central Government directive prohibiting the felling and burning of trees for Charcoal in Northern Uganda covering Apac District as well.. . Fee on Sale of Charcoal was one of the major sources of Local Revenue for Apac District Local Government • There was also a Quarantine that affected the main Cattle Markets in Akokolo and Ibuje Sub Counties. Fees from Cattle Markets one of the major sources of Local Revenue and it was still in force at the time of this Performance Assessment exercise. | <p>0</p> |
| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the District/Municipality has remitted the mandatory LLG share of local revenues: score 2 | <p>Local Revenue collections subjected to sharing with LLGs Shs 179,139,000 Pages 42&43 of Draft Final Accounts 2017/2018</p> <p>Amount of local revenue remitted to LLGs could not be established by the Performance Assessment Team (PAT) because Payment Vouchers relating to remittance of the mandatory 65% Share of Local revenues to LLGS were not availed to the Performance Assessment Team for verification in spite of numerous requests.</p> <p>This points to a Problem in Finance Department during the Financial FY2017/2018.</p> | <p>0</p> |

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| <p>Local revenue administration, allocation and transparency</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the total Council expenditures on allowances and emoluments- (including from all sources) is not higher than 20% of the OSR collected in the previous FY: score 2 | <ul style="list-style-type: none"> Council expenditures on allowances could not be ascertained because Payment Vouchers relating to Council Expenditures on Councillors allowances were not availed to the Performance Team for verification , The Finance Officer in charge of Council expenditures in the names of Ms Loyce Abng was reported to have committed fraud related activities and did not hand over office when she was interdicted and was still on interdiction at the time of this Performance Assessment. Ms Loyce Abang was interdicted by the CAO as per the letter dated 8th June, 2018 Ref CR/D/10119 The Inspector General of Government (IGG), Auditor General among others were investigating fraud related activities which had rocked the Finance Department in Apac District Local Government. <p>Arising out of the aforesaid Fraud related activities in Finance Department, the Chief Finance Officer of Apac District Local Government in the names of Ogwal Gapson Yeko had been interdicted by CAO as per a letter dated 8th June, 2018 Ref. CR/D/11637.</p> | <p>0</p> |
| <p>Procurement and contract management</p> | | | |
| <p>The LG has in place the capacity to manage the procurement function</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the District has the position of a Senior Procurement Officer and Procurement Officer (if Municipal: Procurement Officer and Assistant Procurement Officer) substantively filled: score 2 | <p>Apac DLG for the FY 2017/18 had the positions of the Senior Procurement Officer and the Procurement Officer substantively filled.</p> <p>The Senior Procurement Officer; Opeto David was appointed on re-designation on 1st July, 2005 as directed by DSC minute No. 90/2005 and he was later appointed on retention in service on 12th March, 2018 as directed by DSC No. 50/2018(a).</p> <p>At the time of assessment, Opeto had moved to the newly created Kwanja DLG which started operations on 1st July, 2018. He transferred to Kwanja DLG on 2nd July, 2018 as directed by DSC No. 82/2018</p> <p>Procurement Officer; Ogwang Simon was appointed on 11th December, 2012 as directed by Apac DSC minute No. 21/2012.</p> | <p>2</p> |
| <p>The LG has in</p> | <ul style="list-style-type: none"> Evidence that the TEC | <p>During the FY 2017/18, the LG instituted various EC to</p> | <p>1</p> |

place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

produced and submitted reports to the Contracts Committee for the previous FY: score 1

handle different procurements. The committees technically discharged their mandates and in their reports made technical and clear recommendations to the Contracts Committee for instance;

Procurement Subject: The Renovation of OPD Block and Construction of a Modern Laboratory unit at Apac Hospital attracted three bidders;

- M/s Ticlokere Enterprises Limited
- M/s Greenland Building Contractors and Civil Engineers, and
- M/s Sandstone Construction and General Supplies Limited

The EC whose membership was; the Ag. DE, Procurement Officer, the DHO, Sports Officer and the head of Production produced a report dated 2nd November, 2017 recommending the CC to award the contract to the best evaluated and responsive bidder M/s Greenland Building Contractors and Civil Engineers at UGX 653,441,087 with no preferred negotiations.

The CC on 27th November, 2017 under minute No. CC/09/11/2017-18 upheld the recommendations of the EC and awarded the Contract to M/s Greenland Building Contractors and Civil Engineers at UGX 653,441,087 at no negotiations.

The Contract was signed on 15th December, 2017 for a period 15th December, 2017 to 14th April, 2018.

The Renovation of the Administration Block at Apac District Headquarters was evaluated by the Ag. DE, Procurement Officer, District Health Educator, Sports Officer and head of production.

The EC report dated 2nd November, 2017 recommended that M/s Roovaco Uganda Limited the best evaluated be awarded the contract at UGX 289,856,380 at no negotiations.

The CC on 27th December, 2017 through minute CC/09/11/2017-18 upheld the EC recommendations and

awarded the project to M/s Roovaco Uganda Limited at UGX 289,856,350 and the contract was signed on 15th January, 2018.

The Rehabilitation of 2 classroom block without office under the SFG at Ollepek Primary School in Apac Sub County under Restricted/selective bidding.

The invitation for quotations was on 8th December, 2017 from prequalified bidders; M/s Bedigen Engineering Limited, M/s Jogo Company Limited and M/s Two in One Technical Services Limited.

The EC comprised of the; Engineering Assistant, Procurement Officer, Senior Accountant and Senior Accounts Assistant.

The EC report of 8th January, 2018 recommended the best evaluated bidder M/s Jogo Company Limited at UGX 45,951,103 at negotiations.

The CC on 29th January, 2018 through minute No. CC/14/01/2017-18 upheld the recommendation of the EC and awarded the contract to M/s Jogo Company Limited which was signed on 6th February, 2018.

The LG has in place the capacity to manage the procurement function

Maximum 4 points on this performance measure.

• Evidence that the Contracts Committee considered recommendations of the TEC and provide justifications for any deviations from those recommendations:
score 1

The Contracts Committee upheld the recommendations of the EC and in all the awarded contracts, there was no any deviations from the EC recommendations, for instance:

The EC report dated 2nd November, 2017 recommended that M/s Roovaco Uganda Limited the best evaluated be awarded the contract for the Renovation of the Administration Block at Apac District Headquarters at UGX 289,856,380 at no negotiations.

The CC on 27th December, 2017 through minute CC/09/11/2017-18 upheld the EC recommendations and awarded the project to M/s Roovaco Uganda Limited.

Under selective bidding;

The EC report of 8th January, 2018 for The Rehabilitation of 2 classroom block without office under the SFG at Ollepek Primary School recommended the best evaluated bidder M/s Jogo Company Limited be awarded the contract at UGX 45,951,103.

The CC on 29th January, 2018 through minute No. CC/14/01/2017-18 upheld the recommendation of the EC and awarded the contract to M/s Jogo Company Limited.

The LG has a comprehensive Procurement and Disposal Plan covering infrastructure activities in the approved AWP and is followed.

Maximum 2 points on this performance measure.

• a) Evidence that the procurement and Disposal Plan for the current year covers all infrastructure projects in the approved annual work plan and budget and b) evidence that the LG has made procurements in previous FY as per plan (adherence to the procurement plan) for the previous FY: score 2

The Procurement and Disposal Plan (PDP) for FY 2018/19 covered all infrastructure projects in the FY 2018/19 AWP, for instance;

The Rehabilitation of female ward at Apac Main Hospital at planned cost of UGX 250 was item number 12 on page 3 of 15 of the Procurement and Disposal Plan and on page 55 of the AWP.

The project for sitting, drilling and installation of 10 deep boreholes was on page 75 of the AWP and on page 5 of 15 as item No. 27 planned for UGX 238M.

The low cost sealing of Alenga-Kungu swamp road section planned at UGX 240M was on page 69 of the AWP and was captured as procurement item No. 25 on page 5 of 15 in the Procurement and Disposal Plan FY 2018/19

For FY 2017/18, the AWP and Procurement and Disposal Plan corresponded well for instance;

The construction of the Rhino statue at the District Headquarters was procurement item No. 17 on page 3 of 22 of the Procurement and Disposal Plan and was at page 32 of the AWP planned for UGX 10M

The Renovation of OPD Block and construction of modern Laboratory unit at Apac Main Hospital was item No. 3 on page 1 of 22 of the Procurement and Disposal Plan and in the AWP was on pages 53-55 under the Health Work plan.

The renovation of the Administration block at Apac District Headquarters was under the Administration work plan on page 31 of the AWP and was procurement item No. 6 on page 2 of 22 of the Procurement and Disposal Plan.

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| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • For current FY, evidence that the LG has prepared 80% of the bid documents for all investment/ infrastructure by August 30: score 2 | <p>By 30th August, 2018, the PDU had not prepared any bid documents.</p> <p>At the assessment time, the PDU had started preparing the BoQs and was expecting to run Bid Notice under Open National Bidding on 11th October, 2018.</p> | <p>0</p> |
| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • For Previous FY, evidence that the LG has an updated contract register and has complete procurement activity files for all procurements: score 2 | <p>The Counter Book DLG Contract's Register opened in FY 2004/2005 was up to date capturing 66 contracts executed in FY 2017/2018.</p> <p>The register was up to date as it captured all the completed contracts for instance;</p> <p>The low cost sealing of 1.5km of Alenga-Kungu Road completed on 14th June, 2018 by M/s Empa Associates Limited, and</p> <p>The Construction of 5-stance drainable pit latrine under DDEG at Abwong Primary School on 5th May, 2018 by M/s Adalingo Company Limited.</p> | <p>2</p> |

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| <p>The LG has prepared bid documents, maintained contract registers and procurement activities files and adheres with established thresholds.</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • For previous FY, evidence that the LG has adhered with procurement thresholds (sample 5 projects): score 2. | <p>All the procurements undertaken during the FY under review complied with Regulation 33(3) of the LGs (Public Procurement and Disposal of Public Assets) Regulations 2006 Thresholds for procurement of Works (1a and 1b), thresholds for procurement of supplies and services (2a and 2b), micro procurement (3) and community purchase (4). The LG used two procurement methods; Open Domestic and Restrictive/Selective bidding. This was evident from the sample of five subjects of procurement contained under Bid Notice Under Open National Bidding, ITB No. 003/2017-18 on page 46 of New Vision, Wednesday, September 4, 2017 as indicated below;</p> <ul style="list-style-type: none"> • Procurement Ref. No. APAC502/WRKS/2017-18/00001 for the Renovation of OPD Block and construction of a modern Laboratory unit at Apac Hospital with Bid security of UGX 5M. • Procurement Ref. No. APAC502/WRKS/2017-18/00003 for the Low cost sealing of 1.5km of Alenga-Kungu Road under DANIDA/RTI with bid security UGX 5M • Procurement Ref. No. APAC502/WRKS/2017-18/00004 for the construction of a 2 classroom block with office at Ayomjeri Primary School with bid security of UGX 1M. • Procurement Ref. No. APAC502/WRKS/2017-18/00006 for the Renovation of the main Administration Block at the District Headquarters with a bid security of UGX 2M. • Procurement Ref. No. APAC502/WRKS/2017-18/00007 for the construction of a Produce store at Apac Municipal Council at Bid security UGX 1M. <p>Restrictive/Selective Bidding was applied to;</p> <ol style="list-style-type: none"> Procurement Ref. No. APAC502/WRKS/2017-18/00019 for the rehabilitation of 2 classroom block without office at Olelpek Primary School at a planned Cost of UGX 45,951,103 Procurement Ref. No. APAC502/WRKS/2017-18/00020 for the construction of a Rhine statue at the District Headquarters at planned cost of UGX 10M | <p>2</p> |
| <p>The LG has certified and provided detailed project information on</p> | <ul style="list-style-type: none"> • Evidence that all works projects implemented in the previous FY were appropriately certified – | <p>There was evidence that the LG certified and provided detailed project information on all investments example;</p> <p>Renovation of Apac Local Government Administration</p> | <p>2</p> |

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| <p>all investments</p> <p>Maximum 4 points on this performance measure</p> | <p>interim and completion certificates</p> <p>for all projects based on technical supervision: score 2</p> | <p>block by Roovaco (U) Ltd reference No. APAC502/wrks/2017-18/00006 at a contract sum of Ugx.289,856,380</p> <ul style="list-style-type: none"> • Progress inspection report and measurement sheet was dated 19th February,2018 • Interim Certificate No.1 issued on 19th February, 2018 amounting to Ugx.123,057,362 <p>Renovation of Mortuary block and 5-stances Drainable Latrine at Apac Hospital by Robling Enterprises Ltd reference No. APAC502/wrks/2017-18/00002 at a contract sum of Ugx.213,605,005</p> <p>Progress inspection report and measurement sheet indicating 100% completed works was dated 18th June, 2018. Certificate of substantial completion issued on 18th June,2018</p> <p>Renovation of OPD block and Construction of a modern Laboratory unit at Apac Hospital by Greenland Building Contractors and Civil Engineering Ltd Reference No. APAC502/wrks/2017-18/00002 at a contract sum of Ugx.653,441,087</p> <ul style="list-style-type: none"> • Progress inspection report and measurement sheet indicating 100% completed works was dated 18th June,2018 • Certificate substantial completion issued on 18th June,2018 issued on 18th June,2018 <p>Completion of a Maternity Ward at Olelpek HCII by Kast Engineering works Ltd reference No. APAC502/wrks/2017-18/00011 at a contract sum of Ugx.87,840,141</p> <ul style="list-style-type: none"> • Progress inspection report and measurement sheet indicating 100% completed works was dated 16th February,2018 • Certificate of substantial Completion issued on 16th February,2018 |
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| | | <p>Construction of a 2-classroom block at Ayomjeri P/S by M/S. Bakotola Enterprises Ltd Reference No. APAC502/wrks/2017-18/00007 at a contract sum of Ugx.67,454,592</p> <ul style="list-style-type: none"> • Progress inspection report and measurement sheet indicating 100% completed works was dated 14th February,2018 • Certificate of substantial completion was issued on 14th February,2018 with REF: CR/ENG/04 <p>Rehabilitation of 15 deep boreholes refence No. APAC502/wrks/2017-18/00009 by Ngai One Investments Ltd at contract sum of Ugx.70,803,540.</p> <p>Certificate of substantial completion was issued on 14th February,2018 with REF: CR/ENG/04</p> | |
| <p>The LG has certified and provided detailed project information on all investments</p> <p>Maximum 4 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all works projects for the current FY are clearly labelled (site boards) indicating: the name of the project, contract value, the contractor; source of funding and expected duration: score 2 | <p>All the projects for FY 2018/19 were at BoQs preparation level and the PDU was yet to start Bids preparation.</p> | <p>0</p> |
| <p>Financial management</p> | | | |
| <p>The LG makes monthly and up to-date bank reconciliations</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG makes monthly bank reconciliations and are up to-date at the time of the assessment: score 4 | <p>There was documentary evidence by way of Bank Reconciliation Statements that the District Local Government made monthly reconciliations to the end of FY 2017/2018 as at 30th June 2018 in respect of the following Bank Accounts;</p> <ol style="list-style-type: none"> 1. Treasury Single Account No 005020528000000 at Bank of Uganda Reconciled up to 30th June 2018 and not Reconciled for the Months of July2018,August2018,September,208 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018). 2. Apac District UWEP Recovery A/C 3100041313 at Centenary Bank Apac. Branch. Reconciled up to 30th June 2018 and not Reconciled for the Months of | <p>0</p> |

July2018, August 2018, September, 2018 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

3. APAC DISTRICT UWEP ENTERPRISES A.C
3100041372.at Centenary Bank Apac Branch Reconciled to 30th June 2018 and not Reconciled for the Months of July2018,August2018,September,208 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

4. APC GLOBAL FUND A/C 9030005904810 at Stannic Bank Apac Branch Reconciled up to 30th June 2018 and and not Reconciled for the Months of July 2018, August2018, September, 2018 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

5. APAC,GENERALFUND A/C 09030005607409 at Stanbic Bank, Apac Branch Reconciled up to 30th June 2018 and not Reconciled for the Months of July2018,August2018,September,208 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

6. APAC NUSAF3 Project A/C9030012204492 at Stanbic Bank Apac Branch A/C 30012204492 Reconciled up to 30th June 2018 and not Reconciled for the Months of July 2018, August, 2018,September, 2018 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

APAC NUSAF 3 operations A/C 9030012204522 at Stanbic Bank Apac Branch. Reconciled to end of FY 20172018 as on 30TH June2018 not Reconciled for the Months of July2018,August2018,September,208 (Not up to-date at the time of the Performance Assessment. (as on 8th October, 2018).

All the Aforesaid bank reconciliation statements were duly authenticated by the CFO

System Problem

The District LG had not carried out reconciliation of all bank Accounts because the District was migrating from a medium range System called Navision Integrated Finance Management System to an improved system

called Oracle Integrated Finance Management System which had not been Configured to accommodate the reconciliation of bank Accounts.

The LG made timely payment of suppliers during the previous FY
Maximum 2 points on this performance measure

• If the LG makes timely payment of suppliers during the previous FY
– no overdue bills (e.g. procurement bills) of over 2 months: score 2.

There was documentary evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment but payments were not effected on time.

Payments for Construction works that were completed in FY2017/2018, were rolled over to FY2018/2019 and effected on 4th October, 2018.. The CAO attributed this Scenario to lack of Funds

The Performance Team verified sampled Contracts, Certificates of work done and requests for Payment as indicated below. .

- Contract NO,APAC,502/WKS/2017-18/00005
- Contract dated: 6th December 2017 Between Apac District Local Government and Muganwa Contractors Ltd Box 1825 Kampala Mob 0772916320/0701916320

Scope of Work:

- Construction of a Two Classroom block with office at Abongokongo Primary School in Akokoro sub County.
- Contract Sum Shs. 68,454,185.
- Date for Commencement of work was 6th December,2017
- Date of Practical Completion was 5th April, 2018.
- Request for Payment made on 31st January,2018
- Certificate of work done issued on 22nd March, 2018.
- DEO endorsed the Certificate on 22nd March, 2018
- Payment effected on IFMS Reg12 4th October, 2018
- EFT had not been generated in which case the Funds had not reached the Suppliers bank Account at the time of this Performance Assessment. The IFMS was still being configured. Payment effected within a period of 9 month.
- Another Contract NO,APAC,502/WRKS/2017-18/00018

Dated: 9th April 2018. Between Apac District Local Government and Gadofie Construction CO. Limited Box 1083,Lira Kokoge Juba Road. 077,962,1005

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| | | <p>Scope of Work: Rehabilitation of 2Classroom Block without Office under SFG at Abura Primary School in Nambieso Sub county</p> <ul style="list-style-type: none"> • Contract Sum Shs 44,998,002. • Date for Commencement of work was 9th April, 2018 • Date of Practical. Completion was 30th June, 2018. • Request for Payment made on 1st June 2018 • DEO endorsed the request for Payment on 22nd June, 2018. • Certificate of work done issued on 22nd June, 2018 • DEO endorsed the Certificate of work done on 22nd June, 2018 • Payment effected on 4th October, 2018 under request Requisition no.6 as per verification by Performance Assessment Team from IFMS (Oracle) | |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG has a substantive Senior Internal Auditor: 1 point. • LG has produced all quarterly internal audit reports for the previous FY: score 2. | <p>The District Local Government had a Substantive Senior Internal Auditor in the names of Nelson Odwe Mob 0772,584,068 during the FY2017/2018 as per his Appointment Letter dated 1st October, 2009, Ref CR/156/1 Under District Service Commission Min No97'2009</p> | <p>1</p> |

| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <p>• LG has produced all quarterly internal audit reports for the previous FY: score 2.</p> | <p>Quarterly Internal Audit Reports for FY 2017/2018:</p> <table border="1"> <thead> <tr> <th>Quarter</th> <th>Date of report</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>31st Oct,2017</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 2</td> <td>31st Jan,2018</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 3</td> <td>30th April 2018</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 4</td> <td>10th July,2018</td> <td>AUD/251/2</td> </tr> </tbody> </table> | Quarter | Date of report | Reference | Quarter 1 | 31st Oct,2017 | AUD/251/2 | Quarter 2 | 31st Jan,2018 | AUD/251/2 | Quarter 3 | 30th April 2018 | AUD/251/2 | Quarter 4 | 10th July,2018 | AUD/251/2 | <p>2</p> |
|--|--|---|--------------------------|---------------------------|---------------------------|-----------|---------------|-----------|-----------|---------------|-----------|-----------|-----------------|-----------|-----------|----------------|-----------|----------|
| Quarter | Date of report | Reference | | | | | | | | | | | | | | | | |
| Quarter 1 | 31st Oct,2017 | AUD/251/2 | | | | | | | | | | | | | | | | |
| Quarter 2 | 31st Jan,2018 | AUD/251/2 | | | | | | | | | | | | | | | | |
| Quarter 3 | 30th April 2018 | AUD/251/2 | | | | | | | | | | | | | | | | |
| Quarter 4 | 10th July,2018 | AUD/251/2 | | | | | | | | | | | | | | | | |
| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <p>Evidence that the LG has provided information to the Council and LG PAC on the status of implementation of internal audit findings for the previous financial year i.e. follow up on audit queries from all quarterly audit reports: score 2.</p> | <p>There was no documentary evidence that the LG had provided information to the Council and LG PAC on the status of implementation of internal audit findings for the FY 2016/2017</p> <table border="1"> <thead> <tr> <th>Number of queries raised</th> <th>Number of queries cleared</th> <th>Number of queries pending</th> </tr> </thead> <tbody> <tr> <td>23</td> <td>None</td> <td>23</td> </tr> </tbody> </table> | Number of queries raised | Number of queries cleared | Number of queries pending | 23 | None | 23 | <p>0</p> | | | | | | | | | |
| Number of queries raised | Number of queries cleared | Number of queries pending | | | | | | | | | | | | | | | | |
| 23 | None | 23 | | | | | | | | | | | | | | | | |

| <p>The LG executes the Internal Audit function in accordance with the LGA section 90 and LG procurement regulations</p> <p>Maximum 6 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC has reviewed them and followed-up: score 1. | <p>There was no documentary evidence that the 1st and 4th Quarterly Internal Audit Reports FY2017/2018 were Submitted to the Accounting Officer.</p> <table border="1" data-bbox="638 313 1409 672"> <thead> <tr> <th>Quarter</th> <th>Date of submission</th> <th>Reference for report review</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>None</td> <td></td> </tr> <tr> <td>Quarter 2</td> <td>16th March,2018</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 3</td> <td>30th April,2018</td> <td>AUD/251/2</td> </tr> <tr> <td>Quarter 4</td> <td>None</td> <td></td> </tr> </tbody> </table> | Quarter | Date of submission | Reference for report review | Quarter 1 | None | | Quarter 2 | 16th March,2018 | AUD/251/2 | Quarter 3 | 30th April,2018 | AUD/251/2 | Quarter 4 | None | | <p>0</p> |
|--|---|--|----------|--------------------|-----------------------------|-----------|------|--|-----------|-----------------|-----------|-----------|-----------------|-----------|-----------|------|--|----------|
| Quarter | Date of submission | Reference for report review | | | | | | | | | | | | | | | | |
| Quarter 1 | None | | | | | | | | | | | | | | | | | |
| Quarter 2 | 16th March,2018 | AUD/251/2 | | | | | | | | | | | | | | | | |
| Quarter 3 | 30th April,2018 | AUD/251/2 | | | | | | | | | | | | | | | | |
| Quarter 4 | None | | | | | | | | | | | | | | | | | |
| <p>The LG maintains a detailed and updated assets register</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the LG maintains an up- dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual: score 4 | <p>There was an attempt by the District Local Government to Compile two Assets Registers but not Conclusively.</p> <p>The Formats of the two following Assets Registers were not Consistent with the required three Categories of Formats outlined on Pages 167 and 168 of the Local Governments Financial and Accounting Manual 2007.</p> <ol style="list-style-type: none"> There was in place an Assets Register which comprised Motor Vehicles and Yamaha Out boats which were reflected on Page 6 of the said Register. recorded in 2006..Computers appeared on Pages from71to 87 Another Assets Register verified by the Performance Assessment Team (PAT) comprised buildings on Page 1 and mixed with Motor Vehicles reflected on unnumbered Page. | <p>0</p> | | | | | | | | | | | | | | | |

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| <p>The LG has obtained an unqualified or qualified Audit opinion</p> <p>Maximum 4 points on this performance measure</p> | <p>Quality of Annual financial statement from previous FY:</p> <ul style="list-style-type: none"> • Unqualified audit opinion: score 4 • Qualified: score 2 • Adverse/disclaimer: score 0 | <p>Apac DLG obtained a Qualified "Except For" Audit Opinion for FY 2017/2018</p> | <p>2</p> |
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Governance, oversight, transparency and accountability

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| <p>The LG Council meets and discusses service delivery related issues</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the Council meets and discusses service delivery related issues including TPC reports, monitoring reports, performance assessment results and LG PAC reports for last FY: score 2 | <p>The Apac District Council met and discussed service delivery related issues as provided in the minutes below:</p> <p>? Meeting held on 28th September, 2017 under Min. 06/08/2017: Laying standing committee reports.</p> <p>? Meeting held on 5th October 2017 under Min. 06/10/2017: Executive business e.g. addressing and strengthening areas of governance in the LG, improving the LG financing and protection of unconditional grants, e.t.c.</p> <p>? Meeting held on 13-14 December, 2017 under Min. 05/12/2017: Laying committee reports.</p> <p>? Meeting held on 28 Feb.-1st March, 2018 under Min. 05/02/2018: Monitoring feedback for Education and Health.</p> <p>? Meeting held on 26th March, 2018 under Min. 06/MCM/05/2018: Laying draft budget estimates for FY 2018/19.</p> <p>? Meeting held on 29-30 May, 2018 under Min. 06/MCM/05/2018: Budget approval for Apac and Kwania Districts for FY 2018/19.</p> | <p>2</p> |
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| <p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> Evidence that LG has designated a person to coordinate response to feed-back (grievance /complaints) and responded to feedback and complaints: score 1. | <p>CAO, through a letter ref. ADM 07 dated 2nd October, 2017 designated Opio Patrick the responsibility, among others of ensuring all public documents including annual budgets, AWP, circulars e.t.c. are displayed on public notice boards. This responsibility covered a period up to end of FY 2018/19</p> | <p>1</p> |
| <p>The LG has responded to the feedback/complaints provided by citizens</p> <p>Maximum 2 points on this Performance Measure</p> | <ul style="list-style-type: none"> The LG has specified a system for recording, investigating and responding to grievances, which should be displayed at LG offices and made publically available: score 1 | <p>The District did not have in place a well laid down system designed for recording, investigating and responding to grievances raised by the local communities There were no for example registers, committee e.t.c and at what level as part of the system.</p> | <p>0</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <p>Evidence that the LG has published:</p> <ul style="list-style-type: none"> The LG Payroll and Pensioner Schedule on public notice boards and other means: score 2 | <p>Payroll register reports for the months of August and September 2018 were posted on the Notice Board found at the entrance of the main Administration Block. Payroll schedules for other months were also up on the notice board found in the District Planning Unit.</p> | <p>2</p> |
| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <ul style="list-style-type: none"> Evidence that the procurement plan and awarded contracts and amounts are published: score 1. | <p>There was no evidence sited on any of the notice boards to show that the District publicised the annual procurement plan and contracts awarded and the amounts during FY 22017/18.</p> | <p>0</p> |

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| <p>The LG shares information with citizens (Transparency)</p> <p>Total maximum 4 points on this Performance Measure</p> | <ul style="list-style-type: none"> • Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year (from budget requirements): score 1. | <p>The District performance assessment results and implications for FY 2017/18 were publicised on District website page www.apac.go.ug showing assessment scores in different categories as follows:</p> <ul style="list-style-type: none"> • Accountability requirements 33% • Crosscutting performance measures 56% • Education performance measures 67% • Health performance measures 70% Water performance measures 81% | <p>1</p> |
| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the HLG have communicated and explained guidelines, circulars and policies issued by the national level to LLGs during previous FY: score 1 | <p>A dissemination half day workshop on budget preparation guidelines was conducted by planning unit on 21st February, 2018 at Scout Hall Apac. The workshop was attended by HoDs, S/C Chiefs, LC III chairpersons, and S/C Accountants.</p> | <p>1</p> |
| <p>The LGs communicates guidelines, circulars and policies to LLGs to provide feedback to the citizens</p> <p>Maximum 2 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that 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. | <p>During FY 2017/18, a Baraza was conducted on 2nd October, 2017 in Inomo S/C, minutes were written and endorsed by Mr. Awio Emmanuel, the Principal Asst. Secretary and Ms Akoli Beatrice, the RDC. The issues discussed among others, included: General district performance and departmental sector performance e.g. the Health, Water and Sanitation, Works and Technical services among others</p> | <p>1</p> |
| <p>Social and environmental safeguards</p> | | | |

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| <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> • Evidence that the LG gender focal person and CDO have provided guidance and support to sector departments to mainstream gender, vulnerability and inclusion into their activities score 2. | <p>There was no evidence that the Gender focal point officer provided guidance and support to sector departments as seen in the following Council minutes of the standing committees:-</p> <ul style="list-style-type: none"> • Minutes of Production, Marketing and Natural Resources of 8thNovrmbrt, 2017 • Minutes of Education, Health and Sanitation Committees of 8th. Nov.2017 • Minutes of the Finance Committee of the 22nd. November, 2017 • Minutes of Works, Technical and Community Based Services of the 28th November, 2017 • Standing Committee recommendations Book of October 2017, under Production Committee, page • No annual progress report mainstreaming gender into council activities seen. | <p>0</p> |
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| <p>The LG has mainstreamed gender into their activities and planned activities to strengthen women's roles</p> <p>Maximum 4 points on this performance measure.</p> | <ul style="list-style-type: none"> Evidence that the gender focal point and CDO have planned for minimum 2 activities for current FY to strengthen women's roles and address vulnerability <p>and social inclusions and that more than 90 % of previous year's budget for gender activities/ vulnerability/ social inclusion has been implement-ted: score 2.</p> | <p>Total Budget Community Based Services</p> <p>Approved budget estimates for the sector was 828,063,587/-</p> <p>While actual expenditure as at 30thJune, 2018 was 360,925,901/-</p> <p>The following was spent on strengthening woman's' roles and address vulnerability:-</p> <ol style="list-style-type: none"> Support to mobility of women executive members (bicycles) at 1,160,000/-, voucher no. PV-S 96604 of 25/05/2018. Support to facilitate disability groups of PWDs, 4,500,000/-, voucher No.PV-SII006 dated 22/2/2018 <p>Financial year 2018/2019, the Community based department had planned for the following:-</p> <ol style="list-style-type: none"> Supporting special interest groups 10,000,000/- (Page 84 Apac District Work plan 2018/19 Gender mainstreaming workshops 4,000,000/- (Apac District Work plan 2018/19. | <p>2</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> Evidence that environmental screening or EIA where appropriate, are carried out for activities, projects and plans and mitigation measures are planned and budgeted for: score 1 | <p>From PDU, the following 5 projects were sampled and none was found with mitigation measures planned and budgeted nor environmental screening carried out.</p> <ul style="list-style-type: none"> ? Rehabilitation of 15 deep wells / boreholes. ? Renovation of the OPD block and construction of a modern laboratory at Apac hospital ? Construction of a two classroom block at Abongkong Primary school. ? Renovation of the main Administration block Apac district. ? Construction of a five stance drainable latrines at Ogwir landing site. | <p>0</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG integrates environmental and social management and health and safety plans in the contract bid documents: score 1 | <p>There was no evidence that the Local Government had integrated environmental and social management and safety plans in the contract bid documents. Three bid documents were sampled;</p> <ul style="list-style-type: none"> ? Sitting/drilling of and installation of 18 deep wells in Apac district ? Construction of a five stance drainable latrine at Ogwir landing site ? Construction of a produce store at Apac Municipal Council. | <p>0</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all projects are implemented on land where the LG has proof of ownership (e.g. a land title, agreement etc.): score 1 | <p>The following institutions in Apac district had land surveyed and were awaiting for resources to pay for premium from the district locally raised revenue.</p> <p>Deed plans in place, Land Board permission to process Land Titles, as attested by the following Apac District Land Board Minutes:-</p> <ol style="list-style-type: none"> 1. ADLB (1) 2018 (5) (B) (73) of 9th .01.2018. Forest reserve are; 175m/205m/197m/219m 2. ADLB (1)/2018 (5) (B) (74) of 9th.01.2018 3. ADLB (1)/2018 (5) (B) (75) of 9th January, 2018. <p>Office and stores Apac District Administration</p> <ol style="list-style-type: none"> 4. ADLB (1) / 2018 (5) (B) (79) of 9th January, 2018 Biashara cell, Central ward, Apac M.C, Maruzi Apac district | <p>1</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all completed projects have Environmental and Social Mitigation Certification Form completed and signed by Environmental Officer and CDO: score 1 | <p>There was no evidence that all completed projects had Environmental and social mitigation certification forms completed and signed by the Environmental Officer and CDO.</p> | <p>0</p> |
| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the contract payment certificated includes prior environmental and social clearance (new one): Score 1 | <p>There was no evidence to that effect, much as the following projects had been undertaken;</p> <ul style="list-style-type: none"> ? Construction of a two classroom block at Abongkong Prim. School ? Renovation of Apac Hospital mortuary and five stance drainable pit latrine and supply of 6 body capacity fridges. ? Sitting/drilling of and installation of 18 deep wells in Apac district. ? Construction of a produce store at Apac Municipal Council. | <p>0</p> |

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| <p>LG has established and maintains a functional system and staff for environmental and social impact assessment and land acquisition</p> <p>Maximum 6 points on this performance measure</p> | <ul style="list-style-type: none"> • Evidence that environmental officer and CDO monthly report, includes a) completed checklists, b) deviations observed with pictures, c) corrective actions taken. Score: 1 | <p>No completed checklists with deviations with pictures with corrective measures seen from the Environmental Officer nor the DCDO</p> | <p>0</p> |
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| Summary of requirements | Definition of compliance | Compliance justification | Score |
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| Human resource planning and management | | | |
| <p>The LG education de- partment has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)</p> <p>Maximum 8 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has budgeted for a Head Teacher and minimum of 7 teachers per school (or minimum a teacher per class for schools with less than P.7) for the current FY: score 4 | <p>The LG budgeted for 51 head teachers and a minimum of 7 teachers per school totaling to shs.4,856,393,000.</p> | 4 |

The LG education department has budgeted and deployed teachers as per guidelines (a Head Teacher and minimum of 7 teachers per school)

Maximum 8 for this performance measure

• Evidence that the LG has deployed a Head Teacher and minimum of 7 teachers per school (or minimum of a teacher per class for schools with less than P.7) for the current FY: score 4

The LG deployed a head teacher and teachers to primary schools for instance :

1. Abong Patrick had been deployed to Abuge P/S together with 9 teachers.
2. Odur Augustine had been deployed to Igoti P/S together with 9 teachers
3. Owani Richard Thomas had been deployed to Teboke P/S together with 15 teachers
4. Anyuru Godfons had been deployed to Kidilan P/S together with 11 teachers
5. Ojok Chris had been deployed to Atar P/S together with 24 teachers to cater for 1876 pupils
6. Olwe Peter had been deployed as Ag. Head teacher on a lateral transfer letter dated 13th February, 2018 to Omer P/S together with 9 teachers.

However, the following schools had less than 7 primary school teachers;

1. Wansolo P/S had 4 teachers. The school was up to Primary Four
2. Ayumi P/S had 6 teachers.
3. Akokoro P/S had 5 teachers Kwibale P/S had 5 teachers.
4. Chakali P/S had 6 teachers to cater 531 pupils

Non deployment of a minimum of 7 teachers was attributed to insufficient wage bill.

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| <p>LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has filled the structure for primary teachers with a wage bill provision o If 100%: score 6 o If 80 - 99%: score 3 o If below 80%: score 0 | <p>Teachers on payroll were 726. The budget for FY 2018/19 as captured on page 27 of the budget was shs. 4,856,393,000 . Actual consumption of budget according to wage bill analysis was sh. 3,293,475,196. Estimated consumption of payroll was as follows;</p> <p><u>3,293,475,196</u> x100= 68%</p> <p>4,856,393,000</p> <p>No documentary evidence was given for staff ceiling of primary teachers. Likewise, no documentary evidence was shown to PAT whether any efforts- in terms of job advertisement had been made to recruit primary school teachers.</p> | <p>0</p> |
| <p>LG has substantively recruited all positions of school inspectors as per staff structure, where there is a wage bill provision.</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has substantively filled all positions of school inspectors as per staff structure, where there is a wage bill provision: score 6 | <p>The LG had two Inspector of schools per staff establishment. They were;</p> <ol style="list-style-type: none"> 1. Oling Margaret CR/D/10/98 was substantively appointed Senior Inspector of Schools vide letter ref.CR/160/1 dated 31st May, 2012 under the direction of Apac DSC Min.No.27/2012 2. Opio Moses had been substantively appointed as Inspector of Schools vide letter ref.CR/156/1 dated 1st May, 2017 under the direction of Apac DSC Min.No.08/2017(c) | <p>6</p> |
| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • Primary Teachers: score 2 | <p>The department submitted a recruitment plan for FY 2018/19 to HRM that covered 71 primary teachers to HRM on 15th July, 2018</p> | <p>2</p> |

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| <p>The LG Education department has submitted a recruitment plan covering primary teachers and school inspectors to HRM for the current FY.</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the LG Education department has submitted a recruitment plan to HRM for the current FY to fill positions of</p> <ul style="list-style-type: none"> • School Inspectors: score 2 | <p>Not applicable because the positions of Inspector of schools had been filled.</p> | <p>2</p> |
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Monitoring and Inspection

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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • 100% school inspectors: score 3 | <p>The evidenced and signed appraisal form for one Opio Moses, who had been appraised on 5th July, 2018. However, there was no evidence that the Senior Inspector of schools was appraised by the time of this assessment.</p> | <p>0</p> |
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| <p>The LG Education department has conducted performance appraisal for school inspectors and ensured that performance appraisal for all primary school head teachers is conducted during the previous FY.</p> <p>Maximum 6 for this performance measure</p> | <p>Evidence that the LG Education department has ensured that all head teachers are appraised and has appraised all school inspectors during the previous FY</p> <ul style="list-style-type: none"> • Primary school head teachers o 90 - 100%: score 3 o 70% and 89%: score 2 o Below 70%: score 0 | <p>Primary school head teachers had been appraised as follows;</p> <ol style="list-style-type: none"> 1. Akech Agness of Ayabi P/S had been appraised on 29th December, 2017 2. Ogolo Moses og Aboko P/S had been appraised on 24th March, 2018 with a comment of being a hard working and self driven individual. 3. Otim James ofn Aporwegi P/S was appraised 26th December, 2017 4. Ongom Ambrose of Nambieco was appraised on 8th January, 2018 5. Odongo George of Aninolal P/S was appraised on 29th December, 2017 6. Ningo Peter of Aninolal Annex –Ibule was appraised on 28th December, 2017 7. Obonyo Joyce of Bung P/S was appraised 31st December, 2017 8. Ojok James of Apolika P//S was appraised 29th March, 2018 | <p>3</p> |
| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department has communicated all guidelines, policies, circulars issued by the national level in the previous FY to schools: score 1 | <p>There was no evidence that the department communicated all guidelines polices and circulars issued by the national level during FY 2017/18.</p> | <p>0</p> |

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| <p>The LG Education Department has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to schools</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department has held meetings with primary school head teachers and among others explained and sensitised on the guidelines, policies, circulars issued by the national level: score 2 | <p>The education department held meetings with primary school head teachers as follows;</p> <ol style="list-style-type: none"> 1. On 22nd June, 2018 the meeting held with head teachers discussed performance improvement, a collective responsibility under Min.3/6/2017 <p>No attendance lists were attached to the minutes and only one set of minutes was availed and evidenced by PAT for the year in review.</p> | <p>0</p> |
| <p>The LG Education De- partment has effectively inspected all registered primary schools2</p> <p>Maximum 12 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all licenced or registered schools have been inspected at least once per term and reports produced: <ul style="list-style-type: none"> o 100% - score 12 o 90 to 99% - score 10 o 80 to 89% - score 8 o 70 to 79% - score 6 o 60 to 69% - score 3 o 50 to 59 % score 1 o Below 50% score 0. | <p>Licensed or registered schools had been appraised as follows;</p> <ol style="list-style-type: none"> 1. Atana P/S had been inspected as follows; 7th October, 2017 by the sub-County Chief, 16th November, 2017, 1st June, 2018. Comments included enforcing the attendance of the teachers as well supervising lessons. 2. Abitaber P/S had been inspected as follows; 5th July, 2017, 12th October, 2017, 13th February, 2018, 26th April, 2018 as well as 13th June, 2018. 3. St. Anthony Nursely P/S was inspected once in 2017. No date was given 4. Alenga P/S had been inspected as follows; 27th April, 2018, 25th June, 2018, 8th May, 2018, 4th March, 2018 5. Ibuje P/S had been inspected as follows; 3rd September, 2017, 28th February, 2018, 15th August, 2018 6. Amilo P/S had been inspected on; 22nd March, 2018, 4th, 27th April, 2018, 25th May, 2018, 17th August, 2017, 17th October, 2017, 16th November, 2017 <p>An inspection report that was not dated was seen on file of accountability. PAT could not determine the period that the inspection report covered as it was undated. Much as there had been inspection. Likewise, licensed private schools had not been inspected at least once per term during the FY 2017/18</p> | <p>8</p> |

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| <p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the Education department has discussed school inspection reports and used reports to make recommendations for corrective actions during the previous FY: score 4 | <p>No evidence that the department has discussed school inspection reports. No department minutes were seen at time of assessment.</p> | <p>0</p> |
| <p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department has submitted school inspection reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 | <p>The DIS mentioned to the PAT that these reports had not been submitted by the time of assessment.</p> | <p>0</p> |
| <p>LG Education department has discussed the results/ reports of school inspec- tions, used them to make recommendations for corrective actions and fol- lowed recommendations</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the inspection recommendations are followed- up: score 4. | <p>No evidence was seen by PAT at time of assessment. Despite several requests from the PAT, no attempts were made to provide documentary evidence.</p> | <p>0</p> |

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| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data: <ul style="list-style-type: none"> o List of schools which are consistent with both EMIS reports and PBS: score 5 | <p>There was evidence that the LG submitted 51 school lists Consistent with both EMIS and PBS report.</p> | <p>5</p> |
| <p>The LG Education department has submitted accurate/consistent reports/date for school lists and enrolment as per formats provided by MoES</p> <p>Maximum 10 for this performance measure</p> | <p>Evidence that the LG has submitted accurate/consistent data:</p> <ul style="list-style-type: none"> • Enrolment data for all schools which is consistent with EMIS report and PBS: score 5 | <p>There was no evidence availed to PAT to confirm that the LG submitted enrolment data of all schools which was consistent with both EMIS and PBS report</p> | <p>0</p> |
| <p>Governance, oversight, transparency and accountability</p> | | | |

The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council

Maximum 4 for this performance measure

• Evidence that the council committee responsible for education met and discussed service delivery issues including inspection, performance assessment results, LG PAC reports etc. during the previous FY: score 2

There was evidence that the Committee responsible for education met and discussed service delivery issues as follows;

1. Meeting on 26 the September, 2017 under Min05/09/2017(b)(c), the committee had that 4 teachers left service. There was also a report on irregular attendance by learners and that most head teachers were not on the ground. Again, the enrolment numbers of pupils appeared to be exaggerated as what was report did not rhyme with the actual pupils in schools. The Committee also recommendation allocation of 5m to the DEO office for their operations.

2. Meeting held 8th November, 2017 under Min05/11/2017 endorsed enforcement of education ordinance since it was yielding results. Recommendations made were not related to the discussions.

3. Meeting held on 30th January, 2018 under Min06/01/2018 resolved to temporarily relocate Teachers' Association to Resource Center to Apac Head Teachers' Association office.

4. Quarter 4 report was seen at the time of the Assessment.

PAT, however noted that the minutes were not properly written, as recommendations made were not directly linked to the discussions during the Committee deliberations.

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| <p>The LG committee re- sponsible for education met, discussed service delivery issues and pre- sented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the education sector committee has presented issues that require approval to Council: score 2 | <p>Issues of education were discussed in full Council as approvals were made as follows;</p> <ol style="list-style-type: none"> 1. Quarter report of full Council was held before the Committee meeting. No issues from committee were discussed. 2. Meeting held on 5th October 2017 under MIN07/10/2017 resolved to defer the Committee reports discussion to 14th-15th December, 2017. 3. Meeting on 13th and 14th December, 2017 no resolutions made about education 4. Meeting held 28th February to 1st of March, 2018 under Min06/02/2018(2) head teacher association be granted permission to occupy EARs teachers resource center building for office space. | <p>2</p> |
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| <p>Primary schools in a LG have functional SMCs</p> <p>Maximum 5 for this performance measure</p> | <p>Evidence that all primary schools have functional SMCs (established, meetings held, discussions of budget and resource issues and submission of reports to DEO/ MEO)</p> <ul style="list-style-type: none"> • 100% schools: score 5 • 80 to 99% schools: score 3 • Below 80 % schools: score 0 | <p>Indicate dates when the SMC held meetings supported by minutes. Show dates when the reports were submitted to DEO & MEO.</p> <p>SMC meetings were held as follows;</p> <ol style="list-style-type: none"> 1. Atana P/S SMC meetings were held on; 26th December, 2017 for budget estimates of UPE amounting to shs.1850,000. On 13th February, 2018 under MIN2(c) the meeting discussed embraced by the school feeding program. 2. At Abitaber P/S, SMC meetings were held on 16th October, 2017 under Min5/10/2017 discussed the accountability report by the head teacher, on 18th June, 2018 under Min03/6/2018 discussed the Bill of Quantities for proposed construction of classroom teacher. 3. Alenga P/S had one set of minutes for FY 2017. The reason for this was that minutes had been taken by the school foundation body for photocopying. On 20th November, 2017 under Min5/2017, SMC resolved that school land be re-surveyed to ward off encroachers. 4. Ibuje P/S SMC held meetings on the following days; 2nd August, 2017 under MIN4/2017 approved B.O.Qs for construction of staff houses, on 13th April, 2018 was an emergency meeting that approved the recruitment of PTA teacher under MIN4/2018, 20th February, 2018 discussed financial reports under Min7/2018, on 26th June, 2018 under Min4/2018 resolved that operations of the school activities should be based on a work plan 5. Amilo P/S SMC held meetings on 12th June, 2018 and 13th September, 2017. <p>SMC for all schools conducted less than the required number of meetings in the year of review.</p> | |
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| <p>The LG has publicised all schools receiving non- wage recurrent grants</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG has publicised all schools receiving non-wage recurrent grants <p>e.g. through posting on public notice boards: score 3</p> | <p>The LG publicized all the schools receiving non-wage recurrent grants for only quarter one of the FY 2018/19 the date of publication was not indicated although this was not a requirement but it should have been a good practice.</p> | <p>3</p> |
| <p>Procurement and contract management</p> | | | |
| <p>The LG Education department has submitted input into the LG procurement plan, complete with all technical requirements,</p> <p>to the Procurement Unit that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the sector has submitted procurement input to Procurement Unit that covers all investment items in the approved Sector annual work plan and budget on time by April 30: score 4 | <p>The department prepared and submitted procurement inputs to the Procurement Unit that covered all investment items in the approved Sector AWP on pages 59-62. However, the procurement submissions to PPDU were made on the 20th August, 2018, well beyond the stipulated deadline of 30th April.</p> | <p>0</p> |
| <p>Financial management and reporting</p> | | | |
| <p>The LG Education department has certified and initiated payment for supplies on time</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG Education departments timely (as per contract) certified and recommended suppliers for payment: score 3. | <p>There was evidence that the LG Education department failed to address the requirement of timely payment of certified contractors requisition for instance:</p> <ol style="list-style-type: none"> Contract NO,APAC,502/WKS/2017-18/00005. Dated 6th December 2017 between Apac DLG and Muganwa Contractors Ltd Box 1825 Kampala Mob 0772916320/0701916320. Scope of Work: Construction of a Two Classroom block with office at Abongokongo Primary School in Akokoro sub County. Contract Sum Shs 68,454,185. <ul style="list-style-type: none"> Date for Commencement of work was 6th December,2017 Date of completion was 5th April, 2018. | <p>0</p> |

- Request for Payment made on 31st January,2018
- Certificate of work done issued on 22nd March, 2018.
- DEO endorsed the Certificate on 22nd March, 2018
- Payment effected on IFMS Reg12 4th October,2018
- EFT had not been generated in which case the Funds had not reached the Suppliers bank Account at the time of this Performance Assessment.
- Payment effected within a period of 9 month.
- There was delayed Payment as it was rolled from FY 2017/2018 to FY 2018/2019

2. Another Contract NO,APAC,502/WRKS/2017-18/00018

- Dated: 9th April 2018 between Apac District Local Government and Gadofie Construction CO. Limited Box 1083, Lira Kokoge Juba Road. 077,962,1005

Scope of Work: Rehabilitation of 2Classroom Block without Office under SFG at Abura Primary School in Nambieso Subcounty

- Contract Sum Shs 44,998,002.
- Date for Commencement of work was 9th April,2018
- Date of practical completion was 30th June, 2018.
- Request for Payment made on 1st June2018
- DEO endorsed the request for Payment on 22nd June2018.
- Certificate of work done issued on 22nd June, 2018
- DEO endorsed the Certificate of work done on 22nd June 2018
- Payment effected on 4th October, 2018

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| | | <ul style="list-style-type: none"> • Payment was effected within a period of 4 Months • There was delayed Payment as it was rolled from FY 2017/2018 to FY 2018/2019 | | | | | | | |
| <p>The LG Education department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the department submitted the annual performance report for the previous FY (with availability of all four quarterly reports) to the Planner by 15th of July for consolidation: score 4 | <p>There was no evidence that the department submitted the annual performance report for FY 2017/18 to the Planner by 15th July. The Planner did not avail the PAT evidence that the department submitted the annual report by PBS to his officer for consolidation.</p> | 0 | | | | | | |
| <p>LG Education has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year o If sector has no audit query score 4 o If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 2 o If all queries are not responded to score 0 | <p>The Sector did not have Internal Audit Queries in FY 2016/2017:</p> <table> <tr> <td>Number of queries raised</td> <td>Number of queries cleared</td> <td>Number of queries pending</td> </tr> <tr> <td>None</td> <td>None</td> <td>None</td> </tr> </table> | Number of queries raised | Number of queries cleared | Number of queries pending | None | None | None | 4 |
| Number of queries raised | Number of queries cleared | Number of queries pending | | | | | | | |
| None | None | None | | | | | | | |
| Social and environmental safeguards | | | | | | | | | |

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| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department in consultation with the gender focal person has disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health, life skills, etc.: <p>Score 2</p> | <p>There was evidence that the education department in consultation with the gender focal person disseminated guidelines on how senior women/men teachers should provide guidance to girls and boys to handle hygiene, reproductive health as well as life skills. For instance;</p> <p>On the 17th May, 2018, the gender focal person held a sensitization and orientation workshop for head teachers and senior women teachers on gender mainstreaming, held at St.Thomas Church of Uganda, Apac. The objective of the training was to prepare head teachers and senior women teachers effectively carry out gender mainstreaming in schools. A total of 36 participants attended with attendance list attached.</p> | <p>2</p> |
| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that LG Education department in collaboration with gender department have issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools: <p>score 2</p> | <p>No evidence seen by PAT that the department in collaboration with gender department issued and explained guidelines on how to manage sanitation for girls and PWDs in primary schools.</p> <p>In a sensitization workshop held on 17th may, 2018, it was recommended that senior women teachers were to support the girl child in menstrual hygiene through use of re-usable pads to allow them have continued attendance at school. That school should have safe facilities for girls during their menstruation periods. A training workshop of senior women teachers on menstrual hygiene management in schools-conducted between 9th -10th, 2017 at Scouts Hall...</p> <p>However, sanitation issues for PWDs were not disseminated.</p> | <p>0</p> |

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| <p>LG Education Department has disseminated and promoted adherence to gender guidelines</p> <p>Maximum 5 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the School Management Committee meets the guideline on gender composition: score 1 | <p>School Management Committee met the guidelines on gender composition. For instance;</p> <ol style="list-style-type: none"> 1. Owiny P/S SMC had 13 members with 3 female committee members, appointed 19th February, 2018 2. Apolika P/S had 2 female committee members appointed 26th February, 2018 3. Omwono P/S SMC had 2 female members appointed 31st January, 2018 4. Chawente P/S had 3 female members on the SMC appointed 13th February, 2018 5. Ogwil P/S had 3 female SMC members appointed 26th January, 2018 6. Boke P/S had 2 female SMC members appointed 1st March, 2018 7. Amocal P/S had 2 female SMC members appointed 22nd February, 2018 | <p>1</p> |
| <p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Education department in collaboration with Environment department has issued guidelines on environmental management (tree planting, waste management, formation of environmental clubs and environment education etc.): score 1: | <p>There was no evidence was seen to this effect. The Environment Officer indicated that he nothing in that area.</p> | <p>0</p> |

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| <p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that all school infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 1 | <p>No evidence was seen to this effect</p> | <p>0</p> |
| <p>LG Education department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> • The environmental officer and community development officer have visited the sites to check whether the mitigation plans are complied with: Score 1 | <p>No evidence was seen to this effect</p> | <p>0</p> |

| Summary of requirements | Definition of compliance | Compliance justification | Score |
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| Human resource planning and management | | | |
| <p>LG has substantively recruited primary health care workers with a wage bill provision from PHC wage</p> <p>Maximum 8 points for this performance measure</p> | <p>Evidence that LG has filled the structure for primary health care with a wage bill provision from PHC wage for the current FY</p> <ul style="list-style-type: none"> • More than 80% filled: score 8 • 60 – 80% - score 4 • Less than 60% filled: score 0 | <p>The district PHC wage allocation for FY 2018/2019 was shs. 4,062,910,146/(page 37 of the approved District Health work plan)</p> <p>PHC wage for health workers in post for FY 2018/2019 was shs. 3,641,320,932/with a wage surplus of shs. 421,589,214/</p> <p>%wage provision (posts filled for primary health care workers with a wage bill provision) = 89.6% resulting into a score of 8.</p> | 8 |
| <p>The LG Health department has submitted a comprehensive recruitment plan for primary health care workers to the HRM department</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that Health department has submitted a comprehensive recruitment plan/request to HRM for the current FY, covering the vacant positions of primary health care workers: score 6</p> | <p>The DLG health department had a staffing norm of 367 PHC workers while those in post were 332 representing a staffing level of 90.4%.</p> <p>Recruitment plan to cover the staffing gap was submitted by DHO on 26th July 2018 (letter not referenced) and was received by CAO on the same day of 26th July 2018.</p> <p>The district targeted to recruit a Senior Environmental Health Officer, a district biostatistician, 4 enrolled midwives and a medical officer special grade for Apac hospital among others.</p> | 6 |

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| <p>The LG Health department has conducted performance appraisal for Health Centre IVs and Hospital In-charge and ensured performance appraisals for HC III and II in-charges are conducted</p> <p>Maximum 8 points for this performance measure</p> | <p>Evidence that the all health facilities in-charges have been appraised during the previous FY:</p> <ul style="list-style-type: none"> o 100%: score 8 o 70 – 99%: score 4 o Below 70%: score 0 | <p>There was evidence that all the facilities in-charges (100%) were appraised for financial year 2017/2018 as indicated below:</p> <ul style="list-style-type: none"> • Medical superintendent Apac General Hospital Dr. Abwoli Sabiiti was appraised on 20th July 2018. Appraiser’s comment “recommended for retention as medical superintendent”. • In-charge Ibuje HC III Anyach Geoffrey was appraised on 3rd October 2018. Appraiser’s comment “Hard working officer, encouraged to pursue further studies” • In-charge Chegere HCII, Alwoch Julufer was appraised on 10th July 2018. Appraiser’s comment “Hard working and committed, recommended for promotion” • In-charge Atar HC III Akoli Joan Molly 9th July 2018. Appraiser’s comment “Highly recommended for promotion” | <p>8</p> |
| <p>The Local Government Health department has deployed health workers across health facilities and in accordance with the staff lists submitted together with the budget in the current FY.</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG Health department has deployed health workers in line with the lists submitted with the budget for the current FY, and if not provided justification for deviations: score 4 | <p>The LG allocated health workers in line with lists submitted with the budget for FY 2018/2019 in PBS system.</p> <p>Apac DLG had 1 general hospital, 3 HC IIIs and 12 HC IIs. The health department had a staffing norm of 367 staff of which 332 were in post with a gap of 32 health workers indicating 90.4% staffing level. The PAT reviewed approved staff list and compared it with the actual numbers of health workers at the health facilities</p> <p>The PAT sampled the following facilities:</p> <ul style="list-style-type: none"> • Apac Hospital, 176 staff were deployed out of the 190 staffing norm. • Ibuje HC III 23 staff were deployed out of the 19 staffing norm. (The extra 4 staff had been deployed due to the heavy workload at the health center) • Chegere HC II: 6 staff were deployed out of the 9 staffing norm • Atar HC II: 7 health workers were deployed out of the 9 required staffing norm. <p>At each facility, the staff list matched with the deployment list at DHO’s office.</p> | <p>4</p> |

Monitoring and Supervision

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| <p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DHO/ MHO has communicated all guidelines, policies, circulars issued by the national level in the previous FY to health facilities: score 3 | <p>Copies of the following guidelines were received by DHO's office in financial year 2017/2018 and were available in the sampled health facilities as indicated below: The visited health facilities were</p> <ul style="list-style-type: none"> Apac Hospital Ibuje HC III Chegere HC II Atar HC II <p>Introduction of Rota virus vaccine dated 15 March 2018 was available in all facilities.</p> <p>Prostate cancer, Information, Education and Communication for health workers, first edition November 2017 was available in all facilities.</p> <p>Childhood cancer, Information, Education and Communication for health workers, first edition April 2018 was available in all facilities.</p> <p>Breast cancer, Information, Education and Communication for health workers, first edition December 2017 was available in all facilities.</p> <p>Health sector budget grants guidelines 17/18 was available in all health facilities.</p> <p>Uganda Clinical guidelines, 2016 was available in all health facilities</p> <p>Therefore, there was evidence to show that policies, guidelines and circulars from the center are received at the health facilities.</p> | <p>3</p> |
| <p>The DHO/MHO has effectively communicated and explained guidelines, policies, circulars issued by the national level in the previous FY to health facilities</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DHO/ MHO has held meetings with health facility in-charges and among others explained the guidelines, policies, circulars issued by the national level: score 3 | <ul style="list-style-type: none"> On 10th April 2018, the Permanent Secretary, Ministry of Health issued a letter accompanied by guidelines on introduction of Rota virus to the national immunization schedule. Local government health departments were supposed to spearhead the roll out of the new guidelines upon receipt of funding from MOH. The DHT, on 6th July 2018 invited health unit in charges at DHO's office and disseminated introduction of Rota virus vaccine. The in charges were trained on the importance of Rota virus, how to store it in cold chain and how to administer it. In charges became trainers for other health workers during the district Rota virus introduction campaigns which was held later in the month of July | <p>3</p> |

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| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that DHT/MHT has supervised 100% of HC IVs and district hospitals (including PNFPs receiving PHC grant) at least once in a quarter: score 3</p> | <p>The District had 1 hospital and no HC IV.</p> <p>The PAT evidenced that the DHT had conducted only 2 of the required 4 quarterly integrated technical support supervision visits to the hospital (At least one per quarter).</p> <p>Evidence from the hospital support supervision book indicated that the supervision visits had been conducted as indicated below:</p> <p>Quarter 1: No evidence of supervision</p> <p>Quarter 2: No evidence of supervision</p> <p>Quarter 3: 10th April 2018</p> <p>Quarter 4: 15th May 2018</p> | <p>0</p> |
| <p>The LG Health Department has effectively provided support supervision to district health services</p> <p>Maximum 6 points for this performance measure</p> | <p>Evidence that DHT/MHT has ensured that HSD has supervised lower level health facilities within the previous FY:</p> <ul style="list-style-type: none"> • If 100% supervised: score 3 • 80 - 99% of the health facilities: score 2 • 60% - 79% of the health facilities: score 1 • Less than 60% of the health facilities: score 0 | <p>Four HSD quarterly technical support supervision reports were available at DHO's office.</p> <p>The reports indicated that quarterly support supervision visits had been conducted as follows:</p> <p>Q1: 1st October 2017</p> <p>Q2: 30th January 2018</p> <p>Q3: 19th May 2018</p> <p>Q4: 10th July 2018</p> <p>However, while visiting the sampled health facilities, PAT established that technical support supervision visits had been conducted by the HSD as indicated below:</p> <p>Ibuje HC III was supervised in Quarters 1, 3 and 4 but not in 2</p> <p>Chegere HC II was supervised in all quarters</p> <p>Atar HC II was supervised only once, that is, during quarter 1</p> <p>The evidence was derived from the MOH facility supervision book at each health unit.</p> <p>So, out of the 12 technical support supervision visits that were expected in financial 2017/2018 (4 visits for each of the 3 facilities), there was evidence that the HSD conducted only 8 translating into 67% hence a score of 1.</p> | <p>1</p> |

The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up

Maximum 10 points for this performance measure

- Evidence that all the 4 quarterly reports have been discussed and used to make recommendations (in each quarter) for corrective actions during the previous FY: score 4

There was evidence that all quarterly DHT support supervision reports were discussed to make recommendations.

For example:

During support supervision for quarter 1 (report dated 5 October 2017), the supervising team found out that health most health facilities did not have child health cards used in immunization. Instructed in charges to keep a log of staff and the DHT recommended the delivery of the cards to health facilities. The assistant DHO delivered the cards within one week of the recommendation, before the next support supervision as evidenced by the delivery book at DHOs office.

According to the supervision report for quarter 2 dated 16th January 2018, the supervising team identified lack of postnatal corner at Apoi HC II which was put in place by the team as evidenced by the activity report pictures.

During quarter 3, there were cases of indiscipline at Apoi HC and the DHT recommended an emergency meeting to bridge the gap. The meeting was held at Apoi HC and some staff were transferred to hospital for further mentor-ship.

During quarter 4, the supervising team established that some in charges were chronically absent from their duty stations, the DHT recommended summoning the in-charges at DHO's office to show cause why they would not be disciplined. The supervision report was dated 19th April 2018 and on 20th April 2018, the assistant DHO for maternal and child health wrote a letter to the in charges summoning them to appear before DHT.

Therefore, all quarterly reports had been discussed by DHT had recommendations were made hence a score of 4

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| <p>The LG Health department (including HSDs) have discussed the results/reports of the support supervision and monitoring visits, used them to make recommendations for corrective actions and followed up</p> <p>Maximum 10 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the recommendations are followed – up and specific activities undertaken for correction: score 6 | <p>As per the support supervision report for quarter 1 dated 5 October 2017, the supervising team recommended the delivery of child health cards to health facilities. The assistant DHO delivered the cards within one week of the recommendation, evidenced by the delivery book at DHOs office.</p> <p>As per the support supervision report for quarter 2 dated 16th January 2018, the supervising team recommended establishment of a postnatal corner at Apoi HC II. The corner was established as evidenced by the activity report pictures attached to the supervision report.</p> <p>As per the support supervision report for quarter dated 9th January 2018, the supervising team recommended that an emergency meeting be held at Apoi HC so as to respond to cases of indiscipline. The meeting was held on 20th January at Apoi HC and some staff were transferred to Apac hospital for further mentorship.</p> <p>As per the support supervision report for quarter 4 dated 19th April 2018, the supervising team recommended summoning the in charges at DHO's office to show cause why they would not be disciplined and on 20th April 2018, the assistant DHO for maternal and child health wrote a letter to the in charges summoning them to appear before DHT.</p> <p>Therefore, there was evidence to show that supervision findings recommendations had been followed up and corrective actions instituted hence a score of 6.</p> | 6 |
| <p>The LG Health department has submitted accurate/consistent reports/data for health facility lists receiving PHC funding as per formats provided by MoH</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has submitted accurate/consistent data regarding: <ul style="list-style-type: none"> o List of health facilities receiving PHC funding, which are consistent with both HMIS reports and PBS: score 10 | <p>The DLG had 20 health facilities that benefited from PHC. Of the 20 health facilities, 2 were PNFs.</p> <p>The August HMIS reports were submitted between 3rd to 8th September 2018. Reports were entered into DHIS2 system for health reporting. All facilities benefitting from PHC (20) reported HMIS data into DHIS2 and the list of health facilities that reported was consistent with the list of facilities in the PBS system for Apac district.</p> | 10 |
| <p>Governance, oversight, transparency and accountability</p> | | | |

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| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the LG committee responsible for health met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports etc. during the previous FY: score 2 | <p>Three Social Services committee reports were presented and health related issues were discussed in all the three meetings held during FY 2017/2018.</p> <ul style="list-style-type: none"> During quarter 1, the committee sat on 26th September 2017 and one of the operational issues discussed was maternal deaths at Apac hospital. <p>During quarter 2, the committee sat on 8th November 2017. The committee observed that there was extortion of money from patients at Akokoro HC II and the DHO was directed to institute corrective measures to curb the vice.</p> <p>Another quarter meeting was held on 30th January 2018 and discussed operational health issues including failure of health staff to put on uniform. Under minute 05/1/18, the DHO was instructed to ensure that all health staff put on a uniform while on duty.</p> <p>Therefore, there was evidence that LG committee responsible for health met and discussed service delivery issues.</p> | <p>2</p> |
| <p>The LG committee responsible for health met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the health sector committee has presented issues that require approval to Council: score 2 | <p>On 26th March 2018, under council minute 06/MCM/03/2016, the district budget was laid to the floor of council for debate and on 29th May 2018, the secretary for finance presented health budget to council and under minute 06/MCM/5/2018, Apac district council passed the district budget (Health budget inclusive). Therefore, the health sector committee had presented issues that require approval to Council.</p> | <p>2</p> |

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| <p>The Health Unit Management Committees and Hospital Board are operational/functioning</p> <p>Maximum 6 points</p> | <p>Evidence that health facilities and Hospitals have functional HUMCs/Boards (established, meetings held and discussions of budget and resource issues):</p> <ul style="list-style-type: none"> • If 100% of randomly sampled facilities: score 6 • If 80-99 %: score 4 • If 70-79 %: score 2 • If less than 70%: score 0 | <p>The PAT visited 4 sampled health facilities and established that HUMC's sat as indicated below:</p> <ul style="list-style-type: none"> • Apac general hospital: The Hospital Management Board (HMB) sat in all quarters • Ijuje HC III: HUMC sat twice in the financial year that is; on 11th January and 22nd May 2018. • Chegere HC II: HUMC sat in all quarters. <p>Atar HC II: HUMC sat twice in the financial year that is; on 26th October 2017 and on 9th March 2018. In the 4 health facilities, 16 (4x4) meetings were expected. However, only 12 were conducted translating into 75% hence justifying a score of 2.</p> | <p>2</p> |
| <p>The LG has publicised all health facilities receiving PHC non-wage recurrent grants</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the LG has publicised all health facilities receiving PHC non-wage recurrent grants e.g. through posting on public notice boards: score 4 | <p>A list of PHC recurrent non-wage beneficiaries was displayed at the district health notice-board, signed and stamped by CAO on 20th August 2018.</p> | <p>4</p> |
| <p>Procurement and contract management</p> | | | |

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| <p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the sector has submitted input to procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time by April 30 for the current FY: score 2 | <p>The procurement plan for health department for financial year 2018/2019 was submitted to PDU by the DHO on 23rd July 2018, beyond the recommended deadline of 30th April.</p> | <p>0</p> |
| <p>The LG Health department has submitted input to procurement plan and requests, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY: score 2. | <p>The health department submitted a procurement request for FY 2017/2018 for to PDU on 29th September 2017.</p> <p>For FY 2018/2019, the procurement request was submitted to PDU on 26th July 2018.</p> <p>The health department prioritized rehabilitating the female ward at Apac hospital and remodeling and construction of OPD block at Olelpek HC II as some of the core capital projects to be undertaken during financial year 2018/2019.</p> | <p>2</p> |
| <p>The LG Health department has certified and initiated payment for supplies on time</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DHO/ MHO (as per contract) certified and recommended suppliers timely for payment: score 4. | <p>There was documentary evidence that the DHO/ (as per contract) certified and recommended suppliers timely for payment. This was evidenced by verifying the following payments Vouchers.</p> <p>Voucher No 30/6/2018 Dated 20th June,2018, Amount 295,580,000 for Renovation of Out Patient Department (OPD) and Construction of modern Laboratory at Apac Hospital</p> <p>Payee Greenland Building Contractors and Civil Engineers Ltd</p> <p>BOX 2453 Mbale. 07822421948, 0392960374</p> <p>Details</p> | <p>4</p> |

- Contract Agreement dated 15th December, 2017 in place.
- DHO signed on 15TH December, 2017
- Request for Payment made on June 12th June, 2018
- DHO endorsed the Request for Payment on 20th June, 2018.
- Payment effected on 20th June, 2018.
- Payment effected promptly within a period of 8 days.

Voucher NO 32/06/2018 dated 20th June,2018
 Amount Shs 190,749,269 for Renovation of Mortuary,
 Supply of 6 Body Fridges and Construction of two
 Stance toilets at Apac Hospital. Paid to Robling
 Enterprises Ltd Box 108 Apac Mob 0772,878,658

0751,878,658

Details

- Contract Agreement dated 6th December, 2017. between Apac District LG and Robling Enterprises Ltd herewith referred to as a Contractor
- DHO signed on the contract on 6th December, 2017.
- Request for Payment made on 8th February, 2018.
- DHO endorsed the Request for Payment on 20th June, 2018
- Payment effected on 20th June,2018
- Payment effected within a period of 4 and 1 week because the Body Fridges had to be imported from China and the process was lengthy.

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| <p>The LG Health department has submitted annual reports (including all quarterly reports) in time to the Planning Unit</p> <p>Maximum 4 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 4 | <p>The department submitted annual performance report for FY 2017/2018 on 23rd August 2018 (Late submission-evidence from PBS to show date of submission to district planner).</p> <p>Submission of quarterly reports to Planner during FY 2017/2018 was as follows (Information source PBS system):</p> <ul style="list-style-type: none"> 1st quarter report submitted on 5th January 2017, deadline was end of October 2017 hence submitted late. 2nd quarter report submitted on 8th March 2018, deadline was end of January 2018 hence submitted late. 3rd quarter report submitted on was submitted on 18th June 2018, deadline was end of April 2018 hence submitted late. 4th quarter report was submitted on 23rd August 2018 and the deadline was end of July 2018 hence submitted Late. <p>Some of the reasons for late submission of quarterly and annual performance reports were poor network coverage and occasional dysfunction of the PBS system.</p> | |
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| <p>LG Health department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year</p> <ul style="list-style-type: none"> • If sector has no audit query: Score 4 • If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: Score 2 points • If all queries are not responded to Score 0 | <p>There was no documentary evidence that the sector had provided information to the internal audit on the status of implementation of all audit findings for the previous financial year.</p> <p>During Financial Year 2016/2017, the department had 12 internal audit queries and none had been cleared at the time of assessment</p> | <p>0</p> |
| <p>Social and environmental safeguards</p> | | | |
| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> • Evidence that Health Unit Management Committee (HUMC) meet the gender composition as per guidelines (i.e. minimum 30 % women: score 2 | <p>All the following sampled health facilities had the required 30% (and above) of female composition on HUMC:</p> <p>Apac Hospital 4/10=40%</p> <p>Ibuje HC III 3/7 =43%</p> <p>Chegere HC II 4/5 =80%</p> <p>AtarHC II 2 /5 =40%</p> | <p>2</p> |

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| <p>Compliance with gender composition of HUMC and promotion of gender sensitive sanitation in health facilities.</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> Evidence that the LG has issued guidelines on how to manage sanitation in health facilities including separating facilities for men and women: score 2. | <p>On 12th September 2017, the assistant DHO for environmental health wrote a circular (not referenced) to health facility in charges entitled “Sanitation guidelines” There was evidence that health facility in charges signed for the guidelines. However, while visiting the facilities, the circular was not found at the health facilities. The explanation was that the circulars had been taken by health assistants who sit at the sub county headquarters</p> | <p>2</p> |
| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that all health facility infrastructure projects are screened before approval for construction using the checklist for screening of projects in the budget guidelines and where risks are identified, the forms include mitigation actions: Score 2 | <p>There was no evidence that health facility projects were screened before approval for construction during financial year 2017/2018.</p> | <p>0</p> |
| <p>LG Health department has ensured that guidelines on environmental management are disseminated and complied with</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> The environmental officer and community development officer have visited the sites to checked whether the mitigation plans are complied with: Score 2 | <p>There was no evidence that projects under health were visited to check for the implementation of environmental mitigation measures during financial year 2017/2018</p> | <p>0</p> |

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| <p>The LG Health department has issued guidelines on medical waste management</p> <p>Maximum 4 points</p> | <ul style="list-style-type: none"> Evidence that the LG has issued guidelines on medical waste management, including guidelines (e.g. sanitation charts, posters, etc.) for construction of facilities for medical waste disposal: score 4. | <p>The PAT visited the following facilities to establish the presence of waste management guidelines or posters.</p> <p>Apac Hospital, Ibuje HC III, Chegere HC II and Atar HC II.</p> <p>In all the above health facilities, the above guidelines entitled “Approaches to health care waste management, a health workers’ guide second edition 2013” were in place, plus posters delivered from the Ministry of Health guiding health workers on health care waste handling.</p> <p>Therefore, there was evidence that all sampled health facilities in Apac district had medical waste management guidelines</p> | <p>4</p> |
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| Summary of requirements | Definition of compliance | Compliance justification | Score |
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| Planning, budgeting and execution | | | |
| <p>The DWO has targeted allocations to sub-counties with safe water coverage below the district average.</p> <p>Maximum score 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the district Water department has targeted sub-counties with safe water coverage below the district average in the budget for the current FY: <ul style="list-style-type: none"> o If 100 % of the budget allocation for the current FY is allocated to S/Cs below average coverage: score 10 o If 80-99%: Score 7 o If 60-79: Score 4 o If below 60 %: Score 0 | <p>The DWO targeted allocations to sub-Counties with safe water coverage below the district average of access coverage of 75%. There were two (2) sub counties with coverage below the District average which were; Akokoro sub county with 65%, Ibuje sub county with 70%, Nambieso sub county (planned under Kwanja District) with 55%, Chawente sub county (planned under Kwanja District) with 63%, Atik Div (under NW&SC) with 49% and Arocha Div (under NW&SC) with 45% and were all targeted in FY 2018/19 giving 100% of the budget allocation.</p> <p>The targeted sub counties under Apac District water coverage were;</p> <ul style="list-style-type: none"> • Ibuje sub County with a coverage of 70% • Akokoro sub county with a coverage of 65% • Apac sub county with a coverage of 87%. • Chegere sub county with a coverage of 91%. <p>The planned development budget for the water sector for FY 2018/19 was Ugx.347,906,329 from the approved work plan and budget 2018/19</p> | 10 |
| <p>The district Water department has implemented budgeted water projects in the targeted sub-counties (i.e. sub-counties with safe water coverage below the district average)</p> <p>Maximum 15 points for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the district Water department has implemented budgeted water projects in the targeted sub-counties with safe water coverage below the district average in the previous FY. <ul style="list-style-type: none"> o If 100 % of the water projects are implemented in the targeted S/Cs: Score 15 o If 80-99%: Score 10 o If 60-79: Score 5 | <p>According to the annual work plan for FY 2017/18, the LG planned and budgeted to construct 18 boreholes at an estimated budget of Ugx.429,840,000 and to rehabilitate 15 boreholes each at a cost of Ugx.5,000,000 giving a total cost for rehabilitation of Ugx.75,000,000. There was evidence according to the inspection and monitoring, quarterly reports, projects completion reports and field visits that the district Water department implemented all the budgeted water projects in all the targeted sub-counties during FY 2017/18 giving the Water Department 100% implementation rate.</p> <p>The following was extracted from these inspection and supervision reports and the following information was observed;</p> | 15 |

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| <p>o If below 60 %: Score 0</p> | <p>In Ibuje sub county Alworoceng parish, Agoga Lower and Alworeceng A P/S boreholes each constructed at a cost of Ugx.23,880,000</p> <p>In Chegere sub county 3 boreholes were constructed;in Llee parish, Gido borehole,Barodilo parish Adok borehole and in Kidilani parish at Acanpii HCII borehole were each constructed at a cost of Ugx.23,880,000</p> <p>In Akokora sub counrt Amun parish, Amun A borehole was constructed at a cost of borehole were constructed at a cost Ugx. Ugx.23,880,000</p> <p>In Apac sub county 3 boreholes of Acandyang B and Baradu boreholes in Abedi parish and Malaba market in Atana parish were constructed at a cost of Ugx. Ugx.23,880,000</p> <p>In Nambieso sub county 2 boreholes; Amin-Ogwang borehole in Bung parish and Amomput borehole in Abuli parish were constructed each at a cost of Ugx. Ugx.23,880,000</p> <p>In Incomo sub county Barlwala B borehole in Incomo parish and Akoremor borehole in Agokini parish were constructed each at a cost of Ugx. Ugx.23,880,000</p> <p>In Chawente sub county Bungkule boreholein Lwal parish,Obolocani borehole in Ajar parish and Aboli borehole in Alido parish were constructed each at a cost of Ugx. Ugx.23,880,000</p> <p>In Aduku sub county Akongnyeko borehole in Ongoceng Parish and Atakara borehole in Adyeda Parish were constructed each at a cost of Ugx. Ugx.23,880,000</p> |
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| <p>The district Water department carries out monthly monitoring of project investments in the sector</p> | <p>Evidence that the district Water department has monitored each of WSS facilities at least annually.</p> <ul style="list-style-type: none"> • If more than 95% of the WSS facilities monitored: score 15 • 80% - 95% of the WSS facilities - monitored: score 10 • 70 - 79%: score 7 • 60% - 69% monitored: score 5 • 50% - 59%: score 3 • Less than 50% of WSS facilities monitored: score 0 | <p>There was evidence that the district Water department monitored each of WSS facilities;</p> <ul style="list-style-type: none"> • Borehole rehabilitation and Supervision report dated 12th February, 2018 on the repair of boreholes at Abani and Akukinga in Apac sub county, Baropok and Teilwa in Chewente sub county, Aringoyat and Ayeng in Akokoro sub county using DWSCG fund. • Siting, design supervision report dated 19th February, 2018 for borehole drilling in Ibuje, Chegere, Akokoro and Apac sub counties. • Monitoring report by DWSCC on 20th May, 2018 carried out on 4th May, 2018 and 10th May, 2018 in the following sources; <ol style="list-style-type: none"> 1. Teitek deep well Ibuje sub county Amii-Amilo parish 2. Baracut borehole Ibuje sub county Tarogali parish 3. Kungu P/S borehole Akokoro sub county Kungu parish 4. Alaro P/S borehole Akokoro sub county in Alaro parish • Construction Supervision report of new sources dated 29th June, 2018 for borehole drilling at Ibuje, Nambieso, Inomo, Aduku Chawente sub counties. • Water quality Supervision report dated 29th February, 2018 by the DWO for all rehabilitated water sources in Obani village Atana parish, in Apac sub county 2 sources in Abedi parish at Akukinga village, in Chegere sub county Ololango parish Ololango P/S source, in Inomo sub county Ajok parish Inomo market source, in Aduku sub county Ongoceng parish at Abalokweri source, in Ibuje sub county Tarogali parish Teboke source and in Aketo parish Aketo Annex source. |
| <p>Maximum 15 points for this performance measure</p> | | |

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| <p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • Evidence that the district has submitted accurate/consistent data for the current FY: Score 5 • List of water facility which are consistent in both sector MIS reports and PBS: score 5 | <p>There was evidence that the district has submitted consistent data reports on the following dates;</p> <ul style="list-style-type: none"> • Quarter 1 data submitted on: 2nd October,2017, • Quarter 2 data submitted on: 29 December,2018 • Quarter 3 data on submitted on 30th March,2018 and • Quarter 4 data submitted on 29th June,2018 to the District Planning unit for consolidation | <p>5</p> |
| <p>The district Water department has submitted accurate/consistent reports/ data lists of water facilities as per formats provided by MoWE</p> <p>Maximum 10 for this performance measure</p> | <ul style="list-style-type: none"> • List of water facility which are consistent in both sector MIS reports and PBS: score 5 | <p>Water facilities which were found to be consistent in both sector MIS reports and PBS were;</p> <ul style="list-style-type: none"> • Agogo Lower source and Alworoceng P/S Alworoceng parish Ibuje sub County • Amun A source in Amun Parish in sub County Akokoro sub County • Acandyang B source and Baradu in Abedi Parish Apac sub County. • Malaba market source in Atana parish Apac sub County. • Adok B source in Barodilo Parish Chegere sub County. • Gido source in Ilee Parish Chegere sub County. • Kidilani HCII source in Kidilani parish Chegere sub County. | <p>5</p> |
| <p>Procurement and contract management</p> | | | |

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| <p>The district Water department has submitted input for district's procurement plan, complete with all technical requirements, to PDU that cover all items in the approved Sector annual work plan and budget</p> <p>Maximum 4 for this performance measure</p> | <p>Evidence that the sector has submitted input for the district procurement plan to PDU that cover all investment items in the approved Sector annual work plan and budget on time (by April 30): score 4</p> | <p>There was evidence that the sector submitted input for the district procurement plan to PDU on 18th April,2017 and was received on the same day by the PDU 18th April,2017 this was within the required timeline of 30th April example S/N 02 was Siting, Drilling and Installation of 18 Deep boreholes (wells) at a total estimated cost of Ugx.429,840,000.</p> | <p>4</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If the contract manager prepared a contract management plan and conducted monthly site visits for the different WSS infrastructure projects as per the contract management plan: score 2 | <p>There was evidence that the district Water department had a contract manager and prepared contract management plans on 11th December,2018 for monitoring each of WSS facilities; for example, in the plan it was scheduled to supervise drilling of boreholes in the month of February 2018 and indeed the supervision shows that this activity was well executed and supervised</p> <ul style="list-style-type: none"> The project commissioning report of 18 No. boreholes and 1 No. drainable latrine dated 1st August,2018 carried out between 28th-29thJuly,2018 quality Supervision report dated 29th February, 2018 by the DWO for all rehabilitated water sources in Obani village Atana parish, in Apac sub county 2 sources in Abedi parish at Akukinga village, in Chegere sub county Ololango parish Ololango P/S source, in Inomo sub county Ajok parish Inomo market source, in Aduku sub county Ongoceng parish at Abalokweri source, in Ibuje sub county Tarogali parish Teboke source and in Aketo parish Aketo Annex source. Construction Supervision report of new sources dated 29th June, 2018 for borehole drilling at Ibuje, Nambieso, Inomo ,Aduku Chawente sub counties. | <p>2</p> |

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| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> • If water and sanitation facilities constructed as per design(s): score 2 | <p>The construction of the sampled Water and sanitation facilities e.g</p> <ul style="list-style-type: none"> • Construction of Deep borehole at Baradu source Abedi parish in Apac sub county. • Construction of Deep borehole at Acandyag B source Abedi parish in Apac sub county. • Construction of Deep borehole at Adangwanya source Ongochany parish Aduku sub County. <p>The facilities were functional to the required objective that is supply of water to the community and hygiene requirement besides the technical requirement.</p> | <p>2</p> |
| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> • If contractor handed over all completed WSS facilities: score 2 | <p>There was evidence that the contractors handed over all completed WSS facilities example;</p> <ul style="list-style-type: none"> • The site handover report for the drilling 18 deep boreholes drilled by ICON projects Ltd was completed on 11thMay 2018 after the works were completed of contract No. APAC502/Wrks/2017-18/00008 | <p>2</p> |

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| <p>The district has appointed Contract Manager and has effectively managed the WSS contracts</p> <p>Maximum 8 points for this performance measure</p> | <ul style="list-style-type: none"> If DWO appropriately certified all WSS projects and prepared and filed completion reports: score 2 | <p>There was evidence that the District Water Officer appropriately certified all WSS projects and issuance of the payment certificates and completion reports thereof for example,</p> <ul style="list-style-type: none"> A completion report of drilling and installation of 18 boreholes was prepared and issued on 24th June, 2018 by the District Water Officer to M/S ICON projects Ltd. A certificate of substantial completion of drilling and installation of 18 boreholes was prepared and issued on 24th June, 2018 by the District Water Officer to M/S ICON projects Ltd. The project commissioning report of 18 boreholes and 1 No. drainable latrine dated 1st August, 2018 carried out between 28th-29th July, 2018. Completion report/measurement sheet for the project of rehabilitation of 15 boreholes was prepared on 14th December, 2018 by MS. Ngai One Ltd Payment Certificate issued 14th December, 2018 amounting to Ugx.70,803,540 The certificate of substantial completion was prepared and issued on 14th December, 2018 | <p>2</p> |
| <p>The district Water department has certified and initiated payment for works and supplies on time</p> <p>Maximum 3 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the DWOs timely (as per contract) certified and recommended suppliers for payment: score 3 points | <p>There was evidence that the DWO timely certified and recommended suppliers/contractors for payment.the following samples were the claim requests submitted by the Contractors;</p> <ul style="list-style-type: none"> Claim request by MS.Ngai One Ltd for payment for rehabilitating 15 boreholes was made on 12th February,2018 and certified by the DWO on 12th February,2018 within 2 days Payment was effected on 23rd February,2018, which was timely. Claim request MS.Icon projects Ltd for the payment for 18 borehole construction submitted on 24th May,2018 and certified by the DWO on 27th May,2018, which was timely. | <p>3</p> |
| <p>Financial management and reporting</p> | | | |

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| <p>The district Water department has submitted annual reports (including all quarterly reports) in time to the Plan- ning Unit</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the department submitted the annual performance report for the previous FY (including all four quarterly reports) to the Planner by mid-July for consolidation: score 5 | <p>The department submitted the annual performance report for the previous FY 2017/2018</p> <p>on the following dates;</p> <p>Quarter 1 report was submitted on 2nd October,2018 with reference CR/DWO/01/17/18</p> <p>Quarter 2 report was submitted on 29th December,2018 with reference CR/DWO/02/17/18</p> <p>Quarter 3 report was submitted on 30th March with reference CR/DWO/03/17/18</p> <p>Quarter 4 report was submitted on 29th June, 2018 with reference CR/DWO/04/17/18</p> <p>The water department submitted all the 4 annual performance report for the previous FY 2017/2018 to the Planner for consolidation within the stipulated timeframe.</p> | <p>5</p> |
| <p>The District Water Department has acted on Internal Audit recommendation (if any)</p> <p>Maximum 5 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year <ul style="list-style-type: none"> If sector has no audit query score 5 If the sector has provided information to the internal audit on the status of implementation of all audit findings for the previous financial year: score 3 If queries are not responded to score 0 | <p>District Local Government Water Sector had no any audit query raised by the Internal Auditor for the previous financial year: FY 2016/2017</p> | <p>5</p> |
| <p>Governance, oversight, transparency and accountability</p> | | | |

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| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the council committee responsible for water met and discussed service delivery issues including supervision reports, performance assessment results, LG PAC reports and submissions from the District Water and Sanitation Coordination Committee (DWSCC) etc. during the previous FY: score 3 | <p>There was no evidence in the committee minutes presented that the Council committee responsible for water held meetings and discussed service delivery issues, LG PAC reports</p> | <p>0</p> |
| <p>The district committee responsible for water met, discussed service delivery issues and presented issues that require approval to Council</p> <p>Maximum 6 for this performance measure</p> | <ul style="list-style-type: none"> Evidence that the water sector committee has presented issues that require approval to Council: score 3 | <p>There was no evidence availed to PAT that the water committee sought approval from Council.</p> | <p>0</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> The AWP, budget and the Water Development grant releases and expenditures have been displayed on the district notice boards as per the PPDA Act and discussed at advocacy meetings: score 2. | <p>There was evidence of display of AWP, budget and the Water Development grant releases and expenditures on the district procurement notice board as per the PPDA Act.</p> <p>The information which was found displayed on the main district water notice board for FY:2018/19 and FY:2017/18 was displayed on dated 23rd July,2018 which included quarterly work plan targets, sub counties planned for intervention.</p> | <p>2</p> |

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| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> All WSS projects are clearly labelled indicating the name of the project, date of construction, the contractor and source of funding: score 2 | <p>There was no evidence that the visited water sources (Boreholes) were clearly labeled example;</p> <ul style="list-style-type: none"> Construction of Deep borehole at Baradu village Abedi parish in Apacsub county Construction of Deep borehole at Acandyang B source Abedi parish in Apac sub county Construction of Deep borehole at Abongonyeko village Ongocheng parish in Aduku sub county <p>These projects were clearly labelled with the date of construction completion, name of the project, name of the water source, name of the contractor and source of funding.</p> | <p>0</p> |
| <p>The district Water department has shared information widely to the public to enhance transparency</p> <p>Maximum 6 points for this performance measure</p> | <ul style="list-style-type: none"> Information on tenders and contract awards (indicating contractor name /contract and contract sum) displayed on the District notice boards: score 2 | <p>There was evidence availed to PAT from the PDU file to the effect that the LG publicized information on tender awards on</p> <p>13th November,2017 on the subject of the best evaluated bidder and the following information was found;</p> <p>Bid awarded to ICON Projects Ltd under open domestic bidding for siting, drilling and installation of 18 No. deep boreholes at a contract price of Ugx.352,363,529 with reference No. APAC502/wrks/2017-18/00008.</p> | <p>2</p> |

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| <p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If communities apply for water/ public sanitation facilities as per the sector critical requirements (including community contributions) for the current FY: score 1 | <p>There was evidence that communities apply for water/public sanitation facilities as per the sector critical requirements example;</p> <ul style="list-style-type: none"> An application from Ayago central village Ayago parish Akokoro sub county dated 27th September,2017 requesting to rehabilitate the borehole in their community. An application requesting for a deep borehole in Telela village Akali parish Abongomola sub county dated 15th June,2017 An application requesting for a deep borehole for Alaro village Alaro parish Akokoro sub county dated 27th September,2017 <p>There was also evidence that the community contribute towards borehole drilling and rehabilitation as evidenced by making their payments to APAC DISTRICT WATER SYSTEM STANBIC ACCOUNT by bank paying in slips in respect to the following communities;</p> <ul style="list-style-type: none"> Baradu borehole community amount paid Ugx.200,000 for a new borehole. Amino gang community amount paid Ugx.200,000 for a new borehole. Bing B borehole amount paid Ugx.100,000 for borehole rehabilitation. | <p>1</p> |
| <p>Participation of communities in WSS programmes</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> Water and Sanitation Committees that are functioning evidenced by either: i) collection of O&M funds, ii(carrying out preventive maintenance and minor repairs, iii) facility fenced/protected, or iv) they an M&E plan for the previous FY: score 2 <p>Note: One of parameters above is sufficient for the score.</p> | <p>There was evidence that the Water and Sanitation Committees were functional as evidenced by the fencing of the borehole source by the community. The visited borehole sources were well fenced and protected.</p> <p>The team visited the following borehole locations;</p> <p>Baradu source in Abedi parish in Apac sub county,</p> <p>Acandyang B borehole source in Abedi parish in Apac sub county,</p> <p>Adayngwanya borehole source in Ongocheny parish in Aduku sub county.</p> | <p>2</p> |
| <p>Social and environmental safeguards</p> | | | |

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| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that environmental screening (as per templates) for all projects and EIAs (where required) conducted for all WSS projects and reports are in place: score 2 | <p>There was no evidence that environmental screening for all projects and EIAs were conducted for all WSS projects.</p> | <p>0</p> |
| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that there has been follow up support provided in case of unacceptable environmental concerns in the past FY: score 1 | <p>There was no evidence availed to PAT that follow up support was provided in case of unacceptable environmental concerns in the water sector.</p> | <p>0</p> |
| <p>The LG Water department has devised strategies for environmental conservation and management</p> <p>Maximum 4 points for this performance measure</p> | <ul style="list-style-type: none"> Evidence that construction and supervision contracts have clause on environmental protection: score 1 | <p>There was no evidence from the B.O.Qs that construction and supervision contracts had clause on environmental protection.</p> | <p>0</p> |

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| <p>The district Water department has promoted gender equity in WSC composition.</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If at least 50% WSCs are women and at least one occupying a key position (chairperson, secretary or Treasurer) as per the sector critical requirements: score 3 | <p>There was no evidence from the sampled files that gender equity in the membership of the WSC was observed. The Report on formation of WSCs of 19th January,2018 shown the WSCs composition for water sources. Example of WSCs composition for sampled sources were as follows;</p> <ul style="list-style-type: none"> At Gido source had 9 members, 4Women and 5 Men, At Alworeceng P/S source had 9 members 3Women and 6 Men. At Adayani source had 9 members 4Women and 5 Men At Alaro source had 9 members 4Women and 5 Men At Baradu source had 9 members 5Women and 4 Men | <p>0</p> |
| <p>Gender and special needs-sensitive sanitation facilities in public places/</p> <p>RGCs provided by the Water Department.</p> <p>Maximum 3 points for this performance measure</p> | <ul style="list-style-type: none"> If public sanitation facilities have adequate access and separate stances for men, women and PWDs: score 3 | <p>The public sanitation facilities had adequate access and separate stances for men, women and PWDs example was the drainable latrine at the Mortuary</p> | <p>3</p> |