



## Local Government Performance Assessment

Rakai District

(Vote Code: 549)

<b>Assessment</b>	<b>Scores</b>
Crosscutting Minimum Conditions	75%
Education Minimum Conditions	85%
Health Minimum Conditions	50%
Water & Environment Minimum Conditions	75%
Micro-scale Irrigation Minimum Conditions	70%
Crosscutting Performance Measures	65%
Educational Performance Measures	65%
Health Performance Measures	75%
Water & Environment Performance Measures	76%
Micro-scale Irrigation Performance Measures	23%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	<p>Service Delivery Outcomes of DDEG investments</p> <p>Maximum 4 points on this performance measure</p>	<ul style="list-style-type: none"> <li>• Evidence that infrastructure projects implemented using DDEG funding are functional and utilized as per the purpose of the project(s):</li> <li>• If so: Score 4 or else 0</li> </ul>	<p>As per the FY 2019/2020, below were the list of DDEG projects that were spent as per DDEG Grant Budget and Implementation Guidelines:</p> <p>Construction of Standard latrine at Lwamangwa Health Center III Out put 088155 UGX 25,000,000 page 27 of the approved budget an amount of UGX23,191,709 ;</p> <p>Construction of pit latrine at Kiwenda Primary school output 078181 UGX 25,000,000 and UGX 23,191,709 VR 27891465 ; and</p> <p>Construction of pit latrine Kamoma Primary output 078181 UGX 23,496,359 VR 27302443 .</p>	4
2	<p>Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>a. If the average score in the overall LLG performance assessment increased from previous assessment :</p> <ul style="list-style-type: none"> <li>o by more than 10%: Score 3</li> <li>o 5-10% increase: Score 2</li> <li>o Below 5 % Score 0</li> </ul>	LLG not yet assessed.	0
2	<p>Service Delivery Performance</p> <p>Maximum 6 points on this performance measure</p>	<p>b. Evidence that the DDEG funded investment projects implemented in the previous FY were completed as per performance contract (with AWP) by end of the FY.</p> <ul style="list-style-type: none"> <li>• If 100% the projects were completed : Score 3</li> <li>• If 80-99%: Score 2</li> <li>• If below 80%: 0</li> </ul>	<p>As per the annual performance report for the FY 2019/2020; the DDEG was used to fund the following projects:</p> <ol style="list-style-type: none"> <li>1. Upgrading of Kakoma Health Center II to Health Center III UGX 92,042,000 ;</li> <li>2. Construction of Community Hall UGX 14,160,323 ;</li> <li>3. Capacity building UGX 7,080,000 ;</li> <li>4. Investment service UGX 7,080,000 ; and</li> <li>5. Retooling UGX 7,080,000.</li> </ol> <p>The implimentation was at 100%.</p>	3

3	Investment Performance  Maximum 4 points on this performance measure	a. If the LG budgeted and spent all the DDEG for the previous FY on eligible projects/activities as per the DDEG grant, budget, and implementation guidelines:  Score 2 or else score 0.	As per the FY 2019/2020, below were the list of DDEG projects that were spent as per DDEG Grant Budget and Implementation Guidelines:  Construction of Standard latrine at Lwamangwa Health Center III Out put 088155 UGX 25,000,000 page 27 of the approved budget an amount of UGX23,191,709 ;  Construction of pit latrine at Kiwenda Primary school output 078181 UGX 25,000,000 and UGX 23,191,709 VR 27891465 ; and  Construction of pit latrine Kamoma Primary output 078181 UGX 23,496,359 VR 27302443 .	2
3	Investment Performance  Maximum 4 points on this performance measure	b. If the variations in the contract price for sample of DDEG funded infrastructure investments for the previous FY are within +/-20% of the LG Engineers estimates,  score 2 or else score 0	<p><b>There was evidence that the variations in the contract prices and Engineers estimates for the DDEG funded projects for the FY 2019/2020 sampled were within the range of +/-20% as detailed below:</b></p> <ol style="list-style-type: none"> <li>1. Construction of 5-stance pit latrine at Kirawula P/S (RAKA/549/WRKS/19-20/00005-LOT 1) with a contact price of UGX 22,367,661 and Engineer's estimate of UGX 24,000,000. The variation in the two prices was 6.80%;</li> <li>2. Construction of 5-stance pit latrine at Kanyogoga and Kirangira primary schools with a contact price of UGX 46,250,863 and Engineers estimate of UGX 47,500,000. The variation in the two prices was 2.63%; and</li> <li>3. Construction of 5 stance pit latrine at Nezikokolima P/S with a contract price of UGX 23,702,296 and Engineers estimate at UGX 24,500,000. The variation in the two prices was 3.26%.</li> </ol> <p><b>Note : Formula used was Variation = (Engineers Estimate – Contract Price)/Engineers Estimate) *100</b></p>	2

**Performance Reporting and Performance Improvement**

4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>a. Evidence that information on the positions filled in LLGs as per minimum staffing standards is accurate,</p> <p>score 2 or else score 0</p>	<p>There was evidence that the district had staff in place in the two sub counties visited that is Lwanda sub county and Dwaniro sub county. Also visited was Rakai town council. Evidence was drawn from the Technical planning committee minutes of Lwanda sub county held on 12/12/2019, 16/9/2019 and the staff attendance book on 13/8/2019, 17/9/2019. The TPC minutes of Dwaniro sub county held on 17/03/2020, 17/12/2019 and 20/08/2019. The staff attendance book of Rakai town council on 4/12/2019 and 28/11/2019</p>	2
4	<p>Accuracy of reported information</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that infrastructure constructed using the DDEG is in place as per reports produced by the LG:</p> <ul style="list-style-type: none"> <li>• If 100 % in place: Score 2, else score 0.</li> </ul> <p><b>Note: if there are no reports produced to review: Score 0</b></p>	<p>There was evidence from the 3 sampled projects that infrastructures constructed using DDEG fund were completed at 100% and fully functional as below:</p> <p>The following were the list of DDEG projects:</p> <p>Construction of pit latrine at Lwamagwa pit latrine at Lwamagwa Health Center III. Budgeted UGX 25,000,000</p> <p>Payment of UGX23,191,709 , the balance was only retention fees;</p> <p>Renovation of DHO office</p> <p>Budgeted was UGX31,106,744</p> <p>Payment was UGX31,191,709 on 25/06/2020</p> <p>Final Certificate was on 18/06/2020 ; and</p> <p>Kiwenda Primary School in Lwenda Sub-county.</p> <p>Payment certificate dated 20/01/2020</p> <p>Kakumbiro VIP lined pit latrine budgeted at UGX 23,301,625.</p> <p>Payment of UGX 22,136,544</p> <p>Certificate was on 18/12/2019 .</p>	2
5	<p>Reporting and Performance Improvement</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that the LG conducted a credible assessment of LLGs as verified during the National Local Government Performance Assessment Exercise;</p> <p>If there is no difference in the assessment results of the LG and national assessment in all LLGs</p> <p>score 4 or else 0</p>	<p>Not applicable</p>	0

5	Reporting and Performance Improvement  Maximum 8 points on this Performance Measure	b. The District/ Municipality has developed performance improvement plans for at least 30% of the lowest performing LLGs for the current FY, based on the previous assessment results.  Score: 2 or else score 0	Not applicable	0
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5	Reporting and Performance Improvement  Maximum 8 points on this Performance Measure	c. The District/ Municipality has implemented the PIP for the 30 % lowest performing LLGs in the previous FY:  Score 2 or else score 0	Not applicable	0
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**Human Resource Management and Development**

6	Budgeting for and actual recruitment and deployment of staff  Maximum 2 points on this Performance Measure	a. Evidence that the LG has consolidated and submitted the staffing requirements for the coming FY to the MoPS by September 30th of the current FY, with copy to the respective MDAs and MoFPED.  Score 2 or else score 0	The district consolidated and submitted the staffing requirements for the coming FY to the MoPS, Submission was done on 16th October 2020	2
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7	Performance management  Maximum 5 points on this Performance Measure	a. Evidence that the District/Municipality has conducted a tracking and analysis of staff attendance (as guided by Ministry of Public Service CSI):  Score 2 or else score 0	There was evidence that the district had conducted a tracking and analysis of staff attendance for the period July to December. Submission of July by Sarah Kwagarakwe on 2/8/2019. September by Sarah Kwagarakwe on 3 September 2019. October on 4/11/2019. November on 2/12/2019. December on 8/1/2020	2
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7	Performance management  Maximum 5 points on this Performance Measure	i. Evidence that the LG has conducted an appraisal with the following features:  HODs have been appraised as per guidelines issued by MoPS during the previous  FY: Score 1 or else 0	There was evidence that HODs were appraised by the CAO on 7/7/2020	1
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7	Performance management  Maximum 5 points on this Performance Measure	ii. (in addition to "a" above) has also implemented administrative rewards and sanctions on time as provided for in the guidelines:  Score 1 or else 0	No admin rewards and sanctions were recommended	1
7	Performance management  Maximum 5 points on this Performance Measure	iii. Has established a Consultative Committee (CC) for staff grievance redress which is functional.  Score 1 or else 0	There was evidence that district had a consultative committee as per the Minutes of the rewards and sanctions committee held on 25th march 2020. Minutes of the rewards and sanctions committee held on 30th September 2019	1
8	Payroll management  Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after appointment:  Score 1.	There was no evidence that 100% of the staff recruited during the previous FY have accessed the salary payroll not later than two months after assumption of duty (before the 15th of the month). Some of those that did not access include, Nansimbe Juliet, Namakula Rahiimaah Katende and Kachubya stella marris because of issues with NIRA	0
9	Pension Payroll management  Maximum 1 point on this Performance Measure or else score 0	a. Evidence that 100% of staff that retired during the previous FY have accessed the pension payroll not later than two months after retirement:  Score 1.	There was no evidence that all the staff that retired accessed the pension payroll not later than two months after retirement.  1. Lubega Leo Ndaula retired on 1/7/2019 accessed on 8/11/2019 2. Mubiru George William retired on 5/9/2019 accessed on 17/1/2020 3. Luwooza Gonzaga retired on 1/11/2019 4. Mugerwa Joseph retired on 1/7/2019 accessed on 8/3/2020 5. Namukasa Eroni retired on 30/9/2019 accessed on 8/3/2020 6. Mulindwa Isaac retired on 15/1/2020 accessed on 3/4/2020 7. Luswata Nabirye Elizabeth retired on 23/11/2019 accessed on 8/3/2019 8. Sekitoleko Daniel retired on 21/7/2019 accessed on 11/12/2019, 9. Ssempeera Gyaviira retired on 1/2/2020 accessed on 9/8/2020, 10. Mazzi Nsembe Ally retired on 24/5/2020 accessed 9/8/2020 11. Luwaga eriazali retired on 1/2/2020 accessed on 9/8/2020	0

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

10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>a. If direct transfers (DDEG) to LLGs were executed in accordance with the requirements of the budget in previous FY:</p> <p>Score 2 or else score 0</p>	<p>The LG budgeted for UGX 222, 725,304 DDEG funds and transferred to the LLGs as per the requirement. The transfers were as follows:</p> <p>Quarter 1 warranted on 15/10/2019, release of UGX 74,241,768 was made on 22/10/2019 ;</p> <p>Quarter 2 warranted on 2/08/2019 , release of UGX 74,241,768 was on 7/8.2019; and</p> <p>Quarter 3 warranted on 17/01/2020 ,release of UGX 74,241,768 was on 22/01/2020.</p>	2
10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>b. If the LG did timely warranting/ verification of direct DDEG transfers to LLGs for the last FY, in accordance to the requirements of the budget: (within 5 working days from the date of receipt of expenditure limits from MoFPED):</p> <p>Score: 2 or else score 0</p>	<p>As per LG approved Budget the amount of DDEG was UGX 222,725,304 that was warranted and released as below:The LG did not warrant payments within 5 working days</p> <p>Quarter 1 warranted on 15/10/2019, release of UGX 74,241,768 was made on 22/10/2019 ; 7days</p> <p>Quarter 2 warranted on 2/08/2019 , release of UGX 74,241,768 was on 7/8.2019; 5 days and</p> <p>Quarter 3 warranted on 17/01/2020 ,release of UGX 74,241,768 was on 22/01/2020 6 days.</p>	0
10	<p>Effective Planning, Budgeting and Transfer of Funds for Service Delivery</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. If the LG invoiced and communicated all DDEG transfers for the previous FY to LLGs within 5 working days from the date of receipt of the funds release in each quarter:</p> <p>Score 2 or else score 0</p>	<p>The LG did not communicated ALL DDEG transfers for the FY 2019/2020 within 5 working days as follows:</p> <p>Quarter 1. 14/06/2019 released on 06/10/19 UGX 74,241,768; 10 LG and one town council;</p> <p>Quarter 2. 02/08/2019, released on 09//08/19 UGX 74,241,768; 10 LLG and one town council; and</p> <p>Quarter 3. 17/01/2020, released on 02/01/20 of UGX 74,241,768 ;10 LLG and one town council.</p>	0

Routine oversight and monitoring

Maximum 4 points on this Performance Measure

a. Evidence that the District/Municipality has supervised or mentored all LLGs in the District /Municipality at least once per quarter consistent with guidelines:

Score 2 or else score 0

There was evidence of supervision/mentorship on 1st quarter support supervision and backstopping of LLG on 10/10/2019 where 10 LLGs were mentored.

On 2nd quarter support supervision support was carried on 15th /11/2019 where again 10 LLGs were mentored.

Quarter one on 05/08 /2019. 10 sub counties and one Town council mentored.

DDEG guidelines were disseminated f and LLG oriented through

Issuing of IPPs – briefing on budget call circular from the PS.

Annual statistical data collection.

Quarterly meeting held on 4/12/2019

Review of development plan

Development of the 3rd sub county development plan.

Child birth registration, 10 counties and one town council mentored .



<p>Routine oversight and monitoring</p> <p>Maximum 4 points on this Performance Measure</p>	<p>b. Evidence that the results/reports of support supervision and monitoring visits were discussed in the TPC, used by the District/ Municipality to make recommendations for corrective actions and followed-up:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that corrective actions and follow-up were discussed as follows:</p> <p>1st quarter report;</p> <p>Meeting was held on 12/08/2019 MIN TPC08/12/08/2019</p> <p>Issues raised</p> <p>Absenteeism in the county, the PAS was instructed by the CAO to prevail over the staff</p> <p>Stray animals in the LLG , there were many cows, goats and sheet moving about the LLG facilities. The PAS was instructed to ensure a measure is put in place to stop the animals from roaming around the LLG facilities</p> <p>A teacher was accused of witchcraft. This particular teacher was transferred to another school for his personal security and in the interest of the public.</p> <p>Lack of midwives at Kibaale Health Center II, the DHO was advised to work with the District commission and ensure all vacant positions were filled including the recruitment of midwives.</p> <p>Meeting held on 14/01/2020: MIN TPC 06/14/01/2020</p> <p>The meeting also resolved that teachers who fail to attend duties for 15 days would receive no salary as a deterrence measure.</p> <p>The issue of appraisal were also discussed. The TPC resolved that all the concerned Heads of department should ensure staff are appraised.</p>
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## Investment Management

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

a. Evidence that the District/Municipality maintains an up-dated assets register covering details on buildings, vehicle, etc. as per format in the accounting manual:

Score 2 or else score 0

***Note: the assets covered must include, but not limited to: land, buildings, vehicles and infrastructure. If those core assets are missing score 0***

There was evidence that the LG maintains a detailed and up-to date assets register for the FY 2019/2020 and signed by the CFO as detailed below:

Vehicles-transport equipment page 1-5 ;

Plant and Machinery page 6 ;

ICT equipment Page 7-16 ;

Office Equipment pages 17-29 ;

Land page 40 ;

Building page 41- 43 ;

Medical equipment page 44-46 ; and

Other assets pages 47-49 .

As signed by the CFO, prepared by the inventory officer Kizza Oliver and approved by the CAO .

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

Score 1 or else 0

There was evidence that the District/Municipality used the Board of Survey Report of the previous FY to make Assets Management decisions including procurement of new assets, maintenance of existing assets and disposal of assets although the report was prepared dated 28/08/2020 CR/D/70331/1.

There were recommendation and actions to be taken including remarks;

The LG used the survey report to make decisions as follows:

Engraving all equipment in all departments notably Production and marketing;

Disposal of unrepairable vehicles in all departments;

Updating of the Central stores and administration inventory

Made budget allocations engraving all assets in Education department;

Technical services inventory was also planned for;

Disposal of transport and others, old and non-functional vehicles, motor cycles ;

Revising of the purchasing orders for ascertaining of price for finance and planning department

Natural resources, purchase order and date of acquisition; and

Procurement/acquisition of X- ray machines found to be non-functional for Rakai Hospital.

Planning and budgeting for investments is conducted effectively

Maximum 12 points on this Performance Measure

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

The LG submitted 3 sets of minutes of Physical Planning Committee (PPC) to the MOLHUD.

As follows:

1. First quarter was submitted on 05/10/2020 ;
2. Second quarter was submitted on 05/10/2020 ;and
3. Third quarter was submitted on 05/10/2020 .

The committee members of PPC was properly constituted and they were appointed on 13/10/2017.

The committee members were:

District Engineer ;

District Education Officer ;

Chief Accounting Officer ;

District Agricultural Officer ;

District Water Officer ;

District Community Development Officer ;

District Health Officer ;

District Communication Officer ;

District Environmental officer;

District Surveyor;

Senior Land Management Officer ;

District Road Engineer; and

District Natural Resources .

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>d.For DDEG financed projects;</p> <p>Evidence that the District/Municipality has conducted a desk appraisal for all projects in the budget - to establish whether the prioritized investments are: (i) derived from the third LG Development Plan (LGDP III); (ii) eligible for expenditure as per sector guidelines and funding source (e.g. DDEG). If desk appraisal is conducted and if all projects are derived from the LGDP:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the desk appraisals were conducted and investments were derived from the LG Development Plans as follows;</p> <p>Education:</p> <p>Construction of toilets in the selected schools, Kakumiro output 078181-Latrines construction and rehabilitation -Kanyanga primary Kaganda subcounty ;</p> <p>Health; Construction of 5 line pit latrine page 27 and LGDP 103 ;</p> <p>Rehabilitation of DHO office output 088172 page 28 approved during the cumulative budget conference;</p> <p>Maternity ward constructed page 28 and 103 ;</p> <p>Water :</p> <p>Construction of Public latrine page 50 and LGDP page 105 ; and</p> <p>Borehole drilling and rehabilitation LGDP page 105 .</p>	2
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>For DDEG financed projects:</p> <p>e. Evidence that LG conducted field appraisal to check for (i) technical feasibility, (ii) Environmental and social acceptability and (iii) customized design for investment projects of the previous FY:</p> <p>Score 2 or else score 0</p>	<p>There was evidence that the LG field appraisals were conducted on 14/11/2019 and scrutiny for technical feasibility environmental and socially acceptability and designs customized for investment projects were done as follows:</p> <p>Environmental and social screening report.</p> <p>Construction of line pit latrine at Lwamangwa HCIII signed on 14/11/2019 by the Environmental Officer;</p> <p>Construction line pit latrine at Kakumiro Primary school ;</p> <p>Environmental 13/11/2019;</p> <p>Construction of line pit latrine at kiwanda Lwanda sub county signed on 15/11/2019 ;</p> <p>li Technical feasibility could be seen in the BOQ in the construction of the pit latrine prepared by the District Engineer; and</p> <p>lii the designed was attached to the BOQ.</p>	2

12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>f. Evidence that project profiles with costing have been developed and discussed by TPC for all investments in the AWP for the current FY, as per LG Planning guideline and DDEG guidelines:</p> <p>Score 1 or else score 0.</p>	<p>There was evidence that project profiles with costing were developed and discussed by TPC for all investments in the AWP for the current FY as per the TPC meeting held on 25/06/2020 and Min 05/TPC/06/2020</p>	1
12	<p>Planning and budgeting for investments is conducted effectively</p> <p>Maximum 12 points on this Performance Measure</p>	<p>g. Evidence that the LG has screened for environmental and social risks/impact and put mitigation measures where required before being approved for construction using checklists:</p> <p>Score 2 or else score 0</p>	<p>There was evidence to show that E&amp;S Screening was done for the following projects for the current FY:</p> <p>a) Construction of 1 classroom block at Kakabagya P Sch. in Kiweeka Parish, Lwamaggwa Sub County dated 18th August 2020;</p> <p>b) Construction of five stances lined pit latrine at Kisaasa P Sch., Kisaasa Parish, Kifamba Sub County dated 28th August 2020;</p> <p>c) Rehabilitation of Lwanga piped water system and extension in Lwanga parish, Kacheera Sub County dated 15th August 2020; and</p> <p>d) Construction of one valley tank at Ntakule village, Ntakule Parish, Lwamaggwa Sub County dated 29th August 2020.</p>	2
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>a. Evidence that all infrastructure projects for the current FY to be implemented using the DDEG were incorporated in the LG approved procurement plan</p> <p>Score 1 or else score 0</p>	<p><b>There was evidence that infrastructure projects for the current FY 20/21 to be implemented using DDEG were incorporated in the LG approved procurement plan approved on 26th/05/2020 under minute 04/RKICOU/05/2020. Three projects were seen included in the procurement plan on page 1 under the following subjects of procurement:</b></p> <p>1. Construction of lined pit latrines at Rakai Hospital, Kabaale Makondo, Nabubale and Kanyogoga primary schools;</p> <p>2. Computer supplies; and</p> <p>3. Office stationary for planning department.</p>	1

13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>b. Evidence that all infrastructure projects to be implemented in the current FY using DDEG were approved by the Contracts Committee before commencement of construction: Score 1 or else score 0</p>	<p><b>There was evidence seen showing that DDEG projects sampled below were approved by the Contracts Committee before commencement of construction:</b></p> <ol style="list-style-type: none"> <li>1. Construction of 5-stance lined pit latrines at Rakai hospital and Kabale-Makondo P/S in Rakai T.C and Lwanda subcounty (Procurement Reference No. RAKA/549/WRKS/20-21/00003 – LOT 4)</li> </ol> <p>Contracts Committee approval was done on 28th/10/2020 under minute reference no. 07/10/2020;</p> <ol style="list-style-type: none"> <li>2. Construction of 5-stance lined pit latrines at Kisaasa and Nabubale primary schools (Procurement Reference No. RAKA/549/WRKS/20-21/00003 – LOT 6)</li> </ol> <p>Contracts Committee approval was done on 28th/10/2020 under minute reference no. 12/10/2020</p> <ol style="list-style-type: none"> <li>3. Construction of 5-stance lined pit latrine at Kanyogoga primary school (Procurement Reference No. RAKA/549/WRKS/20-21/00003 – C)</li> </ol> <p>Note: In Project 2 given above Kisaasa was funded under SFG and Nabubale under DDEG, however, they were under one lot.</p>	1
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>c. Evidence that the LG has properly established the Project Implementation team as specified in the sector guidelines: Score 1 or else 0</p>	<p>There was no evidence provided to show that the LG properly established the Project Implementation Teams in the sectors of Health, Water and Education for all infrastructure projects to be implemented in the current FY.</p>	0

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

d. Evidence that all infrastructure projects implemented using DDEG followed the standard technical designs provided by the LG Engineer:

Score 1 or else score 0

**There was evidence that all infrastructure projects implemented using DDEG followed the standard technical designs. Projects visited were;**

1. Construction of 5-stance pit latrine at Kirawula P/S
2. Construction of 5-stance pit latrine at Kanyogoga and Kirangira primary schools
3. Construction of 5 stance pit latrine at Nezikokolima P/S

**Findings of the site visit:**

Each stance was approximately 900\*1500mm floor size; with a front door of 800mm.

No minor/major defects were found on the visited structures. That is; the floor screed, masonry works and splash aprons were in good condition. Also, no peeling off of paint was seen.



13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>e. Evidence that the LG has provided supervision by the relevant technical officers of each infrastructure project prior to verification and certification of works in previous FY. Score 2 or else score 0</p>	<p><b>There was no sufficient evidence that the CDO provided supervision of infrastructure projects sampled below:</b></p> <ol style="list-style-type: none"> <li>1. Construction of Samson Kalibala Kanya Memorial Seed Secondary School <ul style="list-style-type: none"> <li>- District Engineer's project progress reports were seen for the dates of 16th/07/2019, 29th/10/2019, 29th/11/2019, 09th/04/2020, 10th/06/2020 and 30th/07/2020;</li> <li>- Site meetings availed were done on the dates of 24th/09/2019, 25th/09/2019 and 12th/12/2020 (here the CDO was not seen in the list of members that attended the site meetings and none of his supervision report was seen; only the DE and Environmental Officer plus other members attended)</li> </ul> </li> <li>2. Construction of 5-stance lined pit latrines at Kisaasa P/S <ul style="list-style-type: none"> <li>- One site meeting was held on 05th/12/2019 with involvement of Environmental Officer and District Engineer but the CDO was not seen on the list of the attendance.</li> </ul> </li> <li>3. Construction of 5-stance lined pit latrines at Kiswere P/S <ul style="list-style-type: none"> <li>- One site meeting was held on 05th/12/2019 with involvement of Environmental Officer and District Engineer but the CDO was not seen on the list of the attendance.</li> </ul> </li> <li>4. Construction of 5-stance lined pit latrines at Edwina P/S <ul style="list-style-type: none"> <li>- One site meeting was held on 05th/12/2019 with involvement of Environmental Officer and District Engineer but the CDO was not seen on the list of the attendance.</li> </ul> </li> <li>5. Construction of 5-stance lined pit latrines at Kirangira P/S <ul style="list-style-type: none"> <li>- One site meeting was held on 04th/12/2019 with involvement of Environmental Officer and District Engineer but the CDO was not seen on the list of the attendance.</li> </ul> </li> </ol>	0
13	<p>Procurement, contract management/execution</p> <p>Maximum 8 points on this Performance Measure</p>	<p>f. The LG has verified works (certified) and initiated payments of contractors within specified timeframes as per contract (within 2 months if no agreement):</p> <p>Score 1 or else score 0</p>	<p>There was evidence that the LG verified works (certified) and initiated payments of contractors within specified timeframes as per contract as seen below from the sampled projects:</p> <ol style="list-style-type: none"> <li>1. Construction of a 5-stance pit latrine at Kisaasa P/S <ul style="list-style-type: none"> <li>- The contractor made a requisition of UGX</li> </ul> </li> </ol>	1

23,738965 on 17th/03/2020

- The DE forwarded it to the DEO on 18th/03/2020

- The DEO forwarded it to CAO on 23rd/03/2020

- The CAO forwarded it to CFO to process payment on 24th/03/2020

- Payment of UGX 21,198,896 was made on 07th/04/2020

## 2. Construction of Kalibala Memorial Kamyia Seed Secondary School

- The contractor made a requisition of UGX 425,083,455 on 21st/05/2020

- The DE forwarded it to CAO on 10th/06/2020

The CAO forwarded it to CFO to process payment on 25th/06/2020

- Payment of UGX 303,275,075 was made on 25th/06/2020

## 3. Construction of 5-stance lined pit latrines at Edrina and Kiwenda P/S

- The contractor made a requisition of UGX 47,468,118 on 10th/12/2020

- The DE forwarded it to the CAO on 20th/01/2020

- The CAO forwarded it to CFO to process payment on 20th/01/2020

- Payment of UGX 45,094,712 was made on 14th/02/2020

## 4. Construction of 5-stance line pit latrines at Kiswera and Magabi-Gayaza P/S

- The contractor made a requisition of UGX 44,484,214 on 28th/02/2020

- The DE forwarded it to the DEO on 04th/03/2020

- The DEO forwarded it to the CAO on 23rd/03/2020

- The CAO forwarded it to CFO to process payment on 24th/03/2020

- Payment of UGX 42,260,003 was made on 04th/06/2020

Maximum 8 points on this Performance Measure

contract with all records as required by the PPDA Law:

Score 1 or else 0

**contracts with all records as required by the PPDA Law for the previous FY. The sampled projects were:**

**1. Construction of a 5-stance lined pit latrine at Kanyogoga and Kirangira primary schools in Kagamba S/C (Procurement Reference No. RAKA/549/WRKS/2019-2020/00005-LOT 1)**

- Evaluation report was signed on 02nd/09/2019;
- Contracts committee approval was made on 04th/09/2019 under minute reference no. 17/09/2019; and
- Contract agreement was made on 19th/09/2019.

**2. Construction of a 5-stance lined pit latrine at Magabi-Gayaza and Kiswere Primary Schools (Procurement Reference No. RAKA/549/WRKS/2019-2020/00005-LOT 2)**

- The evaluation report was signed on 02nd/09/2019;
- Contracts committee approval was done on 04th/09/2019 under minute reference no. 18/09/2020; and
- Contract agreement was made on 19th/09/2019.

**3. Renovation of DHO's Office (Procurement Reference No. RAKA/549/WRKS/2019-2020/00003)**

- The evaluation report was signed on 03rd/12/2019;
- Contracts committee approval was done on 13th/01/2020 under minute reference no. 07/01/2020; and
- Contract agreement was made on 29th/01/2020.

**4. Completion of one valley tank in Buyamu Ddwaniro S/C (RAKA/549/WRKS/19-20/00002)**

- The evaluation report was signed on 28th/08/2019;
- Contracts committee approval was done on 04th/09/2019 under minute reference no. 06/09/2019; and
- Contract agreement was made on 19th/09/2019.

**5. Construction of 20cum Communal Ferro Tanks at Kayonza Parish-Rwentaga village and Lyakisana parish-Lwamagabi village in Kacheera S/C (RAKA/549/WRKS/19-20/00003-LOT 8)**

- The evaluation report was signed on 28th/08/2019;
- Contracts committee approval was done on 04th/09/2019 under minute reference no. 15/09/2019; and
- Contract agreement was made on 19th/09/2019.

**6. Construction of three 20cum Ferro Cement tanks at Kiyovu Parish Sserinya Village (1), Kasensero parish-Kiwaguzi illage (1) and Kamuli Parish-Kamuli Village (1) in Lwanda and Kagamba sub counties respectively**

- The evaluation report was signed on 28th/08/2019;
- Contracts committee approval was done on 04th/09/2019 under minute reference no. 09/09/2019; and
- Contract agreement was made on 19th/09/2019.

**Environment and Social Safeguards**

14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the District/Municipality has i) designated a person to coordinate response to feed-back (grievance /complaints) and ii) established a centralized Grievance Redress Committee (GRC), with optional co-option of relevant departmental heads/staff as relevant.</p> <p>Score: 2 or else score 0</p>	<p>There was evidence of a letter dated 03rd September 2017 Ref. No. CR/156/4 that designated Mr Musisi Ssesanga – the current Rakai DLG Information Officer as a Complaints Desk Focal Point Person. The letter stipulated duties for the office as well. The LG has not yet appointed a Grievances Redress Committee.</p>	2
14	<p>Grievance redress mechanism operational.</p> <p>Maximum 5 points on this performance measure</p>	<p>b. The LG has specified a system for recording, investigating and responding to grievances, which includes a centralized complaints log with clear information and reference for onward action (a defined complaints referral path), and public display of information at district/municipal offices.</p> <p>If so: Score 2 or else 0</p>	<p>There was evidence of a centralised system of recording grievances from the Grievances log that started on 13th October 2017 with the last grievance recorded on 12th August 2020.</p> <p>From the log, 4 grievances were recorded under Health, two under Administration, twelve under Education and three under Community Development. Total was twenty-one.</p> <p>All grievances received were referred to the respective Department Heads for investigations and feedback as per the referral letters dated 12th August 2020, 10th March 2020, 10th February 2020, 06th February 2020, 23rd October 2019, 06th February 2019, 14th January 2019, 24th September 2018, and 10th June 2019.</p>	2

Grievance redress mechanism operational.

Maximum 5 points on this performance measure

c. District/Municipality has publicized the grievance redress mechanisms so that aggrieved parties know where to report and get redress.

If so: Score 1 or else 0

There was evidence that Rakai DLG publicised the procedure as follows:

a) Baraza held on 04th September 2019 at Lwentulege Play Ground in Kagamba Sub County and other community meetings, residents were informed of the Grievances Redress Procedure;

b) Radio talk show on Centenary FM Masaka on 03rd September 2019 from 19:00 Hrs to 21:00 Hrs.

c) Reminder to all Staff and the General Public dated 10th February 2020, Ref. No. CR/206/1, titled "Reminder on the Existence of the District Complaints Desk"; and

d) Rakai DLG website: <https://www.rakai.go.ug/>

15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>a. Evidence that Environment, Social and Climate change interventions have been integrated into LG Development Plans, annual work plans and budgets complied with: Score 1 or else score 0</p>	<p>There was evidence that Environment, Social and Climate change interventions were integrated into LG Development Plans as per the following sampled projects:</p> <p>Education:</p> <p>Kiwenda Primary school ;</p> <p>Environmental and social certification certificate signed on 20th /Jan/2020 by the CDO ;</p> <p>Payment certificate no 1 signed on 14/01/2020 ;</p> <p>Pg 117 of the approved work plan output 098308 -Monitoring and evaluation of environmental compliance;</p> <p>Output 098308: Stakeholders environmental training and sensitisation page 116 and page 94 of the LGDP strategies for mainstreaming environmental concerns in all development project ;</p> <p>Education:</p> <p>Kiwenda Primary school ;</p> <p>Environmental and social certification certificate signed on 20th /Jan/2020 by the CDO ;</p> <p>Payment certificate no 1 signed on 14/01/2020 ;</p> <p>Pg 117 of the approved work plan output 098308 -Monitoring and evaluation of environmental compliance; and</p> <p>Output 098308: Stakeholders environmental training and sensitisation page 116 and page 94 of the LGDP strategies for mainstreaming environmental concerns in all development project .</p>	1
15	<p>Safeguards for service delivery of investments effectively handled.</p> <p>Maximum 11 points on this performance measure</p>	<p>b. Evidence that LGs have disseminated to LLGs the enhanced DDEG guidelines (strengthened to include environment, climate change mitigation (green infrastructures, waste management equipment and infrastructures) and adaptation and social risk management</p> <p>score 1 or else 0</p>	<p>There was evidence that LGs disseminated to LLGs the enhanced DDEG guidelines, green infrastructures, waste management equipment and infrastructures and adaptation and social risk management as per the report dated 5/8/2019 where LGs disseminated to LLGs the enhanced DDEG guidelines where they discussed and communicated the DDEG guidelines. This was done by the District resource team.</p>	1

15	Safeguards for service delivery of investments effectively handled.	(For investments financed from the DDEG other than health, education, water, and irrigation):	There was evidence that Rakai DLG incorporated costed Environment and Social Management Plans (ESMPs) into BoQs, bidding and contractual documents for DDEG projects as follows:	3
	Maximum 11 points on this performance measure	c. Evidence that the LG incorporated costed Environment and Social Management Plans (ESMPs) into designs, BoQs, bidding and contractual documents for DDEG infrastructure projects of the previous FY, where necessary:	<p>a) Construction of five stances lined pit latrine at Kisaasa P Sch. in Kifamba Sub County, Proc. Ref. No. Raka549/wrks/19-20/00005 – F, dated 20th August 2019. Bill No. 1 – Preliminaries and General Items, Item A – Plant five trees at a location as directed by the District Environmental Officer at UGX 100,000 on Page 1/11. Contractor was M/s Kabonera Traders Limited. Contract Price was UGX 23,738,965; and</p> <p>b) Construction of five stances lined pit latrine at Kajju P Sch. and Kayonza – Kacheera P Sch., Proc. Ref. No. Raka549/wrks/19-20/00005 – Lot 5, dated 19th August 2019. Bill No. 1 – Preliminaries and General Items, Item A – Plant five trees at a location as directed by the District Environmental Officer at UGX 20,000 on Page 1/11.</p>	
		score 3 or else score 0		
15	Safeguards for service delivery of investments effectively handled.	d. Examples of projects with costing of the additional impact from climate change.	There were no projects with costs for additional impacts from climate change.	0
	Maximum 11 points on this performance measure	Score 3 or else score 0		

Safeguards for service delivery of investments effectively handled.

Maximum 11 points on this performance measure

e. Evidence that all DDEG projects are implemented on land where the LG has proof of ownership, access, and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:

Score 1 or else score 0

There was evidence that Rakai DLG implemented projects on land with proof of ownership as follows:

a) Letter dated 09th January 2020 Ref No. CR/311/1 from Rakai DLG to the Ministry of Education, Science, Technology, and Sports titled "Confirmation of the availability of land and ownership for the Construction of Kacheera Seed Sec Sch." signed by the CAO Rakai DLG. The land is comprised in Plot 9 Block 34 Kooki at Kibaati in the names of Rakai District Local Government;

b) Agreement dated 15th February 2002 for the exchange of land between Mr. Kakumba Boaz and the Community of Mweruka Parish for the Construction of Kiziiba HC II, witnessed by the Chairperson Kiziiba LC I, Chairperson Kiziiba LC II, Chairperson Kiziba HC II and the Secretary for Youth;

c) Land agreement dated 19th October 2019 between Mr. Kabegambire Robert of Katuntu and the Community of Katuntu village, Lwabakooba Parish, Kagamba Sub County for the offer of a piece of land measuring 15 x 10 Metres to Construct a Community Water / Sanitation Facility. The offer was witnessed by Mr. Kagumire Moses – the Chairperson Katuntu LC I, landowner's Spouse and Adult Child;

d) Land agreement dated 10th March 2020 between Mr. Batangaya Livingstone – the landowner and the Community of Lwemiwuulu LC I, Kawunguri Parish, Kifamba Sub County for the offer of a piece of Land measuring 80 x 65 Metres for the Construction of a Community Water Tank. The offer was witnessed by Chairperson Lwemiwuulu LC I – Mr. Kaweesi Daniel, the Landowner's Spouse, and Adult Child;

e) The land agreement dated 06th May 2020 between Ms. Nduyima Aisha – the landowner and the Community of Rwantanga LC I village, Kayonza Parish, Kacheera Sub County for the offer of a piece of land measuring 15 x 15 Metres for the Construction of a Ferro Cement Water Tank. The offer was witnessed by Rwentanga LC I Chairperson – Mr. Turyahikayo Isaac, landowner's Spouse, and Adult Child; and

f) Land agreement dated 31st March 2020 between Mr. Yiga Steven Monday – the Land Owner and the Community of Kamulaba village, Lyakisana Parish in Kacheera Sub County offering a piece of land measuring 25 x 25 Metres to Construct a Ferro Cement Tank. Witnessed by Kamulaba Chairperson LC I – Mr. Tumuheirwe Javern, landowner's spouse and Adult Child.



Safeguards for service delivery of investments effectively handled.

Maximum 11 points on this performance measure

f. Evidence that environmental officer and CDO conducts support supervision and monitoring to ascertain compliance with ESMPs; and provide monthly reports:

Score 1 or else score 0

There was evidence that the Environmental Officer conducted support supervision and monitoring to ascertain compliance for the following projects:

a) Interim Supervision Report dated 05th January 2019 for the Construction of five stances lined pit latrines at various schools undertaken in October and December 2018; Interim Report dated 10th December 2019 for the months of November and December 2019 and Interim Report dated 20th September 2019 for the months of August and September 2019. Supervision done was by the District Education Officer, District Engineer and District Environment Officer;

b) Interim Supervision Report dated 11th December 2019 for the Construction of Samson Kalibala Memorial Seed Sec Sch. conducted in the months of October to December 2019 and the Site Meeting held on 12th December 2019 where issues such as safety of workers, dust and noise from the construction activities, preparation of safety management plan were discussed;

c) Final Monitoring Report dated 21st June 2020 for the Construction of fourteen Projects under the Education Department including thirteen one stance lined pit latrine and one Samson Kalibala Memorial Seed Sec Sch.,

d) Final Monitoring Report dated 21st April 2020 for three projects under the Health Department namely: Construction of one stance lined pit latrine at Butiiti HC II, Renovation of DHO's Office at Rakai DLG and Upgrading of Kiziiba HC II to HC III and Maternity Ward at Kiziiba HC III; and

e) Final Report dated 21st April 2020 for fourteen Ferro Cement Tanks under Water and Sanitation Department.

Safeguards for service delivery of investments effectively handled.

Maximum 11 points on this performance measure

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

Score 1 or else score 0

There was evidence that E&S Compliance Certification forms were completed and signed by Environmental Officer for the following projects:

- a) Construction of one stance lined pit latrine at Katuntu P Sch., Katuntu Parish in Kagamba Sub County dated 19th June 2020;
- b) Construction of Samson Kalibala Memorial Seed Sec Sch., dated 10th June 2020;
- c) Construction of 1 classroom block at Magabi, Gayaza, and Kisweera Primary Schools dated 04th June 2020;
- d) Construction of five stances lined pit latrine at Butiiti HC III, Butiiti Parish in Lwanda Sub County dated 22nd May 2020;
- e) Upgrading of Kiziiba HC II to HC III in Kiziiba Parish, Kiziiba Sub County dated 14th May 2020;
- f) Construction of Ferro Cement Tank at Kiwuguzzi village, Kiwuguzzi Parish in Lwanda Sub County dated 13th December 2019;
- g) Construction of valley tank at Buyamu village, Ddwaniro Parish in Ddwaniro Sub County dated 20th June 2020; and
- h) Construction of valley tank at Lwemiwuulu village, Kawunguli Parish in Kifamba Sub County dated 20th June 2020.

## Financial management

LG makes monthly  
Bank reconciliations  
  
Maximum 2 points on  
this Performance  
Measure

a. Evidence that the LG makes  
monthly bank reconciliations and  
are up to-date at the point of time  
of the assessment:

Score 2 or else score 0

There was evidence that the LG makes monthly  
bank reconciliations and are up to-date at the  
time of the assessment as follows:

1. RDLG General Funds Account, no  
140013378501; reconciliation for;

July 2020 was done on 3/08/2020

August was done on 2/09/2020

Sept was done on 05 /10/2020

October 2020 was done on 6/11/2020

2. UWEP Entrepreneurship No 31000054177

For July it was done on 6th /August/2020 ;

August was done 7th / Sept/ 2020 ;

September was done on 6h /10/2020 ;and

October was done on 06/11/2020 .

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

Maximum 4 points on this performance measure

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

Score 2 or else score 0

There LG prepared only 3 sets of Internal audit reports as follows:

1st quarter report was on 30/10/2019 ;

2nd quarter report was on 31/01/2020 ; and

3rd Quarter report was on 18/09/2020 .

Some of the issues raised were as follows:

1st quarter:

Missing information on force account mechanism files

Force account mechanism records lacked vital information for efficient management and execution of works.

Un accounted for expenditure of UGX 73,087,206

Education Department received funding for various activities but has not accounted for the funds.

Poor records management systems

Poor financial records management policy in the department of Education for effective maintenance and retrieval of vital documents.

Recommendation:

All officers with administrative advances were asked to account for the funds within one month.

Second quarter,

Irregular expenditure

Works Department (Mechanical Section) UGX 14,514,000

Water Section UGX30,000,000

Technical Irregularities in the Procurement Unit

Unpaid residue salary arrears and gratuity UGX 466,241,724

3rd quarter.

The issues of the first and second quarter were reviewed and found to have been corrected.

The fourth report was not prepared due to lockdown as a result of COVID19 .

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

Maximum 4 points on this performance measure

b. Evidence that the LG has provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the previous FY i.e. information on follow up on audit queries from all quarterly audit reports.

Score 1 or else score 0

There was evidence that the LG provided information to the Council/ chairperson and the LG PAC on the status of implementation of internal audit findings for the FY 2019/2020 as follows:

Quarter one: 23/Jan/2020, there were issues of unaccounted funds, irregular payment of salaries to staffs;

Quarter two 16/June/2020, there was the issue of diversion of USE funds by Nakyenzi Secondary School of UGX 10,418,000 and the concerned staff was reprimanded;

Quarter 3; 01/Sept/2020; the issue of Unaccountable funds UGX14,139,000 by the District development department, they were put to task to account for the funds.; and

Quarter 4 19/Oct/2020; the issue of Vacant position for accountants Assistant in Health Center IV.

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

Maximum 4 points on this performance measure

c. Evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and that LG PAC has reviewed them and followed-up:

Score 1 or else score 0

There was evidence that internal audit reports for the previous FY were submitted to LG Accounting Officer, LG PAC and LG PAC reviewed them and follow up were made as follows:

**1st quarter:**

Missing information on force account mechanism files

Force account mechanism records lacked vital information for efficient management and execution of works.

Un accounted for expenditure of UGX 73,087,206

Education Department received funding for various activities but has not accounted for the funds.

Poor records management systems

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Recommendation:

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**Second quarter,**

Irregular expenditure

Works Department (Mechanical Section) UGX 14,514,000

Water Section UGX30,000,000

Technical Irregularities in the Procurement Unit

Unpaid residue salary arrears and gratuity UGX 466,241,724

**3rd quarter.**

The issues of the first and second quarter were reviewed and found to have been corrected.

**Local Revenues**

LG has collected local revenues as per budget (collection ratio)

Maximum 2 points on this performance measure

a. If revenue collection ratio (the percentage of local revenue collected against planned for the previous FY (budget realization) is within +/- 10 %: then score 2 or else score 0.

As per the LG approved Plans and Budget 2019/2020 on page 1; the planned revenue was UGX469,844,488

As per the Annual financial statement on page 13 actual revenue collected was UGX359,025,437 Therefore, revenue realized was -24%

19	<p>The LG has increased LG own source revenues in the last financial year compared to the one before the previous financial year (last FY year but one)</p> <p>Maximum 2 points on this Performance Measure.</p>	<p>a. If increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from previous FY but one to previous FY</p> <ul style="list-style-type: none"> <li>• If more than 10 %: score 2.</li> <li>• If the increase is from 5% -10 %: score 1.</li> <li>• If the increase is less than 5 %: score 0.</li> </ul>	<p>As per the LG Annual financial accounts 2018/2019 actual Revenue collection was UGX 389,269,093</p> <p>Actual revenue for 2019/2020 was UGX 359,025,437</p> <p>There was 7% decrease.</p>	0
20	<p>Local revenue administration, allocation, and transparency</p> <p>Maximum 2 points on this performance measure.</p>	<p>a. If the LG remitted the mandatory LLG share of local revenues during the previous FY: score 2 or else score 0</p>	<p>As per the LG Annual financial report for the period ended the LST was UGX 359,025,437 and the LG transferred UGX 76,617,089 to 10 LLG and one town council ref FIN/10414.</p> <p>This was only 21% below the mandatory 65%.</p>	0

**Transparency and Accountability**

LG shares information with citizens

Maximum 6 points on this Performance Measure

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

**There was evidence found on file showing that Notices of Best Evaluated Bidders for contracts awarded in the were displayed.**

**For example, notices for contracts awarded in FY 2019/2020 sampled were;**

a) M/S Kamusinda General Enterprises displayed as the Best Evaluated Bidder for Construction of 5-stance lined pit latrine at Kirangira and Kanyogoga primary schools in Kigamba S/C (RAKA/549/WRKS/2019-2020/00005-LOT 1) on 04th/09/2019 and amount seen on the display (UGX 46,250,863) was the same seen in the contract agreement

b) M/S Masaka development forum ltd displayed as the best evaluated bidder for construction of a 5-stance lined pit latrine at Magabi-Gayaza and Kiswere Primary Schools on 04th/09/2019 and amount seen on the display (UGX 44,484,214) was the same seen in the contract agreement

In addition to that, the following notices were found on the notice board having amounts as seen in the contract's agreements.

a) M/S Kamusinda General Enterprises was displayed as the Best Evaluated Bidder for the supply of 240 desks (RAKA/549/WRKS/2020-2021/00004) on 24th/09/2020 and amount seen on the display (UGX 40,643,200) was the same seen in the contract agreement

b) M/S Kiwanuka Timpulisiyo was displayed as the Best Evaluated Bidder for the cleaning of Rakai Hospital (RAKA/549/WRKS/2020-2021/00002) on 24th/09/2020 and amount seen on the display (UGX 25,000,000-per month) was the same seen in the contract agreement

LG shares information with citizens

Maximum 6 points on this Performance Measure

b. Evidence that the LG performance assessment results and implications are published e.g. on the budget website for the previous year: Score 2 or else score 0

There was no evidence that LG publicised information to citizens on LG performance assessment results and implications.



21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>c. Evidence that the LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programmes etc.) with the public to provide feed-back on status of activity implementation: Score 1 or else score 0</p>	<p>There was evidence that the LG during the FY 2019/2020 carried out barazas in the sub counties of Kakumulo, Byakabada and some of the issues of concern by the community were;</p> <p>Access to information during the barazas held on 4/09/2019 at Lwentulege play ground at Kagamba sub county.</p> <p>Issues raised were;</p> <p>Failure to access public information like budgets, work plans etc</p> <p>The community proposed the need to tarmac the Lumbukya Lwanga Lyantonde road</p>	1
21	<p>LG shares information with citizens</p> <p>Maximum 6 points on this Performance Measure</p>	<p>d. Evidence that the LG has made publicly available information on i) tax rates, ii) collection procedures, and iii) procedures for appeal: If all i, ii, iii complied with: Score 1 or else score 0</p>	<p>There was evidence about the approved market /landing/tax part fees for LG for the FY 2019/2020</p> <p>Trading license (grading of Business area) under section 30(3) of the trading (Licensing Act Cap 101)</p>	1
22	<p>Reporting to IGG</p> <p>Maximum 1 point on this Performance Measure</p>	<p>a. LG has prepared a report on the status of implementation of the IGG recommendations which will include a list of cases of alleged fraud and corruption and their status incl. administrative and action taken/being taken, and the report has been presented and discussed in the council and other fora. Score 1 or else score 0</p>	<p>There was evidence that the LG prepared an IGG report which included a list of cases of alleged fraud and corruption and their status as follows:</p> <p>There was the issue of recovery of YLP funds dated 26/02/2020;</p> <p>The sub county chief was tasked to ensure that he recovers the funds from the group which had received money of UGX 7,570,000;</p> <p>The IGG instructed the CAO to act for the alleged embezzlement of YLP funds meant for Nsonibir Youth group by the Rakai District officials ;</p> <p>There was the issue of abscondment by staff and ghost teaching at Dwanino Primary school; and</p> <p>The CAO took action to ensure that the teacher was submitted to the DSC for appropriate disciplinary action in line with the public standing orders for abscondment from duty.</p>	1

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>a) The LG PLE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> <li>• If improvement by more than 5% score 4</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>	<p>There was evidence that the LG's PLE pass rate improved between the previous school year but one and the previous year.</p> <p>Evidence from the UNEB PLE results for 2018, the number of pupils that passed in Division one was; 131, Division two; 415 and division three; 502 totaling to 1048. The Overall number of students who sat PLE were 1820. This translates to 51.1%</p> <p>In 2019, the total number of students in Division one was; 455, Division two; 2215 and division three; 967 totaling to 1601. The Overall number of students who sat PLE were 4954. This translates to 73.4%</p> <p>Therefore the pass rate compared will be</p> $=PR\ 2019 - PR\ 2018$ $= 73.4\% - 51.1\% = 22.3\%$	4
1	<p>Learning Outcomes: The LG has improved PLE and USE pass rates.</p> <p>Maximum 7 points on this performance measure</p>	<p>b) The LG UCE pass rate has improved between the previous school year but one and the previous year</p> <ul style="list-style-type: none"> <li>• If improvement by more than 5% score 3</li> <li>• Between 1 and 5% score 2</li> <li>• No improvement score 0</li> </ul>	<p>There was evidence that the LG's UCE pass rate improved between the previous school year but one and the previous year.</p> <p>Evidence from the UNEB results for 2018 the number of students that passed in Division one was 138; Division two 390; and Division three 494 out of a total number of 1022 students who sat for the same exam. This translates to 47.5% pass rate</p> <p>While the UCE results for 2019 were as follows: was 131; Division two 415; and Division three 502 out of a total number of 1048 students who sat for the same exam. This translates to 51.1% pass rate.</p> <p>Therefore the pass rate compared will be</p> $=PR\ 2019 - PR\ 2018$ $= 51.1\% - 47.5\% = 3.6\%$	2

2	<p>Service Delivery Performance: Increase in the average score in the education LLG performance assessment.</p>	<p>a) Average score in the education LLG performance has improved between the previous year but one and the previous year</p>	Not Applicable	0
	Maximum 2 points	<ul style="list-style-type: none"> <li>• If improvement by more than 5% score 2</li> <li>• Between 1 and 5% score 1</li> <li>• No improvement score 0</li> </ul>		
3	<p>Investment Performance: The LG has managed education projects as per guidelines</p>	<p>a) If the education development grant has been used on eligible activities as defined in the sector guidelines: score 2; Else score 0</p>	<p>The LG received an education development grant of UGX 422,903,000 as per quarter 4 budget performance report dated 19th August 2020.</p> <p>The sector used the funds as per sector guidelines in the activities mentioned below:</p> <p>Construction of new facilities for Samson Kalibbala Kanya Memorial SS</p> <p>Monitoring, supervision and appraisal of capital works.</p>	2
	Maximum 8 points on this performance measure			

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

Maximum 8 points on  
this performance  
measure

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

There was evidence that DEO, Environment Officer and CDO certified works on Education construction projects implemented in the previous FY before the LG made payments to the contractors as below:

1. Construction of 5 stance pit latrine at Kisasa Primary School.

Contract no: Raka549/WRKS/19-20/00005-F

Contract sum: UGX 23,738,965

Payment process initiation was on 17/03/20

District Engineer signed 14/02/20

DEO signed on 23/03/2020

CAO signed on 24/03/20

Date of payment was on 07th /04/20

Amount paid UGX 21,198,896 VR 28882741

Environmental date 7/3/2020 signed by the CDO and Environmental Officer

Final Certificate 01 Dated 06/08/2020 ;

2. Construction of 5 stance lined pit latrine at Magoba Gayaza and Kisewere Primary School.

Contract no: Raka549/WRKS/19-20/00002

Contract sum: UGX 44,484,214

Payment process initiation was on 28/02/20

District Engineer signed 04/03/2020

DEO signed on 23/03/2020

CAO signed on 24/03/20

Date of payment was on 04 /06/20 20

Amount paid UGX 42,260,003 VR 28882741 ; and

2. Construction of Samson Kalibbala Seed School

Contract Amount: UGX425,083,455

Initiation of payment was on 10/06/2020

CAO signed 10/06/2020

Payment was on 25/06/2020

Amount paid UGX 303,275,075

Environmental Officer impact assessment report was on 10/6/2020

Final Certificate No 3 dated 10/06/2020 .

3	Investment Performance: The LG has managed education projects as per guidelines	c) If the variations in the contract price are within +/-20% of the MoWT estimates score 2 or else score 0	<p><b>There was evidence that the variations in the contract price and engineers estimates in the works contracts sampled for the FY 2019/2020 Education Infrastructure were all within +/-20% as detailed below:</b></p>	2
	Maximum 8 points on this performance measure		<ol style="list-style-type: none"> <li>1. Construction of Samson Kalibala Memorial Seed School with a contact price of UGX 2,125,417,275 and Engineer's estimate of UGX 2,200,000,000. The variation in the two prices was 3.39%;</li> <li>2. Construction of 5-stance pit latrine at Lwamagwa HC III and Kikumbiro primary schools with a contact price of UGX 48,824,650 and Engineers estimate of UGX 50,000,000 The variation in the two prices was 2.35% and</li> <li>3. Construction of 5 stance pit latrine at Kayonza-Kacheera and Kajju Primary Schools with a contract price of UGX 50,008,102 and Engineers estimate at UGX 50,000,000. The variation in the two prices was -0.02%.</li> </ol> <p><b>Note: Formula used was Variation = ((Engineers Estimate – Contract Price)/Engineers Estimate) *100</b></p>	
3	Investment Performance: The LG has managed education projects as per guidelines	d) Evidence that education projects (Seed Secondary Schools) were completed as per the work plan in the previous FY	<p><b>There was evidence that Education projects in FY 2019/2020 were implemented per workplan.</b></p>	1
	Maximum 8 points on this performance measure	<ul style="list-style-type: none"> <li>• If 100% score 2</li> <li>• Between 80 – 99% score 1</li> <li>• Below 80% score 0</li> </ul>	<ol style="list-style-type: none"> <li>1. Construction of new facilities Samson Kalibala Kamyia Memorial Seed Secondary School (ongoing);</li> <li>2. Construction of 3 stance pit latrines at Kirawula P/S, Lwemisege P/S and Kakumbiro P/S (completed);</li> <li>3. Construction of 5-stance lined pit latrines at Kirangira and Kanyogoga primary schools (completed);</li> <li>4. Construction of 5-stance pit latrines at Magabi-Gayazi AND Kiswere primary schools (completed); and</li> <li>5. Construction of 5-stance pit latrine at Kisaasa P/S</li> </ol> <p>Percentage of projects completed = (projects completed/total projects implemented) *100 = (4/5)*100 = 80%.</p>	
4	Achievement of standards: The LG has met prescribed school staffing and infrastructure standards	a) Evidence that the LG has recruited primary school teachers as per the prescribed MoES staffing guidelines	Positions available 1424, number of positions filled 1399 and vacant positions are 25. Which is 98%	2
	Maximum 6 points on this performance measure	<ul style="list-style-type: none"> <li>• If 100%: score 3</li> <li>• If 80 - 99%: score 2</li> <li>• If 70 – 79% score: 1</li> <li>• Below 70% score 0</li> </ul>		

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

Maximum 6 points on this performance measure

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

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

There was evidence from Rakai LG that all the 122 (100%) Primary schools and 14 secondary schools (100%) met basic requirements and minimum assets standards set out in the DES Guidelines.

### Performance Reporting and Performance Improvement

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

Maximum 4 points on this performance measure

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

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

There was evidence that the LG had accurately reported on teachers and where they are deployed. Names and number of teachers found at the DEO's Office were the same as those in the School as highlighted below:

**Kasozi P. S:** 1. Mayanja Julius, 2. Kibakumulungi Annet, 3. Ssendi Lawrence, 4. Nabankema Shamim, 5. Namatovu Olivia, 6. Ssemwanja David, 7. Ssenyonjo Jawadu, 8. Namugerwa, Margaret, 9. Ssemato Gerald, 10. Ainebyona Evelyn, 11. Nalwoga Jane, 12. Namuli Proscovia, 13. Alirwa Prisca, 14. Lutaaya Raymond. **Lumbugu P. S,** 1. Nabasumba Jane, 2. Nakamuli Sophia, 3. Nalwadda Margaret, 4. Birimuye Stephen, 5. Nsamba Prisca, 6. Muwonge Paul, 7. Ssemambya Vincent, 8. Nalubega Grace, 9. Nagadya Victo, 10. Ninsiima Barbara, 11. Nakafuuma H, 12. Nakamiru S, 13. Ssentongo J, 14. Nalubega G. **St. Cecilia PS:** 1. Bukenya Godfrey, 2. Kiddawalime Amos, 3. Lubowa Johnbaptist, 4. Mulindwa Joseph Ddungu, 5. Musasizi James, 6. Musooli Fred, 7. Nabateregga Betty, 8. Nakalanzi Winfred, 9. Nambi Justine, 10. Ojulong Isaac, 11. Katerega Denis, 12. Nabangita Emmanuel, 13. Nalwoga Grace, 14. Namugerwa Brenda, 15. Nassaka Regina, 16. Ntesibwe Julius, 17. Ssentongo Lazarus, 18. Nakuya Christine, 19. Busuulwa John Baptist, 20. Kyagulanyi Mathias, 21. Nampijja Winie, 22. Naluyobya Jackline, 23. Ssekafuwa Ambrose

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

Maximum 4 points on this performance measure

b) Evidence that LG has a school asset register accurately reporting on the infrastructure in all registered primary schools.

- If the accuracy of information is 100% score 2

- Else score: 0

There was evidence that the LG had schools asset register accurately reporting on the infrastructure in all registered primary schools as evidenced from the sampled schools.

There was evidence that the LG had schools asset register accurately reporting on the infrastructure in all registered primary schools as evidenced from the sampled schools.

Details are presented below:

Kasozi P.S of Rakai Town Council:

**DEO's Office assets register** has; No. of classrooms: 12, No of latrines 21 Stances, Number of Desks 146, Number of laboratories 0, Teacher Accommodation 0. The **School's assets register** has: No. of classrooms: 12, No of latrines 6 blocks 21 stances, Number of Desks 146, Number of laboratories 0, Teacher Accommodation 0. **Lumbugu PS of Lwanda SC**: DEO's Office assets register has; No. of classrooms: 8, No of latrines 10, Number of Desks 118, Number of laboratories 0, Teacher Accommodation 7. The **School's assets register** was as follows: No. of classrooms: 2 blocks 8 classrooms, No of latrines 2 blocks, 10 latrines, Number of Desks 118, Number of laboratories 0, Teacher Accommodation 7. **S.T Cecilia P. of Dwaniro SC**: **DEO's Office assets register** has; No. of classrooms: 16, No of latrines 43 (stances), Number of Desks 730, Number of laboratories 0, Teacher Accommodation 29. The **School's assets register** has: No. of classrooms: 16, No of latrines 43 stances, Number of Desks 730, Number of laboratories 0, Teacher Accommodation 29.

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

There was evidence to prove that registered Primary Schools had complied with the MOES Annual budgeting and reporting guidelines and that they had submitted reports (signed by the head teacher and chair of the SMC) to the DEO by January 30th

Out of the 122 primary schools, 106 schools had complied. Thus  $106/122 \times 100 = 86.8$

School compliance and performance improvement:

Maximum 12 points on this performance measure

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

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

No evidence was produced to show that UPE schools were supported to prepare and implement SIPs in line with Inspection recommendations. Not even in the sampled schools.



6	<p>School compliance and performance improvement:</p> <p>Maximum 12 points on this performance measure</p>	<p>c) If the LG has collected and compiled EMIS return forms for all registered schools from the previous FY year:</p> <ul style="list-style-type: none"> <li>• If 100% score: 4:</li> <li>• Between 90 – 99% score 2</li> <li>• Below 90% score 0</li> </ul>	<p>There was evidence that Rakai LG collected and submitted EMIS data for all registered schools from the previous FY. This was evidenced by extract from the MoES, Rakai LG had 122 Primary schools and 17 Secondary Schools. This was the same number of schools found in the LG performance contract.</p>	4
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**Human Resource Management and Development**

7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>a) Evidence that the LG has budgeted for a head teacher and a minimum of 7 teachers per school or a minimum of one teacher per class for schools with less than P.7 for the current FY:</p> <p>Score 4 or else, score: 0</p>	<p>The evidence was not sufficient; the budget provided was block per school, it was not clear whether each Head teacher or teachers were budgeted for.</p>	0
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7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p> <p>Maximum 8 points on this performance measure</p>	<p>b) Evidence that the LG has deployed teachers as per sector guidelines in the current FY,</p> <p>Score 3 else score: 0</p>	<p>The evidence presented did was not sufficient: some P7 schools like Kirowooza, and St. Paul Kongota PS had a Head Teacher and six teachers and Ahmadiyya Muslim PS P7 school had a Head teacher and five teachers. Kiwunguli P6 PS had a Head teacher and 5 teachers.</p> <p>Yet according to the Education sector guidelines of May 2019 page 15, “Each primary school must have at least a head teacher and a minimum of 7 additional teachers.”</p>	0
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7	<p>Budgeting for and actual recruitment and deployment of staff: LG has substantively recruited all primary school teachers where there is a wage bill provision</p>	<p>c) If teacher deployment data has been disseminated or publicized on LG and or school notice board, score: 1 else, score: 0</p>	<p>There was evidence that teacher deployment data had been disseminated/publicized on LG and School notice boards in all the three schools sampled (Kasozi PS, Lumbugu PS and St. Cecilia PS).</p>	1
	<p>Maximum 8 points on this performance measure</p>			
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p>	<p>a) If all primary school head teachers have been appraised with evidence of appraisal reports submitted to HRM with copy to DEO/MEO Score: 2 or else, score: 0</p>	<p>There was evidence that all primary school head teachers had been appraised. These were sampled, Mpesebwa Paul of Nseese p/s. Kalumba Kyobe of kirowooza p/s 2/2/2020. Namaganda Rashida of Hamadiya Muslim p/s. Nalweyiso Ester of Lwemisege p/s. Malembe moses kizito of kayonza mixed p/s. Kaweesi George of Kyondo p/s. Mukiibi Charles of Ntebezaddungu p/s. Lubega Thadius of Nabbunga p/s. Namata Florence Mannyanya p/s. Kayaga TEOPISTA of kakumbiro p/s</p>	2
	<p>Maximum 8 points on this performance measure</p>			
8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p>	<p>b) If all secondary school head teachers have been appraised by D/CAO (or Chair BoG) with evidence of appraisal reports submitted to HRM Score: 2 or else, score: 0</p>	<p>There was evidence that all secondary school head teachers were appraised. Those sampled include, Nansunga Miriam of kimuli secondary, by Betty Nankindu DCAO 31/1/2020. Namutebi Faridah, kyakago sec 13/2/2020, Wassaka yahaya Kibaale on 20/02/2020, Lwebuga David katerero sec, 22/5/2020. Rwanda joseph kiziba high school.</p>	2
	<p>Maximum 8 points on this performance measure</p>			

8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>c) If all staff in the LG Education department have been appraised against their performance plans</p> <p>score: 2. Else, score: 0</p>	<p>There was evidence that the district education department staff were appraised. Kimbowa John Baptist who was appointed on 24th May 2018 Ref CR/156/3 DSC min no 13/2018(1). Appraised by Abenaitwe Robert 11 August 2000. Ssemutono Stephen (senior) appointed on 6/6/2018 Ref CR/156/3 DSC min 65/2018(1), Appraised by Kanya Edward 28/7/2020. Mutaawe Eriah appointed on 19 December 2019 Ref CR/156/3, DSC min no 143/2019 appraised by Ssemutono Stephen on 29 July 2020. Nakazibwe Catherine appointed on 20 March 2019 Ref no CR/156/3, DSC min 14/2019 Appraised on 5/7/2020.</p>	2
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8	<p>Performance management: Appraisals have been conducted for all education management staff, head teachers in the registered primary and secondary schools, and training conducted to address identified capacity gaps.</p> <p>Maximum 8 points on this performance measure</p>	<p>d) The LG has prepared a training plan to address identified staff capacity gaps at the school and LG level,</p> <p>score: 2 Else, score: 0</p>	<p>There was evidence that the LG prepared a training plan to address identified staff capacity gaps at the school and LG level dated 13/06/2019 acknowledged by the Human Resource Office on 14/06/2019</p>	2
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**Management, Monitoring and Supervision of Services.**

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a) The LG has confirmed in writing the list of schools, their enrolment, and budget allocation in the Programme Budgeting System (PBS) by December 15th annually.</p> <p>If 100% compliance, score:2 or else, score: 0</p>	<p>There was insufficient evidence that the LG communicated corrections/ revisions of school lists and enrolment numbers. <b>However the acknowledgement from MoES was dated 18th February 2020</b></p>	0
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Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.

Maximum 8 points on this performance measure

b) Evidence that the LG made allocations to inspection and monitoring functions in line with the sector guidelines.

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

There was no sufficient evidence that the LG made allocations to inspection and monitoring function in line with sector guidelines. The Education Sector May 2019 LG Guidelines, pages 11 – 12, stipulates that “Education management services and monitoring (Output 078401): At a minimum, this function must be allocated a fixed rate of US\$ 4.5 million per LG, plus US\$ 100,000 per school. School inspections (Output 078402): ... At a minimum, inspection must be allocated a fixed rate of US\$ 4 million per LG, plus US\$ 336,000 (6 inspections at US\$ 56,000) per school for the 3 terms.

The FY 2019/20 Approved budget estimates in the PBS generated on 26/07/2019 03:53 indicate that output 078401 was allocated a total of non wage 71,040,000

A breakdown of this figure following the Sector guidelines translates to the following:

- DEO Fixed rate for LG = 4.5m
- UgX 100,000 per sch = 12,200,000m(122sch)
- Sch Insp Ugx336,000/sch =40,992,000 (122schools).

The total allocation needed therefore is: 57,692,000/= this is less than the approved budgeted (71,040,000), for the period for output 078401.

Output 78402 was allocated 8,772,000.

A breakdown of this figure following the Sector guidelines translates to the following:

- DEO Fixed rate for LG = 4m
- Sch Insp Ugx336,000/sch =5,712,000 (17schools).

The total allocation needed therefore is: 9,712,000/= this is more than the approved budgeted (8,722,000), for the period

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

Maximum 8 points on this performance measure

c) Evidence that LG submitted warrants for school's capitation within 5 days for the last 3 quarters

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

The LG did not submit warrants for school's capitation within 5 days for the last 3 quarters as below:

Quarter 1 warrant was on 29/11/2019, release date was 9/7/2019; 3months and 20 days;

Quarter 2 warrant was on 10/02/2020, release date was 2/10/2019; 7months and 8 days; and

Quarter 3 warrant was on 13/05/2020, release date was 8/1/2020; 4months and 5days.

9	<p>Planning, Budgeting, and Transfer of Funds for Service Delivery: The Local Government has allocated and spent funds for service delivery as prescribed in the sector guidelines.</p>	<p>d) Evidence that the LG has invoiced and the DEO/ MEO has communicated/ publicized capitation releases to schools within three working days of release from MoFPED.</p>	<p>The DEO confirmed that this information was not shared. The sampled schools also confirmed that they only found money on their accounts.</p>	0
	<p>Maximum 8 points on this performance measure</p>	<p>If 100% compliance, score: 2 else, score: 0</p>		
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>a) Evidence that the LG Education department has prepared an inspection plan and meetings conducted to plan for school inspections.</p>	<p>There was 100% compliance. This was evidenced by inspection plans prepared for FY 2019/2020: term 3 2019 – dated 12/08/2019, Min 004/2019/INS; term 1 2020 – dated 19/01/2020, Min004/2020/INS and 13/02/2020 (Support supervision programme) and term 2, 2020 – dated 15/06/2020 and signed by the District Inspector of Schools and the Minute taker.</p>	2
		<ul style="list-style-type: none"> <li>• If 100% compliance, score: 2, else score: 0</li> </ul>		
10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>b) Percent of registered UPE schools that have been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report:</p>	<p>There was evidence that the LG's registered UPE Schools had been inspected and monitored, and findings compiled in the DEO/MEO's monitoring report as follows:</p> <ul style="list-style-type: none"> <li>- third term 2019, 96.7% (118/122)</li> <li>- First term 2020 97.5% (119/122)</li> <li>- Second term 2020 95.0% (116/122)</li> </ul>	1
		<ul style="list-style-type: none"> <li>• If 100% score: 2</li> <li>• Between 80 – 99% score 1</li> <li>• Below 80%: score 0</li> </ul>		

10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c) Evidence that inspection reports have been discussed and used to recommend corrective actions, and that those actions have subsequently been followed-up,</p> <p>Score: 2 or else, score: 0</p>	<p>There was no sufficient evidence that school inspection reports were discussed and recommendations used for corrective actions especially at school level.</p> <p>At the District, there was evidence from supervision/inspection review meeting held on 12/08/2019, Min 003/2019/INS , 19/01/2020, Min. 003/2020/INS and 008/2020/INS</p> <p>However, from the sample schools, Kasozi PS could not provide evidence, so did Lumbugu and the head teacher at Cecilia said they did not have any record but they discuss.</p>	0
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10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d) Evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the Ministry of Education and Sports (MoES): Score 2 or else score: 0</p>	<p>There was evidence that the DIS and DEO have presented findings from inspection and monitoring results to respective schools and submitted these reports to the Directorate of Education Standards (DES) in the MOES.</p> <p>In Kasozi PS, there were copies of inspection reports/feedback forms dated 29/07/2019 and 11/05/2020</p> <p>Lumbugu PS - copies of inspection reports were dated 16/09/2019, 11/10/2019 and 24/10/2019, 03/02/2020.</p> <p>St. Cecilia: 17/09/2019, 5/10/2019, 18/10/2019, 3/02/2019, 10/02/2019, 10/11/2020</p> <p>Evidence of submission to DES was provided in terms of acknowledgement notes date: 22/07/2020, 06/10/2020</p>	2
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10	<p>Routine oversight and monitoring</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>e) Evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports etc. during the previous FY: score 2 or else score: 0</p>	<p>There was evidence that the council committee responsible for education met and discussed service delivery issues including inspection and monitoring findings, performance assessment results, LG PAC reports as follows:</p> <p>Meeting held on 25/06/2020 Minute No MINO5/ED/WRKS/06/2020</p> <p>Issues discussed were as follows:</p> <p>The issue of security at schools, taking care of school property during COVID 19 lockdown.</p> <p>Meeting held on 25/05/2020 MINO5/ED/WRKS/05/2020</p> <p>Issues discussed;</p> <p>Allocation of pit latrine to be constructed to Nakasenyi Primary in Kacheera sub county which was badly off in terms of sanitation and hygiene.</p> <p>All education completed projects to be monitored by education technical team together with the committee members to check on compliance.</p> <p>Meeting held on 10/12/2019 MIN 05/ED/WRKS/12/2019</p> <p>Issues discussed were;</p> <p>Improving service delivery in education sector.</p> <p>There was the issue of attendances to be submitted to district rewards and sanitation committee for disciplinary action.</p> <p>The DEO to clearly monitor the Head Teacher of Kyalugaba Primary in Kibanda sub county to be closely supervised to improve performance.</p>	2
11	<p>Mobilization of parents to attract learners</p> <p><i>Maximum 2 points on this performance measure</i></p>	<p>Evidence that the LG Education department has conducted activities to mobilize, attract and retain children at school,</p> <p><i>score: 2 or else score: 0</i></p>	<p>There was evidence that Rakai District LG Education department conducted activities to mobilize, attract and retain children at schools. This was evidenced by a reports dated 06/02/2020 on page 7 reporting an event held on 29/11/2019 and a report dated 04/06/2020, page 6 for an event of 06/02/2020, page 7 for an event of dates 10 -12/02/2020.</p> <p>In Lumbugu P.S, Minutes dated 16/09/2020 talked about encouraging parents to send their children to school an observing the school calendar.</p>	2

**Investment Management**

12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a) Evidence that there is an up-to-date LG asset register which sets out school facilities and equipment relative to basic standards, <i>score: 2, else score: 0</i></p>	<p>Evidence was availed from the sampled schools (Kasozi PS, Lumbugu PS and St. Cecilia P.S) that the assets registers had facilities and equipment relative to basic standards as stated in indicator 2 on Provision and management of structures and facilities.</p>	2
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b) Evidence that the LG has conducted a desk appraisal for all sector projects in the budget to establish whether the prioritized investment is: (i) derived from the LGDP III; (ii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, DDEG). If appraisals were conducted for all projects that were planned in the previous FY, <i>score: 1 or else, score: 0</i></p>	<p>There was evidence that the LG conducted a desk appraisal for all sector projects in the budget and the prioritised investment were derived from the LGDP; eligible for expenditure under sector guidelines and funding source as follows:</p> <p>Desk appraisal for education dated 23/06/2019 for the construction of lined pit latrines in selected schools district wide;</p> <p>There was evidence that prioritised AWP investments for education were derived from the Local Government Development Plan. The prioritised investments included the following:</p> <p>Kiwawula Primary school in Lwamagwa primary school and Lwemisege primary school in Kifamba sub county .</p>	1
12	<p>Planning and budgeting for investments</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>c) Evidence that the LG has conducted field Appraisal for (i) technical feasibility; (ii) environmental and social acceptability; and (iii) customized designs over the previous FY, <i>score 1 else score: 0</i></p>	<p>There was evidence that the LG conducted field Appraisal for technical feasibility; environmental and social acceptability; and customised designs over the previous as follows:</p> <p>Construction of 5 stance pit latrine at Edwina and Kiwanda P/S</p> <p>Contract No Raka549/WRKS/19-20/00005-5-L3</p> <p>Contract sum: UGX 47,468,118</p> <p>B.O.Q that details the technical feasibility</p> <p>Environmental certificate dated 20/1/2020</p> <p>Signed by the District Engineer Julius Sentamu .</p>	1



13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>a) If the LG Education department has budgeted for and ensured that planned sector infrastructure projects have been approved and incorporated into the procurement plan, <i>score: 1, else score: 0</i></p>	<p><b>There was evidence that six education infrastructure projects were incorporated into the LG procurement plan approved 26th/05/2020 on page 2 and 3 under the following subjects of procurement:</b></p> <ol style="list-style-type: none"> <li>1. Supply of school desks to selected schools;</li> <li>2. Construction of line pit latrines at Rakai, Kasozi, Kiyamba, Malemba, Ndagga, Katatenga, Nakasenyi, Lwembajjo, Kayayumbe and Kiaasa primary schools;</li> <li>3. Construction of a two-class room block at Kakabagyo primary school;</li> <li>4. Supply of science kits and chemical reagents for the science laboratory for Samson Kalibala S. S.;</li> <li>5. Supply of Laptop for Education department; and</li> <li>6. Supply of ICT equipment for Samson Kalibala S. S.</li> </ol>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>b) Evidence that the school infrastructure was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold) before the commencement of construction, <i>score: 1, else score: 0</i></p>	<p><b>There was evidence that the following education infrastructure projects sampled were approved by the contracts committee:</b></p> <ol style="list-style-type: none"> <li>1. Construction of Samson Kalibala Kamy Memorial Seed Secondary School (MoES/Ugift/WRKS/18-19/00119-LOT 18) was approved by the contracts committee on 20th/03/2019 under Minute No. 05/03/19 and cleared by the Solicitor General on 03rd/04/2019 before the contract was signed on 02nd/05/2019;</li> <li>2. Construction of 5-stance pit latrine at Kirangira and Kanyogoga Primary Schools in Kagamba S/C (Procurement Reference No. RAKA/549/WRKS/19-20/00005-LOT 1) approved on 04th/09/2019 under Minute No. 17/09/2019; and</li> <li>3. Construction of 5-stance lined pit latrine at Magabi-Gayaza and Kiswere Primary Schools Procurement Reference No. RAKA/549/WRKS/19-20/00005-LOT 2) approved on 04th/09/2019 under Minute No. 18/09/2019</li> </ol>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>c) Evidence that the LG established a Project Implementation Team (PIT) for school construction projects constructed within the last FY as per the guidelines. <i>score: 1, else score: 0</i></p>	<p>There was no evidence that the Project Implementation Team was established.</p>	0

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

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

*Score: 1, else, score: 0*

**There was evidence from the physical checks in the sampled school (Samson Memorial Kanya Seed Secondary School) that the MoES standard designs were followed:**

**Findings of the site visit:**

Structures found on ground were; an administration block with a 2-stance pit latrine, 3 class room blocks with 2 classrooms on each block having 5-stance pit latrines for girls and 5-stance pit latrine for boys, Science Laboratory, Multipurpose building, 3 staff house blocks with each having a kitchen and a 2-stance pit latrine, ICT library and a playground (not yet done);

**Measurements:**

Measurements were made on various windows and doors openings to check if sizes specified on drawings were used. Also, number of door/window openings were checked to see if they were placed as per the drawings;

The findings from visual checks were that windows/door openings and their sizes were placed as per technical drawings. For example; basing on the details of drawing No. MH/FP/01; the entire Multipurpose hall was checked and the findings were;

- a) Front elevation had a veranda measuring to 27350\*1500mm, the layout of the hall was 7433\*27350mm, the front elevation had 3 double entry door openings each measuring 1200\*2400mm, the front elevation still had 9 window openings and window frames had been fixed measuring 1200\*1500mm each, the rear elevation had 3 exit door openings with each measuring 900\*2400mm and 9 window openings having the same size the those on the front elevation;
- b) The roofing was done as per standard; for example, perforated and profiled galvanised steel roofing Sheets (gauge 26) were used;
- c) Concrete had been placed on the floor and this had been compacted well, walls were checked for plaster/render placed on them and no cracks were witnessed; and
- d) Finally, but not the least the same information listed above was checked on other structures at the site to ascertain consistency of the drawings. Wall/ceiling/window frame/door finishes were done well and painting/glass fixing had not yet been done. Also, manholes had not yet been placed since plumbing works had not et begun.

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>e) Evidence that monthly site meetings were conducted for all sector infrastructure projects planned in the previous FY <i>score: 1, else score: 0</i></p>	<p><b>There was no sufficient evidence that site meetings were held monthly in consideration of the dates of /site meeting dates seen in the sampled projects below:</b></p> <ol style="list-style-type: none"> <li>1. Construction of Samson Kalibala Kamyia Memorial Seed Secondary School</li> </ol> <p>District Engineer's project progress reports were seen for the dates of 16th/07/2019, 29th/10/2019, 29th/11/2019, 09th/04/2020, 10th/06/2020 and 30th/07/2020; and</p> <p>Site meetings availed were done on the dates of 24th/09/2019, 25th/09/2019 and 12th/12/2020.</p> <ol style="list-style-type: none"> <li>2. Construction of 5-stance lined pit latrines at Kisaasa P/S;</li> </ol> <p>One site meeting was held on 05th/12/2019;</p> <ol style="list-style-type: none"> <li>3. Construction of 5-stance lined pit latrines at Kiswera P/S;</li> </ol> <p>One site meeting was held on 05th/12/2019;</p> <ol style="list-style-type: none"> <li>4. Construction of 5-stance lined pit latrines at Edwina P/S;</li> </ol> <p>One site meeting was held on 05th/12/2019; and</p> <ol style="list-style-type: none"> <li>5. Construction of 5-stance lined pit latrines at Kirangira P/S</li> </ol> <p>One site meeting was held on 04th/12/2019.</p>	0
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>f) If there's evidence that during critical stages of construction of planned sector infrastructure projects in the previous FY, at least 1 monthly joint technical supervision involving engineers, environment officers, CDOs etc .., has been conducted <i>score: 1, else score: 0</i></p>	<p>There was no evidence showing joint supervision by technical team at critical stages of construction and more so the CDO's participation was not reflected anywhere in the reports/minutes seen.</p>	0

Procurement, contract management/execution

*Maximum 9 points on this performance measure*

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

There was evidence that sector infrastructure projects were properly executed and payments to contractors made within specified timeframes within the contract as follows:

1. Construction of 5 stance pit latrine at Kisasa Primary School.

Contract no: Raka549/WRKS/19-20/00005-F

Contract sum: UGX 23,738,965

Payment process initiation was on 17/03/20

District Engineer signed 14/02/20

DEO signed on 23/03/2020

CAO signed on 24/03/20

Date of payment was on 07th /04/20

Amount paid UGX 21,198,896 VR 28882741

Environmental date 7/3/2020 signed by the CDO and Environmental Officer

Final Certificate 01 Dated 06/08/2020 ;

2. Construction of 5 stance lined pit latrine at Magoba Gayaza and Kisewere Primary School.

Contract no: Raka549/WRKS/19-20/00002

Contract sum: UGX 44,484,214

Payment process initiation was on 28/02/20

District Engineer signed 04/03/2020

DEO signed on 23/03/2020

CAO signed on 24/03/20

Date of payment was on 04 /06/20 20

Amount paid UGX 42,260,003 VR 28882741 ; and

Construction of Samson Kalibbala Seed School

Contract Amount: UGX425,083,455

Initiation of payment was on 10/06/2020

CAO signed 10/06/2020

Payment was on 25/06/2020

Amount paid UGX 303,275,075

Environmental Officer impact assessment report was on 10/6/2020

Final Certificate No 3 dated 10/06/2020 .

13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>h) If the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30, <i>score: 1, else, score: 0</i></p>	<p>There was evidence that the LG Education department timely submitted a procurement plan in accordance with the PPDA requirements to the procurement unit by April 30 (submissions were made on 10th/04/2019).</p>	1
13	<p>Procurement, contract management/execution</p> <p><i>Maximum 9 points on this performance measure</i></p>	<p>i) Evidence that the LG has a complete procurement file for each school infrastructure contract with all records as required by the PPDA Law <i>score 1 or else score 0</i></p>	<p><b>There was evidence showing complete procurement files for following education infrastructure projects sampled below:</b></p> <p><b>1. Construction of Samson Kalibala Kamy Memorial Seed Secondary School (MoES/WRKS/18-19/00119-LOT 18)</b></p> <ul style="list-style-type: none"> <li>- Evaluation Report was signed on 06th/03/2019;</li> <li>- Contracts Committee decision was taken on 20th/03/2019 under Minute No. 05/03/19;</li> <li>- The solicitor general's approval of UGX 2,125,417,275 (contract price) was on 17th/04/2019; and</li> <li>- Works contract was signed on 02nd/05/2019;</li> </ul> <p><b>2. Construction of a 5-stance lined pit latrine at Kanyogoga and Kirangira primary schools in Kagamba S/C (Procurement Reference No. RAKA/549/WRKS/2019-2020/00005-LOT 1)</b></p> <ul style="list-style-type: none"> <li>- Evaluation report was signed on 02nd/09/2019;</li> <li>- Contracts committee approval was made on 04th/09/2019 under minute reference no. 17/09/2019; and</li> <li>- Contract agreement was made on 19th/09/2019.</li> </ul> <p><b>3. Construction of a 5-stance lined pit latrine at Magabi-Gayaza and Kiswere Primary Schools (Procurement Reference No. RAKA/549/WRKS/2019-2020/00005-LOT 2)</b></p> <ul style="list-style-type: none"> <li>- The evaluation report was signed on 02nd/09/2019;</li> <li>- Contracts committee approval was done on 04th/09/2019 under minute reference no. 18/09/2020; and</li> <li>- Contract agreement was made on 19th/09/2019.</li> </ul>	1

**Environment and Social Safeguards**

14	<p>Grievance redress: LG Education grievances have been recorded, investigated, and responded to in line with the LG grievance redress framework.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that grievances have been recorded, investigated, responded to and recorded in line with the grievance redress framework, score: 3, else score: 0</p>	<p>There was evidence of a centralised system of recording grievances from the Grievances log that started on 13th October 2017 with the last grievance recorded on 12th August 2020.</p> <p>From the log, twelve complaints were recorded under Education and referred to the respective Heads of Department for investigations and feedback as per the referral letters dated 12th August 2020, 10th March 2020, 10th February 2020, 06th February 2020, 23rd October 2019, 06th February 2019, 14th January 2019, 24th September 2018, and 10th June 2019.</p>	3
15	<p>Safeguards for service delivery.</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that LG has disseminated the Education guidelines to provide for access to land (without encumbrance), proper siting of schools, 'green' schools, and energy and water conservation</p> <p><i>Score: 3, or else score: 0</i></p>	<p>There was no evidence that LG had disseminated the Education guidelines to provide for access to land (without encumbrances), proper siting of schools, "green" schools and energy and water conservation in two of the schools.</p> <p>All the three schools: Kasozi PS, Lumbugu PS and St. Cecilia did not have any of the circulars</p>	0
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a) LG has in place a costed ESMP and this is incorporated within the BoQs and contractual documents, <i>score: 2, else score: 0</i></p>	<p>There was evidence of incorporating ESMP with costs in the BoQs and Contract Documents for the following projects:</p> <p>a) Construction of five stances lined pit latrine at Kajju P Sch. and Kayonza – Kacheera P Sch. Ref. No. Raka549/wrks/19-20/00005 – Lot 5 dated 19th September 2019. Bill No. 1 – Preliminaries and General Items, Item A – Plant five trees at locations prescribed by the District Environment Officer at UGX 20,000;</p> <p>b) Construction of five stances lined pit latrine at Kisasa P Sch. in Kifamba Sub County. Ref. No. Raka549/wrks/19-20/00005 – F dated 20th August 2019. Bill No. 1 – Preliminaries and General Items, Item A – Plant five trees at locations prescribed by the District Environment Officer at UGX 100,000, Page 1/11;</p> <p>c) Construction of Samson Kalibala Kamyia Memorial Seed Sec Sch., in Lwamaggwa Sub County, Contract No. MoES/wrks/18-19/00119 – Lot 18, dated 02nd May 2019. Bill No. 1 – Preliminaries, Item B: Safety, Health and Welfare of workers, Item (i) – Occupational Health and Safety; Item (ii) – HIV/AIDS and STDs Prevention and Item (iii) – Environmental Safeguards Compliance on Page 10; and</p> <p>d) Construction of two-classroom block at Kakabagyo P Sch., Lwamaggwa Sub County, Ref. No. Raka549/wrks/20-21/00001 dated 12th October 2020. Bill No. 1 – Preliminaries and General Items and Instructions to Bidders No. 15.1 (i) – Environmental and Social Management Plan (ESMP) Page 26 of 126.</p>	2

16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b) If there is proof of land ownership, access of school construction projects, <i>score: 1, else score:0</i></p>	<p>There was evidence of ownership for the following Education Projects implemented in FY 2019/20 as follows:</p> <p>a) Letter dated 09th January 2020 Ref No. CR/311/1 from Rakai DLG to the Ministry of Education, Science, Technology, and Sports titled "Confirmation of the availability of land and ownership for the Construction of Kacheera Seed Secondary School" signed by the CAO Rakai DLG. The land comprised in Plot 9 Block 34 Kooki at Kibaati in the names of Rakai District Local Government.</p>	1
16	<p>Safeguards in the delivery of investments</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>c) Evidence that the Environment Officer and CDO conducted support supervision and monitoring (with the technical team) to ascertain compliance with ESMPs including follow up on recommended corrective actions; and prepared monthly monitoring reports, <i>score: 2, else score:0</i></p>	<p>There was evidence that the Environmental Officer conducted support supervision and monitoring to ascertain compliance with ESMP for the following projects:</p> <p>a) Interim Supervision Report dated 05th January 2019 for the Construction of one stance lined pit latrines at various schools undertaken in October and December 2018; Interim Report dated 10th December 2019 for the months of November and December 2019 and Interim Report dated 20th September 2019 for the months of August and September 2019. Supervision done was by the District Education Officer, District Engineer and District Environment Officer;</p> <p>b) Interim Supervision Report dated 11th December 2019 for the Construction of Samson Kalibala Memorial Seed Sec Sch. conducted in the months of October to December 2019 and the Site Meetings held on 12th December 2019 where issues such as safety of workers, dust and noise from the construction activities, preparation of safety management plan were discussed; and</p> <p>c) Final Monitoring Report dated 21st June 2020 for the Construction of fourteen Projects under the Education Department including thirteen five stances lined pit latrines and one Samson Kalibala Memorial Seed Sec Sch.</p>	2

Safeguards in the delivery of investments

*Maximum 6 points on this performance measure*

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

*Score: 1, else score:0*

There was evidence that E&S Compliance Certification forms were completed and signed by Environmental Officer for the following projects:

- a) Construction of Samson Kalibala Memorial Seed Sec Sch., dated 10th June 2020. EFT No. 30463561 dated 25th June 2020 for UGX 303,275,075;
- b) Construction of five stances lined pit latrine at Katuntu P Sch., Katuntu Parish in Kagamba Sub County dated 19th June 2020;
- c) Construction of two-classroom block at Magabi, Gayaza, and Kisweera Primary Schools dated 04th June 2020. EFT No. 29804924 dated 04th June 2020 for UGX 42,260,003;
- d) Construction of five stances lined pit latrine at Kirawula P Sch., dated 19th November 2019. EFT No. 2732439 dated 19th June 2020 for UGX 16,333,985; and
- e) Construction of five stances lined pit latrine at Kisaasa P Sch., dated 19th March 2020. EFT No. 28862741 dated 07th April 2020 for UGX 21,198,896.



No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	<p>Outcome: The LG has registered higher percentage of the population accessing health care services.</p> <p>Maximum 2 points on this performance measure</p>	<p>a. If the LG registered Increased utilization of Health Care Services (focus on total OPD attendance, and deliveries.</p> <ul style="list-style-type: none"> <li>• By 20% or more, score 2</li> <li>• Less than 20%, score 0</li> </ul>	<p>The LG registered increased utilization of Health Care Services focusing on OPD attendance and deliveries. Total OPD utilization for the three sampled health facilities of st.Bernards Many HCIII, Kiziba HCIII and Kibanda HCIII increased by 52% from 2018/2019 (12591) to 2019/2020 (18313) and deliveries increased by 45% from 2018/2019 (725) to 2019/2020 (1077)</p> <p>In st.Bernards Manny HCIII located in Kifamba Sub County, OPD utilization increased by 27% from 2018/2019 (11897) to 2019/2020 (15135), and deliveries increased by 67% from 2018/2019 (278) to 2019/2020 (463)</p> <p>In Kiziba HCIII located in Kiziba Sub county, OPD utilization increased by 84% from 2018/2019 (6066)to 2019/2020 (11143) and deliveries increased by 47% (276/406)</p> <p>Kibanda HCIII located in Kibanda Sub county, OPD utilization increased by 45% from 2018/2019 (12591) to 2019/2020 (18313), while deliveries increased by 22% from 2018/2019 (171) to 2019/2020 (208).</p>	2
2	<p>Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p> <p>Note: To have zero wait for year one</p>	<p>a. If the average score in Health for LLG performance assessment is:</p> <ul style="list-style-type: none"> <li>• Above 70% and above; score 2</li> <li>• 50 – 69% score 1</li> <li>• Below 50%; score 0</li> </ul>	Not applicable.	0

2	<p>Service Delivery Performance: Average score in the Health LLG performance assessment.</p> <p>Maximum 4 points on this performance measure</p> <p>Note: To have zero wait for year one</p>	<p>b. If the average score in the RBF quality facility assessment for HC IIIs and IVs previous FY is:</p> <ul style="list-style-type: none"> <li>• 75% and above; score 2</li> <li>• 65 – 74%; score 1</li> <li>• Below 65; score 0</li> </ul>	<p>The average score in the RBF quarterly quality facility assessment for HC IIIs and IVs for the last quarter was 92% as reflected in the details below</p> <ol style="list-style-type: none"> <li>1 Byakabanda HCIII 94%</li> <li>2 Kyalulangirra HCIII 93.60%</li> <li>3 Kacheera HCIII 92%</li> <li>4 Kiziba HCIII 87.50%</li> <li>5 Kimuli HCIII 96.30%</li> <li>6 St.Celia Buyamba HCIII 84%</li> <li>7 St.Bernards Mmanyanya HCIII 93%</li> <li>8 Kifamba HCIII 92%</li> <li>9 Mbuye HCIII 93%</li> <li>10 Lwanda HCIII 96%</li> <li>11 Lwamaggwa HCIII 93.50%</li> </ol>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>a. If the LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines, score 2 or else score 0.</p>	<p>The LG budgeted and spent all the health development grant for the previous FY on eligible activities as per the health grant and budget guidelines as follows:</p> <p>UGX 25,000,000 that was spent on the construction of Lwangagwa Health Center III pit latrine on page 64 of the annual budget performance report ;</p> <p>The Health grant was used for emergency construction of pit latrine at Butiti Health Center UGX 26,000,000 ; and</p> <p>Rehabilitation of DHO office at UGX 22,500,000.</p>	2
3	<p>Investment performance: The LG has managed health projects as per guidelines.</p> <p>Maximum 8 points on this performance measure</p>	<p>b. If the DHO/MMOH, LG Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers score 2 or else score 0</p>	<p>The LG DHO; Engineer, Environment Officer and CDO certified works on health projects before the LG made payments to the contractors/ suppliers as follows:</p> <ol style="list-style-type: none"> <li>1. Construction of 5 stance pit latrine at Butiti Health Center III</li> </ol> <p>Contract: no Raka549/WKS/19-20/00005</p> <p>Contract Sum: UGX 26,981,637</p> <p>Initiation was on 19/06/2020</p> <p>DHO signed on 19/06/2020</p> <p>CAO signed on 19/06/2020.</p>	2

Payment was on 25/06/2020

Certifications:

Environment 22/05/2020

Engineer Certificate 18/06/2020 ;

2. Renovation of DHO office

Contract no Raka 549/WRKS/19-20/00008

Contract Sum: UGX31,106,744

Initiation of payment was on 16/06/2020

District Engineer 19/06/2020

DHO signed on 19/06/2020

CAO signed on 19/06/2020

Payment was on 25/06/2020

Environmental done 28/05/2020

Certificate was on 18/06/2020 ; and

3. Upgrade of Kiziba Health Center II to Health Center III

Contract: MOH-UGFIT/WRKS/18-19/00001/1-20

Contract Sum: UGX 559,893,876

Initiation was on 15/06/2020

DHO signed on 15/06/2020

District Engineer on 18/06/2020

CAO signed on 25/06/2020

Payment was on 25/06/2020

Certification by environment was on 14/05/2020

Certification by Engineer was on 18/06/2020 .

3	Investment performance: The LG has managed health projects as per guidelines.	c. If the variations in the contract price of sampled health infrastructure investments are within +/- 20% of the MoWT Engineers estimates, score 2 or else score 0	<b>There was evidence that the variation in the contract price and engineers estimate in the works contracts sampled for the health infrastructure below for FY 2019/2020 was within +/-20% as shown below:</b>	2
	Maximum 8 points on this performance measure		<ol style="list-style-type: none"> <li>1. Upgrading of Kakoma HC II to III with a contract price of UGX 462,179,849 and engineers estimate at UGX 550,000,000. The variation in the two prices was 16%; and</li> <li>2. Renovation of DHO's Office with a contract price of UGX 31,906,744 and engineers estimate of UGX 32,000,000. The variation in the two prices was 0.29%.</li> </ol>	
			<b>Note: Formula used was Variation = ((Engineers Estimate – Contract Price)/Engineers Estimate) *100.</b>	
3	Investment performance: The LG has managed health projects as per guidelines.	d. Evidence that the health sector investment projects implemented in the previous FY were completed as per work plan by end of the FY	<b>There was evidence that the health sector investment projects implemented in the FY 2019/2020 were completed as per work plan by end of the FY. These were:</b>	2
	Maximum 8 points on this performance measure	<ul style="list-style-type: none"> <li>• If 100 % Score 2</li> <li>• Between 80 and 99% score 1</li> <li>• less than 80 %: Score 0</li> </ul>	<ol style="list-style-type: none"> <li>1. Upgrading of Kiziba HC II to III; and</li> <li>2. Renovation of DHO's Office at Rakai District Local Government.</li> </ol> <p>Therefore, the percentage of completed projects = (projects completed/total projects executed) = (2/2) *100 =100%.</p>	
4	Achievement of Standards: The LG has met health staffing and infrastructure facility standards	a. Evidence that the LG has recruited staff for all HCIIIs and HCIVs as per staffing structure	508 approved 470 filled 38 vacant 93%	2
	Maximum 4 points on this performance measure	<ul style="list-style-type: none"> <li>• If above 90% score 2</li> <li>• If 75% - 90%: score 1</li> <li>• Below 75 %: score 0</li> </ul>		

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

Maximum 4 points on this performance measure

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

• If 100 % score 2 or else score 0

**There was evidence from the physical checks in the sampled Health Centre (Upgrading of Kiziba Health Centre II to III) that the Health infrastructure conformed to the approved designs.**

**Findings of the site visit:**

1. Structures found on ground were;
  - General maternity ward having (Post Natal Ward, duty station, waiting circulation area, entrance verandah, Pre-Natal Ward, delivery room, sluice, sterile store and sterilizing room, night duty room, assisted bath, records room, pediatric ward, male ward, female wards and passages);
  - VIP 4-stance pit latrine;
  - Placenta Pit;
  - Medical waste pit; and
  - Renovated existing OPD
2. Visual checks and measurements
  - The entire structure was checked visually to determine if it had any defects. The findings were that the structure was in a good condition and no defects such as poor door/window finishes, peeling of paint, cracks in walls/ceiling were seen;
  - Checks were also made on the number of doors and windows fixed. These were confirmed to be placed as per drawings and schedules given in the drawings;
  - Measurements were made on various windows, doors and floors to check sizes used. The findings were that sizes were exactly or approximately as seen on the drawings. For example; the delivery room was 5400\*5000mm- floor size with a double Solid core veneered mahogany flush door on Steel frames (with vision panel) noted as D2 on the floor plan having a size of 1500\*2400mm as seen on the door schedule (drawing No. MOH/GMW/06). It also had two standard steel casement windows noted as W1 on the floor plan having size the same as noted on the windows schedule (drawing No. MOH/GMW/07).

5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p>	<p>a. Evidence that information on positions of health workers filled is accurate: Score 2 or else 0</p>	<p>There was evidence that the information on positions of health workers filled was accurate in all the health facilities sampled as detailed below</p> <p>In Lwanda HCIII, all positions were filled as both the health facility and that obtained from the DHOs office indicated 16 positions.</p> <p>Buyamba HCIII, both lists indicated 18 positions filled</p> <p>Rakai Hospital had 28 positions as indicated by both the facility and DHO office lists.</p>	2
	<p>Maximum 4 points on this performance measure</p>			
5	<p>Accuracy of Reported Information: The LG maintains and reports accurate information</p>	<p>b. Evidence that information on health facilities upgraded or constructed and functional is accurate: Score 2 or else 0</p>	<p>The information on health facilities upgraded or constructed and functional was accurate. The list of constructed health facilities for FY 2019/2020 available at the DHO's office and the PBS annual report indicated the same information below:</p> <p>1.DHOs office was rehabilitated at the District under vote 449 quarter four of 2019/2020</p> <p>2.5 stance pit latrine constructed at Lwamaggwa HCIII in Lwamaggwa sub county under vote 549.</p>	2
	<p>Maximum 4 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and Performance Improvement support.</p>	<p>a) Health facilities prepared and submitted Annual Workplans &amp; budgets to the DHO/MMOH by March 31st of the previous FY as per the LG Planning Guidelines for Health Sector:</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>Health facilities prepared and submitted Annual Work plans and budgets to the DHO after the deadline of March 31st of the previous FY as reflected from the 3 sampled facilities since they all submitted on 15th July 2019</p>	0
	<p>Maximum 14 points on this performance measure</p>			

6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>b) Health facilities prepared and submitted to the DHO/MMOH Annual Budget Performance Reports for the previous FY by July 15th of the previous FY as per the Budget and Grant Guidelines</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>Health Facility Annual Budget Performance Reports for the previous FY for the sampled health facilities of Kiziba HCIII, Lwanda HCIII and Buyamba HCIII were not on file and not seen anywhere</p>	0
<p>Maximum 14 points on this performance measure</p>				
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>a) Health facilities have developed and reported on implementation of facility improvement plans that incorporate performance issues identified in monitoring and assessment reports</p> <ul style="list-style-type: none"> <li>• Score 2 or else 0</li> </ul>	<p>The health facility improvement plans for the current FY incorporated performance issues identified in DHMT monitoring and assessment reports.</p> <p>In Kiziba HCIII, located in Kiziba Sub county the DHMT assessment report of 6th June 2019 identified low uptake of FP services and this issue was addressed in the PIP plan dated 20th June 2020.</p> <p>In St.Cecilia Buyamba HCIII in located Buyamba S/C, the DHMT assessment report of 5th June 2019, identified poor documentation of HMIS registers and stock outs of essential medicines among others. These issues have been incorporated in their Performance Improvement plan of 2nd June 2020.</p> <p>In Byakabanda HCIII located in Byakabanda Sub county, the DHMT assessment report of 3rd June 2029, identified stocks out of drugs for managing Non Communicable Diseases (NCDs) in OPD and poor documentation in the ANC register. These issues have been incorporated in their Performance development Plan dated 25th July 2020.</p>	2
<p>Maximum 14 points on this performance measure</p>				

6

2

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

Maximum 14 points on this performance measure

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

• score 2 or else score 0

The health facilities submitted 100% up to date monthly and quarterly HMIS reports timely (7 days following the end of each month and quarter). Details of the 3 sampled health facilities are presented below:

1. Rakai Hospital submitted 100% of reports within 7 days following the end of each month and quarter. The DHIS2 report generated indicated 100% reporting rate;
2. Kiziba HCIII submitted 100% of reports within 7 days following the end of each month and quarter. The DHIS2 report generated indicated 100% reporting rate;
3. Lwanda HCIII submitted 100% of reports within 7 days following the end of each month and quarter. The DHIS2 report generated indicated 100% reporting rate;

HMIS 104 (Neglected Tropical Diseases NTDs) which is reported on quarterly is not captured in Rakai District

6

0

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

Maximum 14 points on this performance measure

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

Note: Municipalities submit to districts

The health facilities did not submit 100% of the RBF invoices timely (by 15th of the month following end of the quarter) as detailed below;

1. Byakabanda HCII submitted RBF invoices on 5th Nov 2020,
2. Kyalangira HCII submitted their invoices on 5th Nov 2020.
3. Kifamba HCIII submitted on 5th Nov 2020



6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>f) If the LG timely (by end of 3rd week of the month following end of the quarter) verified, compiled and submitted to MOH facility RBF invoices for all RBF Health Facilities, if 100%, score 1 or else score 0</p>	<p>The LG did not timely verify, compile and submit to MoH facility RBF invoices for all RBF Health Facilities. All invoices were submitted to MoH on 3rd August 2020 after the deadline of end of 3rd week of the month following end of the quarter as presented.</p>	0
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>g) If the LG timely (by end of the first month of the following quarter) compiled and submitted all quarterly (4) Budget Performance Reports. If 100%, score 1 or else score 0</p>	<p>The LG did not timely compile and submit all quarterly (4) Budget Performance Reports as follows:          Quarter I was submitted on 29/11/2019, instead of October;          Quarter II was submitted on 06/02/2020, instead of January;          Quarter III was submitted on 12/05/2020, instead of April and          Quarter IV was submitted on 19/08/2020, instead of July.</p>	0
	<p>Maximum 14 points on this performance measure</p>			
6	<p>Health Facility Compliance to the Budget and Grant Guidelines, Result Based Financing and Performance Improvement: LG has enforced Health Facility Compliance, Result Based Financing and implemented Performance Improvement support.</p>	<p>h) Evidence that the LG has:          i. Developed an approved Performance Improvement Plan for the weakest performing health facilities, score 1 or else 0</p>	<p>The LG developed Performance Improvement Plans dated 1st August 2020 for the lowest performing health facilities as reflected on file. These facilities included;          Kiziba HCIII at 83%,          Lwamaggwa HCIII at 88.4%. St.Cecilia Buyamba with 87.5%,          Buyamba HCIII at 89.9% and          Kibanda at 89.5%..</p>	1
	<p>Maximum 14 points on this performance measure</p>			

6

1

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

ii. Implemented Performance Improvement Plan for weakest performing facilities, score 1 or else 0

There was evidence that the LG implemented Performance Improvement Plan (PIPs) for the lowest performing health facilities as reflected in the implementation report dated 12th August 2020.

Maximum 14 points on this performance measure

**Human Resource Management and Development**

7

2

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

a) Evidence that the LG has:  
i. Budgeted for health workers as per guidelines/in accordance with the staffing norms score 2 or else 0

The LG budgeted for health workers for the FY 2019/2020 amounting to 5,288,568,000 as reflected by the Performance Contract of current FY dated 17th June 2020.

Maximum 9 points on this performance measure

7

2

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

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

The LG deployed health workers as per guidelines at 75 % as reflected on Staff HRH analysis report for current FY 2019/2019 in the DHOs dated 5th Nov 2020.

Maximum 9 points on this performance measure

7	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>b) Evidence that health workers are working in health facilities where they are deployed, score 3 or else score 0</p>	<p>There was evidence on file that the health staff in the sampled facilities are working where they are deployed;</p> <p>Lwanda HCIII in Lwanda S/C, the list of health workers was the same as that of the District. As reflected on the attendance list book and also duty roster of 1st July 2020. Both lists indicate 186 staff with 5 males and 11 females.</p> <p>In Buyamba HCIII located in Dwaniro S/C, the list from the District is the same as that of the health facility as reflected on the duty roster of 1st July 2020. Both lists indicate 21 staff, 12 female and 9 male. However, the HF list had an additional Health Assistant.</p> <p>In Rakai Hospital, both lists are the same indicating 161 staff as per the duty roster dated 1st July 2020. Both lists still indicate Dr.Yasin Kiyemba the former medical superintendent who passed on</p>	3	
<p>Maximum 9 points on this performance measure</p>	<p>Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted for, recruited and deployed staff as per guidelines (at least 75% of the staff required).</p>	<p>c) Evidence that the LG has publicized health workers deployment and disseminated by, among others, posting on facility notice boards, for the current FY score 2 or else score 0</p>	<p>There was evidence that the list of health workers deployed in the sampled facilities was found displayed on their health facilities notice boards.</p> <p>In Lwanda HCIII, the list of health workers was pinned on OPD notice board. The list was dated 20th July 2020 with 16 staff .</p> <p>Buyamba HCIII, The list of health workers was displayed on the notice board as of 1st July 2020</p> <p>Rakai Hospital. List of health workers was displayed on the notice board of the administration block dated 1st Oct 2020</p>	2	
<p>Maximum 9 points on this performance measure</p>	8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p>	<p>a) Evidence that the DHO/MMOHs has:</p> <p>i. Conducted annual performance appraisal of all Health facility In-charges against the agreed performance plans and submitted a copy to HRO during the previous FY score 1 or else 0</p>	<p>There was no evidence that all the health facility incharges were appraised.</p>	0
<p>Maximum 6 points on this performance measure</p>					

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Ensured that Health Facility In-charges conducted performance appraisal of all health facility workers against the agreed performance plans and submitted a copy through DHO/MMOH to HRO during the previous FY score 1 or else 0</p>	<p>There was evidence that the health facility in charges appraised there staff. Nanjula kizza gertude appraised by Dr. kiyemba on 2/8/2020. SSekidde Patrick appraised by kamyia Edward 27/07/2020. Nagawa Faridah appraised by kizza getrude 15/08/2020. Basaanya immaculate appraised by Nagawa faridah 23/07/2020. Kiyemba Tibesigwa yasin appraised by Dr sokor 11/08/2020. Yairo Samuel Iwanda HcIII appraised by Dr kiyemba 88/2020. Naluwaga Mary, Kyalulangira HCII appraised by Dr Sakor 6/10/2020. Nalumansi Mary Kaleere HcII appraised by Dr. Sakor 28/7/2020.</p>	1
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>iii. Taken corrective actions based on the appraisal reports, score 2 or else 0</p>	<p>No corrective measures were recommended</p>	2
8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>b) Evidence that the LG: i. conducted training of health workers (Continuous Professional Development) in accordance to the training plans at District/MC level, score 1 or else 0</p>	<p>Training activities for the previous FY were conducted as seen on file;</p> <p>Training report for health workers in Enhanced HMIS data collection and mentorship and distribution of HMIS tools in health facilities dated 19th June 2020 from 1st to 18th June 2020 conducted at Buyamba Sub county and</p> <p>It was attend by medical record Assistants and Health Centre in charges.</p> <p>Training report of VHTs in Revised Community HMIS tools dated 18th March 2020 from 16th to 17th 2020 at the Buyamba Sub county Hall.</p> <p>Training report on family training of trainers on long acting reversible contraceptives dated 17th Nov 2019. It was attended by 15 midwives and 1 clinical officer. The training was supported by USAID/Uganda Family Planning Activity. It was conducted at MariaFlo Masaka.</p> <p>Training report for young people and Adolescent Peer support (YAPS) conducted from 13th Sept to 20th Sept 2020 at Kamuswaga Hall funded by Rakai Health Sciences Program. It was attended by 9 participants, 2 male and 7 female. It was attended by clinical officers, Nurses (all levels) and midwives.</p>	1

8	<p>Performance management: The LG has appraised, taken corrective action and trained Health Workers.</p> <p>Maximum 6 points on this performance measure</p>	<p>ii. Documented training activities in the training/CPD database, score 1 or else score 0</p>	<p>The CPD database for the trainings conducted in the District for the FY 2019/2020 was not available at the time of assessment</p>	0
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**Management, Monitoring and Supervision of Services.**

9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>a. Evidence that the CAO/Town Clerk confirmed the list of Health facilities (GoU and PNFP receiving PHC NWR grants) and notified the MOH in writing by September 30th if a health facility had been listed incorrectly or missed in the previous FY, score 2 or else score 0</p>	<p>There was CAO communicated to MOH in writing on 20th September the list of facilities accessing PHC NWR grants for the current FY.</p> <p>The list included the following:</p> <ol style="list-style-type: none"> <li>1. 28 Health Center II;</li> <li>2. 5 health Center III; and</li> <li>3. 1 hospital.</li> </ol>	2
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>b. Evidence that the LG made allocations towards monitoring service delivery and management of District health services in line with the health sector grant guidelines (15% of the PHC NWR Grant for LLHF allocation made for DHO/MMOH), score 2 or else score 0.</p>	<p>As per the annual performance report, there was evidence that the LG made allocation towards monitoring Service, delivery and Management of the District Health Services in line with the Health guideline was UGX 53,676,000 and total wage was UGX 598,964,000</p> <p>The LG allocated only 10% below the mandatory 15%</p>	0
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>c. If the LG made timely warranting/verification of direct grant transfers to health facilities for the last FY, in accordance to the requirements of the budget score 2 or else score 0</p>	<p>The LG did not invoice nor communicate to all PHC NWR Grant transfers for the FY 2019/20 to health facilities within the required 5 working days from the day of funds release</p> <p>Quarter 1 warrant was on 07/8/2019, release date was 9/7/2019; 1 month</p> <p>Quarter 2 warrant was on 14/10/2019, release date was 2/10/2019; 12 days</p> <p>Quarter 3 warrant was on 23/01/2020, release date was 8/1/2020;15 days and</p> <p>Quarter 4 warrant was on 29/04/2020, release date was 28/4/2020, 1 day.</p>	0
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>d. If the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of receipt of the funds release in each quarter, score 2 or else score 0</p>	<p>There was evidence that the LG invoiced and communicated all PHC NWR Grant transfers for the previous FY to health facilities within 5 working days from the day of funds release in each quarter as follows:</p> <ol style="list-style-type: none"> <li>1. Transfer of UGX 93,681,903 on 05/08/2019 to the Health facilities; and</li> <li>2. Transfer of UGX106,007,327 on 30/01/2020 to the Health facilities.</li> </ol>	2
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9	<p>Planning, budgeting, and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum 9 points on this performance measure</p>	<p>e. Evidence that the LG has publicized all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED- e.g. through posting on public notice boards: score 1 or else score 0</p>	<p>The LG had did not publicize all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED only for quarter 2 as presented below:</p> <ol style="list-style-type: none"> <li>1. Quarter 1 letter dated 6th August 2019 was sent 1 month after 9th July 2019 when the expenditure limits from MoFPED were received;</li> </ol> <p>The LG had did not publicize all the quarterly financial releases to all health facilities within 5 working days from the date of receipt of the expenditure limits from MoFPED only for quarter 2 as presented below:</p> <ol style="list-style-type: none"> <li>1. Quarter 1 letter dated 6th August 2019 was sent 1 month after 9th July 2019 when the expenditure limits from MoFPED were received;</li> <li>2. Quarter 2 letter dated 30th January 2020 was sent 4 months after 2nd October 2019 when the expenditure limits from MoFPED were received;</li> </ol>	0
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10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>a. Evidence that the LG health department implemented action(s) recommended by the DHMT Quarterly performance review meeting (s) held during the previous FY, score 2 or else score 0</p>	<p>There was evidence that the LG Health Department implemented action(s) recommended by the DHMT quarterly performance review meeting(s) held during the previous FY. For example in their meeting dated 15th Jan 2020, where they pointed out low coverage in immunization performance, the meeting recommended ;outreach schedules for immunization and REC RED (reach every child in your catchment area )micro planning. On follow-up actions, facilities submitted outreach schedules to DHOs office on 18th June 2020 and micro plans compiled dated 9th July 2020.</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>b. If the LG quarterly performance review meetings involve all health facilities in charges, implementing partners, DHMTs, key LG departments e.g. WASH, Community Development, Education department, score 1 or else 0</p>	<p>The LG quarterly performance review meeting dated 25th June 2020 reviewing the last quarter of 2019/2020 involved all health facilities Medical clinical officer, DLFP, ADHO-MACH, Principle Nursing Officer, Hospital Admin, WASH officers, CDO,Incharges.</p>	1
10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>c. If the LG supervised 100% of HC IVs and General hospitals (including PNFPs receiving PHC grant) at least once every quarter in the previous FY (where applicable) : score 1 or else, score 0</p> <p>If not applicable, provide the score</p>	<p>The LG supervised 100% of General hospitals (Rakai Hospital) at least once every quarter as reflected in the four quarterly supervision reports.</p> <p>In the 1st quarter, support supervision report 27th September 2019 was seen on file.</p> <p>In the second quarter, support supervision report was dated 15th Dec 2019.</p> <p>While the 3rd and fourth quarter reports reads 7th April 2020 and 4th June 2020 respectively.</p> <p>The support supervisions were done in all the health facilities including hospital. The District does not have health Centre four.</p>	1

10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>d. Evidence that DHT/MHT ensured that Health Sub Districts (HSDs) carried out support supervision of lower level health facilities within the previous FY (where applicable), score 1 or else score 0</p> <ul style="list-style-type: none"> <li>• If not applicable, provide the score</li> </ul>	<p>The District Health Team (DHT) ensured Rakai Hospital carried out support supervision of lower level health facilities within the previous FY. The HSD supervised as follows</p> <ol style="list-style-type: none"> <li>1. In the first quarter, Support supervision were conducted on 7th October 2019</li> <li>2. In the second quarter, Support supervision were conducted on 29th January 2020</li> <li>3. In the fourth quarter, Support supervision were conducted on 7th July 2020</li> </ol> <p>However the third quarter was not conducted due to Covid-19 lockdown.</p>	1
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10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p> <p>Maximum 7 points on this performance measure</p>	<p>e. Evidence that the LG used results/reports from discussion of the support supervision and monitoring visits, to make recommendations for specific corrective actions and that implementation of these were followed up during the previous FY, score 1 or else score 0</p>	<p>District to construct staff quarters for the hospital and on follow-up in the implementation report dated 16th Oct 2019, the issue was still pending due to lack of funds by the District. However in the same meeting, the team advised DHO to look for funds from Implementing Partners (IPs). The other challenge identified was outbreak of malaria and in the same follow-up report, it was found that sensitization of the community about prevention of malaria was conducted as seen in the health facility report dated 4th April 2020.</p> <p>Still in the DHMT quarterly report for the fourth quarter dated 25th June 2020, it was recommended that the in-charge of Byakabanda HCIII located in Byakabanda Sub County make a request to the District Engineer to supervise the placenta pit construction which had not been completed. On their follow-up report of 25th July 2020, the District Engineer supervised and advised on the fixation of the top cover. The same health facility had no infrared thermometer. In their follow up visit, the in-charge was asked to make requisition for the infrared thermometer from the DHOs office. The thermometer was issued to the in-charge on 29th July 2020.</p>	1
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10	<p>Routine oversight and monitoring: The LG monitored, provided hands -on support supervision to health facilities.</p>	<p>f. Evidence that the LG provided support to all health facilities in the management of medicines and health supplies, during the previous FY: score 1 or else, score 0</p>	<p>there was evidence that guidance was given to health facility in-charges on secure, safe storage and disposal of medicines and health supplies as reported by the in charges.</p>	1
	<p>Maximum 7 points on this performance measure</p>		<p>In Lwanda HCIII, the guidance was given by the Medicine Management Supply chain (MMS) from DHMT at the end of the month as explained by the in charge and and sometimes quarterly. For example in October, they came on 18th of October. They checked on stock cards in store to ascertain whether drugs are update, checked in the stock books, and expiry, dispensing logs and then gave a feedback to all staff including the in charge.</p>	
			<p>In Buyamba HCIII, guidance was given from MMS about supplies, managing the stock, making orders, disposal of expiry medicines and supplies. The most recent supervision was given on 16th Sept 2020</p>	
			<p>In Rakai Hospital, guidance was given by MMS from the District who provides quarterly guidance regarding use of medicines and storage, disposal of expiry drugs.</p>	
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p>	<p>a. If the LG allocated at least 30% of District / Municipal Health Office budget to health promotion and prevention activities, Score 2 or else score 0</p>	<p>LG approved budget 2019/2020 Health Sector Budget was UGX 39,872,000.</p> <p>They spent UGX33,186,000 on Health promotion page. This represents 83% reported in page 66 of the annual performance report.</p>	2
	<p>Maximum 4 points on this performance measure</p>			
11	<p>Health promotion, disease prevention and social mobilization: The LG Health department conducted Health promotion, disease prevention and social mobilization activities</p>	<p>b. Evidence of DHT/MHT led health promotion, disease prevention and social mobilization activities as per ToRs for DHTs, during the previous FY score 1 or else score 0</p>	<p>The DHT/MHT implemented health promotion, disease prevention and social mobilization activities in the previous FY as evidenced by the following reports seen on file;</p> <p>Quarterly report on community health, promotion, mass testing and treatment of malaria dated 28th June 2020 coordinated by the District Health Educator.</p> <p>Quarterly report on community dialogue on Health sensitization meetings held in different villages of the District dated 30th Dec 2019.</p>	1
	<p>Maximum 4 points on this performance measure</p>			

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

12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>a. Evidence that the LG has an updated Asset register which sets out health facilities and equipment relative to basic standards: Score 1 or else 0</p>	<p>There was an asset register at the LG that details health facilities and equipment in the LG, relative to the medical equipment list and service standards. Asset register for buildings, ICT equipment, Medical equipment's transport equipment, Office equipment. The asset register is dated 22nd August 2020.</p>	1
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12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>b. Evidence that the prioritized investments in the health sector for the previous FY were: (i) derived from the third LG Development Plan (LGDP III);</p> <p>(ii) desk appraisal by the LG; and</p> <p>(iii) eligible for expenditure under sector guidelines and funding source (e.g. sector development grant, Discretionary Development Equalization Grant (DDEG)):</p> <p>score 1 or else score 0</p>	<p>There was evidence that the prioritised investments in Health Sector for the FY 2019/2020 were derived from LG Development Plan, desk Appraisal by LG and and eligible for Expenditure under sector Guidelines and funding source as follows:</p> <p>Construction of pit latrine at Lwamagwa Health Center III, this was derived from the LGDP page 103</p> <p>Desk appraisal was on 15/July/2019 under <b>TPC MIN 06/15/7/2019</b>.</p>	1
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12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>c. Evidence that the LG has conducted field Appraisal to check for: (i) technical feasibility; (ii) environment and social acceptability; and (iii) customized designs to site conditions: score 1 or else score 0</p>	<p>There was no evidence that prioritized AWP investments for health were field appraised for technical feasibility, environmental and social acceptability and designs customised to suit site conditions.</p>	0
12	<p>Planning and Budgeting for Investments: The LG has carried out Planning and Budgeting for health investments as per guidelines.</p> <p>Maximum 4 points on this performance measure</p>	<p>d. Evidence that the health facility investments were screened for environmental and social risks and mitigation measures put in place before being approved for construction using the checklist: score 1 or else score 0</p>	<p>There was evidence that health facility investments were screened for environmental and social risks and mitigation measures developed and followed up as follows:</p> <p>a) Screening for the Construction of five stances lined pit latrine at Butiiti HC II, Butiiti Parish, Lwanda Sub County dated 27th November 2019;</p> <p>b) Screening for the Upgrading of Kiziiba HC II to HC III and Construction of Kiziiba HC II Maternity Ward in Kiziiba Parish, Kiziiba Sub County dated 28th November 2019; and</p> <p>c) Environmental and Social Screening Mitigations Report dated 02nd December 2019 for the construction of a five stances lined pit latrine at Butiiti HC II, renovation of DHO's Office Block and Upgrading of Kiziiba HC II to HC III and Construction of Maternity Ward at Kiziiba HC III; and</p> <p>d) Final Environmental and Social Screening Report dated 21st April 2020, for three health sector projects namely construction of a five stances lined pit latrine at Butiiti HC II, renovation of DHO's Office Block and Upgrading of Kiziiba HC II to HC III and Construction of Maternity Ward at Kiziiba HC III.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>a. Evidence that the LG health department timely (by April 30 for the current FY ) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans: score 1 or else score 0</p>	<p>There was no evidence that the LG health department timely (by April 30 for the current FY ) submitted all its infrastructure and other procurement requests to PDU for incorporation into the approved LG annual work plan, budget and procurement plans.</p> <p>The health department did not receive any development grant and therefore no submission was made.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>b. If the LG Health department submitted procurement request form (Form PP1) to the PDU by 1st Quarter of the current FY: score 1 or else, score 0</p>	<p>There was no evidence that the LG Health department submitted procurement request form (Form PP5) to the PDU by 1st Quarter of the current FY.</p> <p>PP Form 1 was not submitted because the health department did not receive any grant.</p>	0
	<p>Maximum 10 points on this performance measure</p>			
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>c. Evidence that the health infrastructure investments for the previous FY was approved by the Contracts Committee and cleared by the Solicitor General (where above the threshold), before commencement of construction: score 1 or else score 0</p>	<p><b>There was evidence that two health projects were implemented in FY 2019/2020 and their details of approval were availed as given below:</b></p> <p><b>1. Upgrading of Kiziba Health Centre II to III in Kiziba Sub county/Rakai District (Procurement Reference No. MOH-UgiF/WRKS/2018-2019/0001-20);</b></p> <ul style="list-style-type: none"> <li>- Contracts Committee approval was done on 16th/01/2019 under minute reference no. 05/01/19</li> <li>- Solicitor general's approval of UGX 489,398,876 was done on 05th/05/2019</li> </ul> <p><b>2. Renovation of District Health Office (RAKA/549/WRKS/19-20/00008);</b></p> <ul style="list-style-type: none"> <li>- Contracts Committee approval was done on 13th/01/2020 under minute reference no. 07/01/2020</li> </ul>	1
	<p>Maximum 10 points on this performance measure</p>			
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p>	<p>d. Evidence that the LG properly established a Project Implementation team for all health projects composed of: (i) : score 1 or else score 0</p>	<p>There was no evidence that the LG properly established a Project Implementation team for all health projects.</p>	0
	<p>Maximum 10 points on this performance measure</p>	<p>If there is no project, provide the score</p>		

13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>e. Evidence that the health infrastructure followed the standard technical designs provided by the MoH: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p><b>There was evidence that the checks from the sampled facility (Kiziba Health Centre Upgraded from II to III) were as per designs basing on the details given below:</b></p> <ul style="list-style-type: none"> <li>- The walling/brick masonry was laid well and where the wall thickness could be checked; it was found to be as per that on the floor plan. For example, wall thickness checked across the door at the entrance veranda was 200mm as on the drawings. Also, the walls together with the ceiling were checked for poor finishes, peeling of paint, cracks and these were not found.</li> <li>- The foundation depth could not be ascertained; however, it was checked for any cracks and none was found</li> <li>- The room sizes were as per the drawings. For example; the female ward was 5000*6600mm as per the floor plan</li> </ul> <p>The door, window sizes, number and types used were as per schedules given in drawing MOH/GWM/06 and MOH/GWM/07 respectively.</p>	1
13	<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>f. Evidence that the Clerk of Works maintains daily records that are consolidated weekly to the District Engineer in copy to the DHO, for each health infrastructure project: score 1 or else score 0</p> <p>If there is no project, provide the score</p>	<p>There was no evidence that the Clerk of Works maintains daily reports that are consolidated weekly to the District Engineer. The reason gotten was that ministry of health did not provide the quotation for the Clerk of Works.</p>	0

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

Maximum 10 points on this performance measure

g. Evidence that the LG held monthly site meetings by project site committee: chaired by the CAO/Town Clerk and comprised of the Sub-county Chief (SAS), the designated contract and project managers, chairperson of the HUMC, in-charge for beneficiary facility, the Community Development and Environmental officers: score 1 or else score 0

If there is no project, provide the score

**There was no evidence given to ascertain if the stakeholders (CAO/Town Clerk, SAS, contract manager, chair person HUMC, in-charge for Beneficiary, CDO and Environmental Officer) held monthly site meeting for the following sampled projects:**

1. Upgrading of Kiziba HC II to III
  - Monthly progressive reports compiled by the DE/his assistant were seen for dates of; 16th/04/2019, 05th/06/2019, 16th/07/2019, 12th/08/2019, 04th/09/2019, 22nd/10/2019, 16th/06/2020, 20th/07/2020 and 10th/08/2020.
  - No site meeting was availed at all to check stakeholder's involvement. Also, no supervision report from the Environmental Officer/CDO was availed.
2. Renovation of DHO's office
  - No site meetings/supervision reports were availed.

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

Maximum 10 points on this performance measure

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

If there is no project, provide the score

**There was no sufficient evidence availed to show that the Environmental Officer and the CDO participated in site meetings of the project below:**

**Up grading of Kiziba HC from II to III**

- Progress reports from the Engineer were seen on dates of 16th/04/2019, 05th/06/2019, 16th/07/2019, 12th/08/2019, 04th/09/2019, 22nd/10/2019, 16th/06/2020, 20th/07/2020 and 10th/08/2020, however no site meetings/ reports from the above stated technical people were availed to help ascertain their involvement in technical site visits.

<p>Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines</p> <p>Maximum 10 points on this performance measure</p>	<p>i. Evidence that the DHO/MMOH verified works and initiated payments of contractors within specified timeframes (within 2 weeks or 10 working days), score 1 or else score 0</p>	<p>There was evidence that the DHO verified works and initiated payments of contractors within specified timeframes as per the sampled projects:</p> <ol style="list-style-type: none"> <li>1. Construction of 5 stance piit latrine at Bititi Health Center III <ul style="list-style-type: none"> <li>Contract: no Raka549/WKS/19-20/00005</li> <li>Contract Sum: UGX 26,981,637</li> <li>Initiation of payment was on 19/06/2020</li> <li>DHO signed on 19/06/2020</li> <li>CAO signed on 19/06/2020.</li> <li>Payment was on 25/06/2020 ;</li> </ul> </li> <li>2. Renovation of DHO office <ul style="list-style-type: none"> <li>Contract no Raka 549/WRKS/19-20/00008</li> <li>Contract Sum: UGX31,106,744</li> <li>Initiation of payment was on 16/06/2020</li> <li>District Engineer signed on 19/06/2020</li> <li>DHO signed signed on 19/06/2020</li> <li>CAO signed on 19/06/2020</li> <li>Payment was on 25/06/2020 ; and</li> </ul> </li> <li>3. Upgrade of Kiziba Health Center II to Health Center III <ul style="list-style-type: none"> <li>Contract: MOH-UGFIT/WRKS/18-19/00001/1-20</li> <li>Contract Sum: UGX 559,893,876</li> <li>Initiation of payment was on 15/06/2020</li> <li>DHO signed on 15/06/2020</li> <li>District Engineer on 18/06/2020</li> <li>CAO signed on 25/06/2020</li> <li>Payment was on 25/06/2020 .</li> </ul> </li> </ol>
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Procurement, contract management/execution: The LG procured and managed health contracts as per guidelines

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

Maximum 10 points on this performance measure

**There was evidence that procurement files for health infrastructure project done in the FY 2019/2020 were complete as given below:**

**1. Upgrading of Kiziba Health Centre II to III in Kiziba Sub county/Rakai District (Procurement Reference No. MOH-UgiF/WRKS/2018-2019/0001-20)**

- The evaluation report was signed on 11th/12/2018;
- Contracts Committee approval was done on 16th/01/2019 under minute reference no. 05/01/19;
- Solicitor general's approval of UGX 489,398,876 was done on 05th/05/2019; and
- The contract agreement was signed on 7th/02/2019.

**2. Renovation of District Health Office (RAKA/549/WRKS/19-20/00008)**

- The evaluation report was signed on 03rd/01/2020 under minute reference no. 07/01/2020;
- Contracts Committee approval was done on 13th/01/2020 under minute reference no. 07/01/2020; and
- The contract was signed on 29th/01/2020.

## Environment and Social Safeguards

Grievance redress: The LG has established a mechanism of addressing health sector grievances in line with the LG grievance redress framework

a. Evidence that the Local Government has recorded, investigated, responded and reported in line with the LG grievance redress framework score 2 or else 0

Maximum 2 points on this performance measure

There was evidence of a centralised system of recording grievances from the Grievances log that started on 13th October 2017 with the last grievance recorded on 12th August 2020.

From the log, 4 grievances were recorded under Health. All grievances received were referred to the Head of Department for investigations and feedback as per the referral letters dated 12th August 2020, 10th March 2020, 10th February 2020, 06th February 2020, 23rd October 2019, 06th February 2019, 14th January 2019, 24th September 2018, and 10th June 2019.



15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>a. Evidence that the LG has disseminated guidelines on health care / medical waste management to health facilities : score 2 points or else score 0</p>	<p>There was evidence that Rakai DLG disseminated Healthcare Waste Management Guidelines and National Sanitation and Hygiene Guidelines dated 2017 as per the letter dated 04th October 2019, Ref. No. Med/213/4 to the following Health facilities Lwamaggwa HC III, Kifamba HC III, Buyamba HC III, Kacheera HC III, Byakabanda HC III, and Kagamba HC II.</p> <p>Healthcare Waste Segregation Charts dated 2019 were disseminated together with the Guidelines above.</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>b. Evidence that the LG has in place a functional system for Medical waste management or central infrastructures for managing medical waste (either an incinerator or Registered waste management service provider): score 2 or else score 0</p>	<p>There was evidence of a Contracted Service Provider in the names of M/S Green Label Services Limited contracted by Ministry of Health since 27th October 2019 to collect, transport and safely dispose-off all infectious medical wastes in Uganda.</p>	2
15	<p>Safeguards for service delivery: LG Health Department ensures safeguards for service delivery</p> <p>Maximum 5 points on this performance measure</p>	<p>c. Evidence that the LG has conducted training (s) and created awareness in healthcare waste management score 1 or else score 0</p>	<p>There was evidence that Rakai DLG undertook training and capacity building including creating awareness on healthcare waste management as follows:</p> <p>a) Training Report dated 30th June 2020 for healthcare providers on the management of healthcare wastes, offering support supervision to officers at LLGs in delivering health services and community engagements in minimising the spread of COVID – 19;</p> <p>b) Training report dated 08th May 2020 for Training Kiziiba HC III on Medical Waste Management for 12 participants conducted on 07th May 2020 at Kiziiba HC III at OPD Block. Targeted audience was Healthcare providers and cleaners. Areas addressed: Medical waste generation, temporary storage and final disposal without causing environmental concern; and</p> <p>c) Training report dated 06th February 2020 for Training Rakai Hospital Health Workers on healthcare waste management for 48 participants held at Rakai Hospital Immunisation Quadrangle. Targeted audience was the Healthcare Workers and Porters. Areas covered included definitions and types of wastes, burden of wastes, role healthcare workers in healthcare waste management, adherence to guidelines, and segregation using the coloured bins with liners.</p>	1

16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	a. Evidence that a costed ESMP was incorporated into designs, BoQs, bidding and contractual documents for health infrastructure projects of the previous FY: score 2 or else score 0	There was evidence of incorporation of ESMP in the BOQs and Contract Documents for Upgrading of Kiziiba HC II to HC III in Kiziiba Sub County, Proc. Ref. No. MoH-UgIFT/wrks/18-19/0001 – 20 dated 07th February 2019. Item E – Occupational Health and Safety, HIV/AIDS and Gender; and Item F – Compliance with NEMA Regulations and the EIA Report Recommendations.	2
	Maximum 8 points on this performance measure			
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	b. Evidence that all health sector projects are implemented on land where the LG has proof of ownership, access and availability (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances: score 2 or else, score 0	There was evidence of ownership of land where Rakai DLG implemented all water and sanitation Projects for the FY 2019/20 as follows:  a) Agreement dated 15th February 2002 for the exchange of land between Mr Kakumba Boaz and the Community of Mweruka Parish for the Construction of Kiziiba HC II, witnessed by the Chairperson Kiziiba LC I, Chairperson Kiziiba LC II, Chairperson Kiziiba HC II, and the Secretary for Youth.	2
	Maximum 8 points on this performance measure			
16	Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments	c. Evidence that the LG Environment Officer and CDO conducted support supervision and monitoring of health projects to ascertain compliance with ESMPs; and provide monthly reports: score 2 or else score 0.	There was evidence that the Environmental Officer conducted support supervision and monitoring to ascertain compliance for the three projects under the Health Department as follows:  a) Final Monitoring Report dated 21st April 2020 for the construction of one stance lined pit latrine at Butiiti HC II, Renovation of DHO's Office at Rakai DLG and Upgrading of Kiziiba HC II to HC III and Maternity Ward at Kiziiba HC III.	2
	Maximum 8 points on this performance measure			

<p>Safeguards in the Delivery of Investment Management: LG Health infrastructure projects incorporate Environment and Social Safeguards in the delivery of the investments</p> <p>Maximum 8 points on this performance measure</p>	<p>d. Evidence that Environment and Social Certification forms were completed and signed by the LG Environment Officer and CDO, prior to payments of contractor invoices/certificates at interim and final stages of all health infrastructure projects score 2 or else score 0</p>	<p>There was evidence that E&amp;S Compliance Certification Forms were completed and signed by Environmental Officer for the following projects:</p> <p>a) Upgrading of Kiziiba HC II to HC III and construction of Maternity Ward in Kiziiba Parish, Kiziiba Sub County dated 14th May 2020;</p> <p>b) Renovation of DHO's Office Block in Rakai Central village, Rakai Parish in Rakai Town Council dated 28th May 2020; and</p> <p>c) Construction of five stances lined pit latrine at Butiiti HC III, Butiiti Parish in Lwanda Sub County dated 22nd May 2020.</p>
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No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees  <i>Maximum 4 points on this performance measure</i>	a. % of rural water sources that are functional. If the district rural water source functionality as per the sector MIS is:  o 90 - 100%: score 2  o 80-89%: score 1  o Below 80%: 0	According to MWE MIS at end of FY10/20, Rakai registered 82% functionality.  Hence, score = 1.	1
1	Water & Environment Outcomes: The LG has registered high functionality of water sources and management committees  <i>Maximum 4 points on this performance measure</i>	b. % of facilities with functional water & sanitation committees (documented water user fee collection records and utilization with the approval of the WSCs). If the district WSS facilities that have functional WSCs is:  o 90 - 100%: score 2  o 80-89%: score 1  o Below 80%: 0	According to MWE MIS for FY19/20, there was 177 WSCs out 1614WSCs = 11%.  This is below 80% hence score =0 .	0
2	Service Delivery Performance: Average score in the water and environment LLGs performance assessment  <i>Maximum 8 points on this performance measure</i>	a. The LG average score in the water and environment LLGs performance assessment for the current. FY.  If LG average scores is  a. Above 80% score 2  b. 60 -80%: 1  c. Below 60: 0  (Only applicable when LLG assessment starts)	LLG assessment has not been done yet.	0

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

*Maximum 8 points on  
this performance  
measure*

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

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

o If 80-99%: Score 1

o If below 80 %: Score 0

Using FY19/20, Annual report dated  
17/8/2020, District Coverage was  
36%.

Major construction projects were:

- 2 VTs, 2 FCTs, 1 PWS, 2 Rehab in  
Kakyera subcounty (coverage =  
20%),

- 2 Rehab in Lwamaggwa subcounty  
(17%);

- 1 VT, 2 FCT, 1 rehab in Dwaniro  
subcounty (15%);

- 2 FCTs Kyalulangira subcounty  
(15%);

- 2 FCTs in Kiziba subcounty (11%);

- 2 FCTs, 1 PL in Kagamba  
subcounty (7%);

- 1 FCT, 2 rehab in Lwanda  
subcounty (84%);

- 2 FCTs , 2 Rehab in Byakabanda  
subcounty (51%);

- 1 VT, 1 FCT, 1 Rehab in Kifamba  
subcounty (63%);

- 2 FCTs, 2 Rehab in KIBANDA  
SUBCOUNTY (49%).

NB: VT – valley tank; FCT – ferro-  
cement rainwater tank; PWS – piped  
water scheme; PL – public 5 stance  
latrine; Rehab – borehole  
rehabilitation.

All these projects were done to  
completion.

Hence 100% implementation, of the  
projects budgeted for sub-counties  
with coverage below that of the  
district average coverage, was  
achieved for the previous FY.

Thus, score = 2.

2	<p>Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. If variations in the contract price of sampled WSS infrastructure investments for the previous FY are within +/- 20% of engineer's estimates</p> <p>o If within +/-20% score 2</p> <p>o If not score 0</p>	<p>From contract files of projects awarded on 18/9/19 and 28/01/20:</p> <ul style="list-style-type: none"> <li>• 16 FCTs = UGX119,592,818 / 120,000,000 (= contract price / engineer's estimate) = 99.7%;</li> <li>• Public Latrine = UGX25,000,000 / 25,000,000 = 100%;</li> <li>• 4 VTs = UGX207,850,449 / 208,000,000 = 99.9%;</li> <li>• Rehabilitation of 12 boreholes = UGX66,734,440 / UGX70,440,000 = 94.7%</li> </ul> <p>Thus: Total = 419,177,707 / 423,440,000 = 99%.</p> <p>This is within the 80% - 120% range, hence score =2.</p>	2
2	<p>Service Delivery Performance: Average score in the water and environment LLGs performance assessment</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>d. % of WSS infrastructure projects completed as per annual work plan by end of FY.</p> <p>o If 100% projects completed: score 2</p> <p>o If 80-99% projects completed: score 1</p> <p>o If projects completed are below 80%: 0</p>	<p>All projects were completed by end of FY19/20:</p> <ul style="list-style-type: none"> <li>• 16 FCTs;</li> <li>• 1 no. Public Latrine;</li> <li>• 4 VTs;</li> <li>• Rehabilitation of 12 boreholes ;</li> </ul> <p>Hence, score = 2.</p>	2
3	<p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. If there is an increase in the % of water supply facilities that are functioning</p> <p>o If there is an increase: score 2</p> <p>o If no increase: score 0.</p>	<p>According to MWE MIS FY19/20, functionality was 82% while that for FY18/19 was 82%.</p> <p>Thus, there was NO increase in functionality; hence score = 0.</p>	0

3	<p>Achievement of Standards: The LG has met WSS infrastructure facility standards</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. If there is an Increase in % of facilities with functional water &amp; sanitation committees (with documented water user fee collection records and utilization with the approval of the WSCs).</p> <p>o If increase is more than 5% score 2</p> <p>o If increase is between 0-5%, score 1</p> <p>o If there is no increase : score 0.</p>	<p>According to MWE MIS FY19/20, facilities with functional WSCs was 82% while that for FY18/19 was 82%.</p> <p>This translates to 0% increase in the number of facilities with functional WSCs; hence score =1.</p>	1
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**Performance Reporting and Performance Improvement**

4	<p>Accuracy of Reported Information: The LG has accurately reported on constructed WSS infrastructure projects and service performance</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>The DWO has accurately reported on WSS facilities constructed in the previous FY and performance of the facilities is as reported: Score: 3</p>	<p>There was evidence that DWO accurately reported on WSS facilities constructed in FY19/20 as per annual Report dated 17/8/2020.</p> <p>A field visit on 03/11/20 was made to the following three facilities:</p> <ul style="list-style-type: none"> <li>• Katuntu lined pit latrine in Kagamba subcounty;</li> <li>• Kiyamba ferro-cement tank in Dwaniro subcounty;</li> <li>• Lwemiwulu VT in Kifamba subcounty.</li> </ul> <p>The three sampled facilities were completed as planned, were functional and had functional WSCs.</p>	3
5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>a. Evidence that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation, functionality of facilities and WSCs, safe water collection and storage and community involvement): Score 2</p>	<p>There was evidence that that the LG Water Office collects and compiles quarterly information on sub-county water supply and sanitation facilities, functionality of NEW and repaired facilities and functionality of the WSCs by way of Quarterly reports availed in hard copy for 1st, 2nd, 3rd, 4th quarter of FY19/20 dated 30/10/19, 30/01/20, 31/3/20; 30/6/20 respectively.</p> <p>Hence, score = 2.</p>	2

5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>b. Evidence that the LG Water Office updates the MIS (WSS data) quarterly with water supply and sanitation information (new facilities, population served, functionality of WSCs and WSS facilities, etc.) and uses compiled information for planning purposes: Score 3 or else 0</p>	<p>There was evidence that quarterly Reports were prepared and these show facilities constructed, population served BUT presence and functionality of WSCs was not well captured for all facilities constructed.</p>	0
5	<p>Reporting and performance improvement: The LG compiles, updates WSS information and supports LLGs to improve their performance</p> <p><i>Maximum 7 points on this performance measure</i></p>	<p>c. Evidence that DWO has supported the 25% lowest performing LLGs in the previous FY LLG assessment to develop and implement performance improvement plans: Score 2 or else 0</p> <p><i>Note: Only applicable from the assessment where there has been a previous assessment of the LLGs' performance. In case there is no previous assessment score 0.</i></p>	<p>• Not applicable, LLG assessment had not been done yet.</p>	0

### Human Resource Management and Development

6	<p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>a. Evidence that the DWO has budgeted for the following Water &amp; Sanitation staff: 1 Civil Engineer(Water); 2 Assistant Water Officers (1 for mobilization and 1 for sanitation &amp; hygiene); 1 Engineering Assistant (Water) &amp; 1 Borehole Maintenance Technician: Score 2</p>	<p>There is evidence that DWO has budgeted for the following staff: 1 Civil Engineer (Water) – Muwanga F; 2 Assistant Water Officers (1 for mobilization – Matumbwe B and 1 for sanitation &amp; hygiene - Kapere D); 2 Engineering Assistants (Water) – Kimuli G and Ntambazi D. These staff are also present and working in the district.</p> <p>These staff were also appraised and appraisal forms have been filled in dated 29/3 – 25/10/20.</p>	2
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6	<p>Budgeting for Water &amp; Sanitation and Environment &amp; Natural Resources: The Local Government has budgeted for staff</p> <p><i>Maximum 4 points on this performance measure</i></p>	<p>b. Evidence that the Environment and Natural Resources Officer has budgeted for the following Environment &amp; Natural Resources staff: 1 Natural Resources Officer; 1 Environment Officer; 1 Forestry Officer: Score 2</p>	<p>There was evidence that the DNRO has budgeted for Environment Officer - Mirembe Sylvia and Forestry Officer – Kamurasi Henry Gabigogo, who were paid salaries and allowances to fulfill their duties.</p> <p>Correspondingly, these staff were appraised and appraisal forms/ performance agreement were filled in dated 29/6/20 and 15/7/20.</p> <p>However, the post of Natural Resources Officer is vacant and Environment Officer is acting in this position.</p>	2
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. The DWO has appraised District Water Office staff against the agreed performance plans during the previous FY: Score 3</p>	<ul style="list-style-type: none"> <li>• There was evidence that the DWO has appraised District Water Office staff against the agreed performance plans during the previous FY.</li> <li>• Correspondingly, these staff were appraised and appraisal forms have been filled in dated 29/3 – 25/10/20.</li> </ul>	3
7	<p>Performance Management: The LG appraised staff and conducted trainings in line with the district training plans.</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. The District Water Office has identified capacity needs of staff from the performance appraisal process and ensured that training activities have been conducted in adherence to the training plans at district level and documented in the training database : Score 3</p>	<ul style="list-style-type: none"> <li>• There wasn't adequate evidence that the DWO carried out a capacity needs assessment for ALL staff during the FY19/20.</li> <li>• A proposal on training staff for several skills / courses was planned for the period FY20/21 – FY24/25 and it was approved on 08/6/20. The LG planned to send a special request to MWE for support to these trainings during 2nd Quarter of FY20/21.</li> </ul>	0

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

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

*Maximum 6 points on this performance measure*

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

The LG budget for FY20/21 is UGX591,072,000/=

There was evidence that the DWO has prioritized budget allocations to sub-counties that had safe water coverage below that of the district. Using FY19/20 4th Quarter report dated 02/7/2020, it was established that District Coverage is 36%.

Value of projects in these LLGs were:

- Kachera subcounty (coverage=20%) = UGX248,000,000/=;
  - Lwamaggwa subcounty (17%)= UGX111,045,000/=;
  - Kagamba subcounty (7%) = 22,500,000/=;
  - Dwaniro subcounty (15%) = UGX50,100,000/=;
  - Kiziba subcounty (11%) = 21,300.000/=;
  - Kyalulangira subcounty (15%) = 21,300,000/=.
- Total = 474,245,000/=
- Thus, UGX474,245,000 / UGX591,072,000 = 80.2%, hence score = 2 .

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

*Maximum 6 points on this performance measure*

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

There was evidence that DWO communicated to the LLGs their respective allocations for facilities to be constructed in the current FY as follows:

- Subcounty Advocacy meeting held 09/6/2020
- Presented AWP in Water Sectoral Committee on 25/5/20 under Minute04/ED/WRKS/05/2020;
- Presented and Approved in District Council as AWP for FY20/21 on 26/5/20 and 15/7/20 under Minute 03/RKI-COU/05/2020;
- Communicated in writing to all subcounty chiefs dated 10/6/20.

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

*Maximum 8 points on this performance measure*

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

- If more than 95% of the WSS facilities monitored quarterly: score 4
- If 80-99% of the WSS facilities monitored quarterly: score 2
- If less than 80% of the WSS facilities monitored quarterly: Score 0

There was evidence that DWO had monitored WSS facilities. The following data was availed:

- Monitoring reports, minutes of site meetings (e.g dated 23/6/20 for ferro-cement rainwater tanks in Kiziba and Kyalulangira subcounties; dated 11 and 16/12/19 for 5-stance latrine at Katuntu, and 16/12/19 for Kiwaguzi in Lwanda subcounty);
- Using 10 extension staff in the subcounties, 512 WSS facilities were visited during FY19/20 which was 32% of all facilities in the district. Reports were made to the Water Office.

This is less than 80%, hence score =0.

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

*Maximum 8 points on this performance measure*

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

DWSCC meetings were last conducted on 11/12/19, 06/10/19; and remedial action for identified issues was also planned for and implemented starting in FY 19/20 with spill-over to FY20/21.

For example:

In the meeting of 11/12/19, Minute 6: it was identified that there was negative political interference with mobilizing communities to make financial contribution to construction of WSS facilities. It was resolved to maintain the correct position that communities were to make their contribution.

9	<p>Routine Oversight and Monitoring: The LG has monitored WSS facilities and provided follow up support.</p> <p><i>Maximum 8 points on this performance measure</i></p>	<p>c. The District Water Officer publicizes budget allocations for the current FY to LLGs with safe water coverage below the LG average to all sub-counties: Score 2</p>	<p>There was evidence that DWO communicated to the LLGs their respective allocations for facilities to be constructed in the current FY as follows:</p> <ul style="list-style-type: none"> <li>• Subcounty Advocacy meeting held 09/6/2020</li> <li>• Presented AWP in Water Sectoral Committee on 25/5/20 under Minute04/ED/WRKS/05/2020;</li> <li>• Presented and Approved in District Council as AWP for FY20/21 on 26/5/20 and 15/7/20 under Minute 03/RKI-COU/05/2020;</li> <li>• Communicated in writing to all subcounty chiefs dated 10/6/20.</li> </ul>	2
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>a. For previous FY, the DWO allocated a minimum of 40% of the NWR rural water and sanitation budget as per sector guidelines towards mobilization activities:</p> <ul style="list-style-type: none"> <li>• If funds were allocated score 3</li> <li>• If not score 0</li> </ul>	<p>AWP dated 02/7/20 shows allocation for social mobilization of UGX33,264,500 in a NWR budget of UGX81,977,044/= which was 40.6%. Hence a score = 3.</p>	3
10	<p>Mobilization for WSS is conducted</p> <p><i>Maximum 6 points on this performance measure</i></p>	<p>b. For the previous FY, the District Water Officer in liaison with the Community Development Officer trained WSCs on their roles on O&amp;M of WSS facilities: Score 3.</p>	<p>AWP dated 02/7/20 shows allocation for social mobilization of UGX33,264,500 in a NWR budget of UGX81,977,044/= which was 40.6%. Hence a score = 3 ;</p> <p>There is evidence that DWO in liaison with the CDO/AWO Mobilisation has trained WSCs on their roles on O&amp;M of WSS facilities in 11 WSCs in Dwaniro, Kifamba, Lwanda, Kaccheera, Kiziba, Kyalulangira, Kagamba and Kibanda subcounties as reported in annual report of FY19/20 dated 17/8/20.</p> <p>Also a field visit on 14/11/20 was made to Lwemiwuulu VT in Kifamba subcounty; Katuntu communal Lined Pit Latrine in Kagamba subcounty; Buyamba communal FCT in Dwaniro subcounty.</p> <p>It is true WSCs are in place; recall and practice training content.</p>	3

11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>a. Existence of an up-to-date LG asset register which sets out water supply and sanitation facilities by location and LLG:</p> <p>Score 4 or else 0</p>	<p>There was evidence that the DWO database listed the number of facilities constructed and their total number in each LLG. This database is updated quarterly at reporting time. For example: 4th Quarter/annual report dated 30/6/2020</p>	4
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>Evidence that the LG DWO has conducted a desk appraisal for all WSS projects in the budget to establish whether the prioritized investments were derived from the approved district development plans (LGDP III) and are eligible for expenditure under sector guidelines (prioritize investments for sub-counties with safe water coverage below the district average and rehabilitation of non-functional facilities) and funding source (e.g. sector development grant, DDEG). If desk appraisal was conducted and if all projects are derived from the LGDP and are eligible:</p> <p>Score 4 or else score 0.</p>	<p>There was evidence that the prioritized WSS investments were derived from the 5-year district development plans targeting investments in sub-counties with safe water coverage below the district average covering the FYs 15/16 – 19/20 (a.k.a NDP2) approved in October 2014 with activities carried over into FYs 20/21.</p> <p>This clearly showed that the prioritized WSS investments were derived from the approved district development plans and are eligible for expenditure under sector guidelines.</p> <p>Hence. Score =4.</p>	4
11	<p>Planning and Budgeting for Investments is conducted effectively</p> <p><i>Maximum 14 points on this performance measure</i></p>	<p>c. All budgeted investments for current FY have completed applications from beneficiary communities: Score 2</p>	<p>There was evidence that community applications were received together with community contributions made directly to the District Cashier for the following projects:</p> <ul style="list-style-type: none"> <li>• Rehabilitation of Kinota borehole, Kacheera subcounty, dated 15/4/20;</li> <li>• Construction of Kiyamba FCT, Kagamba subcounty dated 05/11/19;</li> <li>• Construction of Kansunga FCT, Dwaniro subcounty, dated 20/02/20.</li> </ul>	2

11	<p>Planning and Budgeting for Investments is conducted effectively</p>	<p>d. Evidence that the LG has conducted field appraisal to check for: (i) technical feasibility; (ii) environmental social acceptability; and (iii) customized designs for WSS projects for current FY. Score 2</p>	<p>There was evidence that the LG conducted field appraisal to check for technical feasibility, environmental social acceptability; and customized designs for the following projects:</p>	2
	<p><i>Maximum 14 points on this performance measure</i></p>		<ul style="list-style-type: none"> <li>• Rehabilitation of Lwanga PWS, Kachera subcounty dated 15/8/20;</li> <li>• Construction of Ntalule VT, Lwamagwa subcounty dated 06/8/20;</li> <li>• Construction of Kamuli lined pit communal latrine dated 29/8/20.</li> </ul> <p>The following drawings were used:</p> <ul style="list-style-type: none"> <li>• Lined pit Latrines: drawing no. DWSCG-50;</li> <li>• For boreholes: a) MWE standard Hole Designs A &amp; B; b) MWE standard Designs for Borehole Headworks.</li> </ul> <p>NB: The drawings for valley tanks were presented but were not numbered.</p>	
11	<p>Planning and Budgeting for Investments is conducted effectively</p>	<p>e. Evidence that all water infrastructure projects for the current FY were screened for environmental and social risks/ impacts and ESIA/ESMPs prepared before being approved for construction - costed ESMPs incorporated into designs, BoQs, bidding and contract documents. Score 2</p>	<p>There was evidence that screening was done for all water and sanitation projects for the current FY as follows:</p> <ul style="list-style-type: none"> <li>a) Construction of five stances lined pit latrine at Kamuli Trading Centre, Kamuli Ward in Kibanda Sub County as per the screening form dated 06th August 2020;</li> <li>b) Rehabilitation of Lwanga Piped Water System and Extension in Lwanga Parish, Kacheera Sub County as per the screening form dated 15th August 2020; and</li> <li>c) Construction of one valley tank at Ntakule village, Ntakule Parish in Lwamaggwa Sub County as per the screening form dated 29th August 2020.</li> </ul>	2
	<p><i>Maximum 14 points on this performance measure</i></p>			

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

*Maximum 14 points on this performance measure*

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

**There was evidence that 5 WSS Projects were incorporated in the procurement plan approved on 26th/05/2020 for FY 2020/2021 under the following Subjects of Procurement:**

1. Construction of a pit latrine at Kappa trading centre;
2. Construction of 28 Communal Ferro cement tanks;
3. Rehabilitation of boreholes;
4. Supply of borehole spare parts; and
5. Construction of a valley tank at Ntalule.

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

*Maximum 14 points on this performance measure*

b. Evidence that the water supply and public sanitation infrastructure for the previous FY was approved by the Contracts Committee before commencement of construction Score 2:

**There was evidence that the water supply and public sanitation infrastructure projects for the FY 2019-2020 were approved by the contracts committee before commencement of construction. The WSS infrastructure projects sampled for approval by the Contracts Committee included:**

**1. Completion of one valley tank in Buyamu Dwaniro S/C (RAKA/549/WRKS/19-20/00002)**

- Contracts Committee approval was done on 4th/09/2019 under Minute Reference No. 06/09/2019;

**2. Construction of 20cum Communal Ferro Cement Tanks at Kayonza Parish-Rwentaja village and Lwamagabi village in Kacheera S/C (RAKA/549/WRKS/19-290/00003-LOT 8)**

- Contracts Committee approval was done on 04th/09/2019 under Minute Reference No. 15/09/2019;

**3. Construction of three 20cum Ferro Cement Tanks at Kiyovu Parish- Saserinya Village (1), Kasensero Parish-Kiwaguzi Village (1), and Kamuli Parish-Kimuli village (1) in Lwanda and Kagamba Sub counties respectively**

- Contracts Committee approval was done on 04th/09/2019 under Minute Reference No. 09/09/19.

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

*Maximum 14 points on this performance measure*

c. Evidence that the District Water Officer properly established the Project Implementation team as specified in the Water sector guidelines Score 2:

There was evidence that a Project Implementation Team for projects implemented in the FY19/20 was established on 21/8/2019. The team included: CAO Abeneitwe, District Engineer, DWO Muwanga, 2no. ADWOs (water) – Kimuli and Ntambazi.

This team still oversees the projects for FY20/21.



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

d. Evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs provided by the DWO: Score 2

There was evidence that water and public sanitation infrastructure sampled were constructed as per the standard technical designs dated July 2020 provided by the DWO.

The following drawings were used:

- Lined pit Latrines: drawing no. DWSCG-50;
- For boreholes: a) MWE standard Hole Designs A & B; b) MWE standard Designs for Borehole Headworks.

NB: The drawings for valley tanks were presented but were not numbered.

It was found that the WSS facilities were well constructed.

*Maximum 14 points on this performance measure*

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

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

There was evidence that Technical officers carry out technical supervision of WSS projects.

Supervision reports were provided.

*Maximum 14 points on this performance measure*

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

*Maximum 14 points on this performance measure*

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

o If 100 % contracts paid on time: Score 2

o If not score 0

There was evidence that the DWO verified works and initiated payments of contractors within specified timeframes in the contracts for the sampled projects as follows:

Project: construction of Kiwaguzi FCT;

a) Contract no: Raka549/WRKS/19-20/00003-lot1

b) Contract sum: UGX 7,499,500/=

c) Payment was initiated on 16/12/19;

d) DWO signed on 16/12/19;

e) CAO approved on 18/12/19;

f) AG signed on 19/12/19.

Lwemiwuulu VT

a) Raka549/WRKS/19-20/0001

b) 81,479,268

c) 15/06/20

d) 19/6/20

e) 23/6/20

f) 25/6/20

Katuntu lined pit latrine

a) Raka549/wrks/19-20/00005-e

b) 25,000,000

c) 11/12/19

d) 11/12/19

e) 17/12/19

f) 07/01/20 .

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

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

Score 2, If not score 0

*Maximum 14 points on this performance measure*

**The following sample projects were checked to determine where they had complete procurement files in place**

**1. Completion of one valley tank in Buyamu Dwaniro S/C (RAKA/549/WRKS/19-20/00002)**

- The Evaluation Report was approved on 28th/08/2019;

- Committee decision taken on 04th/09/2019 under Minute No. 06/09/2019; and

- The contract agreement was signed on 19th/09/2019;

**2. Construction of 20cum Communal Ferro Cement Tanks at Kayonza Parish-Rwentaja village and Lwamagabi village in Kacheera S/C (RAKA/549/WRKS/19-290/00003-LOT 8)**

- The Evaluation Report was approved on 28th/08/2019;

- Committee decision taken on 4th/09/2019 under Minute Reference No. 15/09/2019; and

- The contract was signed on 19th/09/2019;

**3. Construction of three 20cum Ferro Cement Tanks at Kiyovu Parish- Saserinya Village (1), Kasensero Parish-Kiwaguzi Village (1), and Kamuli Parish-Kimuli village (1) in Lwanda and Kagamba Sub counties respectively.**

- The Evaluation Report was approved on 28th/08/2019;

- Contracts Committee decision taken on 30th/07/2020 under Minute Reference No. 09/09/19 and

- The contract agreement was signed on 19th/09/2019;

13	<p>Grievance Redress: The LG has established a mechanism of addressing WSS related grievances in line with the LG grievance redress framework</p> <p><i>Maximum 3 points this performance measure</i></p>	<p>Evidence that the DWO in liaison with the District Grievances Redress Committee recorded, investigated, responded to and reported on water and environment grievances as per the LG grievance redress framework:</p> <p>Score 3, If not score 0</p>	<p>There was evidence of a centralised system of recording grievances from the Grievances log that started on 13th October 2017 with the last grievance recorded on 12th August 2020. From the log, no grievances were recorded under Water and Sanitation Department.</p>	<b>3</b>
14	<p>Safeguards for service delivery</p> <p><i>Maximum 3 points on this performance measure</i></p>	<p>Evidence that the DWO and the Environment Officer have disseminated guidelines on water source &amp; catchment protection and natural resource management to CDOs:</p> <p>Score 3, If not score 0</p>	<p>There was no evidence of Water Source and Catchment Protection and; Natural Resource Management Guidelines disseminated by Rakai DLG.</p>	<b>0</b>

Safeguards in the  
Delivery of Investments

*Maximum 10 points on  
this performance  
measure*

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

There was evidence that Water Source Protection Plans and Natural Resource Management Plans prepared and implemented by Rakai DLG dated 11th August 2020 for the following water and sanitation projects:

- a) Construction of two 20 M3 Ferro Cement Water Tanks at Kiyambo village, and Kirangira village in Kagamba Sub County;
- b) Construction of two 20 M3 Ferro Cement Water Tanks at Kibaale village and Nkundi village in Kyalulangila Sub County;
- c) Construction of one 20 M3 Ferro Cement Water Tank at Kamunyerere village in Kibanda Sub County;
- d) Construction of one 20 M3 Ferro Cement Water Tank at Bulanga village in Kiziiba Sub County;
- e) Construction of two 20 M3 Ferro Cement Water Tanks at Lwanamboga village and Bumogolo village in Byakabanda Sub County;
- f) Construction of two 20 M3 Ferro Cement Water Tanks at Lamagabi village and Rwentanga village in Kacheera Sub County;
- g) Construction of two 20 M3 Ferro Cement Water Tanks at Lukerere village and Katunga village in Kiziiba Sub County; and
- h) Construction of two 20 M3 Ferro Cement Water Tanks at Kasagazi village and Ddwaniro village in Ddwaniro Sub County.

Safeguards in the Delivery of Investments

*Maximum 10 points on this performance measure*

b. Evidence that all WSS projects are implemented on land where the LG has proof of consent (e.g. a land title, agreement; Formal Consent, MoUs, etc.), without any encumbrances:

Score 3, If not score 0

There was evidence of proof of ownership of land where Rakai DLG implemented all WSS projects for the FY 2019/20 as follows:

a) Land agreement dated 19th October 2019 between Mr Kabegambire Robert of Katuntu and the Community of Katuntu village, Lwabakooba Parish, Kagamba Sub County for the offer of a piece of land measuring 15 x 10 Metres to Construct a Community Water / Sanitation Facility. The offer was witnessed by Mr Kagumire Moses – the Chairperson Katuntu LC I, landowner's Spouse and Adult Child;

b) Land agreement dated 10th March 2020 between Mr Batangaya Livingstone – the land owner and the Community of Lwemiwuulu LC I, Kawunguri Parish, Kifamba Sub County for the offer of a piece of Land measuring 80 x 65 Metres for the Construction of a Community Water Tank. The offer was witnessed by Chairperson Lwemiwuulu LC I – Mr Kaweesi Daniel, the Landowner's Spouse and Adult Child;

c) The land agreement dated 06th May 2020 between Ms Nduyima Aisha – the land owner and the Community of Rwantanga LC I village, Kayonza Parish, Kacheera Sub County for the offer of a piece of land measuring 15 x 15 Metres for the Construction of a Ferro Cement Water Tank. The offer was witnessed by Rwentanga LC I Chairperson – Mr Turyahikayo Isaac, landowner's Spouse and Adult Child; and

d) Land agreement dated 31st March 2020 between Mr Yiga Steven Monday – the Land Owner and the Community of Kamulaba village, Lyakisana Parish in Kacheera Sub County offering a piece of land measuring 25 x 25 Metres to Construct a Ferro Cement Tank. Witnessed by Kamulaba Chairperson LC I – Mr Tumuheirwe Javern, landowner's spouse and Adult Child.

15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>c. Evidence that E&amp;S Certification forms are completed and signed by Environmental Officer and CDO prior to payments of contractor invoices/certificates at interim and final stages of projects:</p> <p>Score 2, If not score 0</p>	<p>There was evidence that E&amp;S Compliance Certification forms were completed and signed by Environmental Officer for the following projects:</p> <p>a) Construction of five stances lined pit latrine at Katuntu P Sch., Katuntu Parish in Kagamba Sub County dated 19th June 2020;</p> <p>b) Construction of one Ferro Cement Tank at Kiwaguzzi village, Kiwaguzzi Parish in Lwanda Sub County dated 13th December 2019;</p> <p>c) Construction of valley tank at Buyamu village, Ddwaniro Parish in Ddwaniro Sub County dated 20th June 2020; and</p> <p>d) Construction of valley tank at Lwemiwuulu village, Kawunguli Parish in Kifamba Sub County dated 20th June 2020.</p>	2
15	<p>Safeguards in the Delivery of Investments</p> <p><i>Maximum 10 points on this performance measure</i></p>	<p>d. Evidence that the CDO and environment Officers undertakes monitoring to ascertain compliance with ESMPs; and provide monthly reports:</p> <p>Score 2, If not score 0</p>	<p>There was evidence of monitoring to ascertain compliance with ESMPs for water and sanitation projects as per the Final Environmental Compliance and Monitoring Report dated 21st April 2020, for fourteen Ferro cement water tanks in Kagamba Sub County; Kyalulangila Sub County; Kibanda Sub County; Byakabanda Sub County; Kacheera Sub County; Kiziiba Sub County, and Ddwaniro Sub County.</p>	2

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Local Government Service Delivery Results</b>				
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>a) Evidence that the LG has up to-date data on irrigated land for the last two FYs disaggregated between micro-scale irrigation grant beneficiaries and non-beneficiaries – score 2 or else 0</p>	<p>The only record of irrigated data in Rakai LG was seen in a document entitled "Potential for micro and small-scale irrigation development: District level assessment based on water availability and technical suitability" dated 5/12/2019. In this document, about 17,143 acres of irrigated land was estimated in the LG. No other data was available for the previous FY. Since activities on the micro-scale irrigation grant are just starting in the LG, data on the grant beneficiaries was also not available.</p>	0
1	<p>Outcome: The LG has increased acreage of newly irrigated land</p> <p>Maximum score 4</p> <p>Maximum 20 points for this performance area</p>	<p>b) Evidence that the LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one:</p> <ul style="list-style-type: none"> <li>• By more than 5% score 2</li> <li>• Between 1% and 4% score 1</li> <li>• If no increase score 0</li> </ul>	<p>There was no evidence that Rakai LG has increased acreage of newly irrigated land in the previous FY as compared to previous FY but one.</p>	0
2	<p>Service Delivery Performance: Average score in the micro-scale irrigation for the LLG performance assessment. Maximum score 4</p>	<p>a) Evidence that the average score in the micro-scale irrigation for LLG performance assessment is:</p> <ul style="list-style-type: none"> <li>• Above 70%; score 4</li> <li>• 60 – 69%; score 2</li> <li>• Below 60%; score 0</li> </ul> <p>Maximum score 4</p>	<p>Not applicable.</p>	0



3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	a) Evidence that the development component of micro-scale irrigation grant has been used on eligible activities (procurement and installation of irrigation equipment, including accompanying supplier manuals and training): Score 2 or else score 0	The greatest challenge Rakai LG was facing was that they had not received funds for this current FY. As such, implementation of planned activities was being affected. Nevertheless, the activities planned by the LG for the first quarter of this FY were on track. According to the LG's activity work plan for the grant for FY 2020/21, these activities include: (i) stakeholder mapping, training and mobilization/awareness creation at district, sub-county and parish levels, (ii) developing and utilizing effective communication, information and knowledge management systems, and (iii) identification and expression of interest by farmers.	2
	Maximum score 6		A field report for quarter 1 of FY 2020/2012 dated 29th September 2020 showed evidence of the above mentioned activities taking place.	
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	b) Evidence that the approved farmer signed an Acceptance Form confirming that equipment is working well, before the LG made payments to the suppliers: Score 1 or else score 0	Not applicable.	0
	Maximum score 6			
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	Evidence that the variations in the contract price are within +/-20% of the Agriculture Engineers estimates: Score 1 or else score 0	There was no evidence since procurement and installation of irrigation equipment had not been done yet by Rakai LG.	0
	Maximum score 6			
3	Investment Performance: The LG has managed the supply and installation of micro-scale irrigations equipment as per guidelines	d) Evidence that micro-scale irrigation equipment where contracts were signed during the previous FY were installed/completed within the previous FY	There was no evidence since procurement and installation of irrigation equipment had not been done yet by Rakai LG.	0
	Maximum score 6	<ul style="list-style-type: none"> <li>• If 100% score 2</li> <li>• Between 80 – 99% score 1</li> <li>• Below 80% score 0</li> </ul>		

4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards  Maximum score 6	a) Evidence that the LG has recruited LLG extension workers as per staffing structure  • If 100% score 2  • If 75 – 99% score 1  • If below 75% score 0	Not applicable.	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards  Maximum score 6	b) Evidence that the micro-scale irrigation equipment meets standards as defined by MAAIF  • If 100% score 2 or else score 0	There was no evidence since procurement and installation of irrigation equipment had not been done yet by Rakai LG.	0
4	Achievement of standards: The LG has met staffing and micro-scale irrigation standards  Maximum score 6	b) Evidence that the installed micro-scale irrigation systems during last FY are functional  • If 100% are functional score 2 or else score 0	There was no evidence since procurement and installation of irrigation equipment had not been done yet by Rakai LG.	0

### Performance Reporting and Performance Improvement

5	Accuracy of reported information: The LG has reported accurate information  Maximum score 4	a) Evidence that information on position of extension workers filled is accurate: Score 2 or else 0	There was evidence that the district has recruited LLG extension workers as per staffing structure as per the staff lists displayed on the LLGs notice boards of Lwanda sub county, Rakai Town council and Ddwaniro sub county and staff lists at the district.	2
5	Accuracy of reported information: The LG has reported accurate information  Maximum score 4	b) Evidence that information on micro-scale irrigation system installed and functioning is accurate: Score 2 or else 0	There was no evidence since procurement and installation of irrigation equipment had not been done yet by Rakai LG.	0

6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>a) Evidence that information is collected quarterly on newly irrigated land, functionality of irrigation equipment installed; provision of complementary services and farmer Expression of Interest: Score 2 or else 0</p>	<p>There was evidence that the LG reports quarterly on field activities carried out, and also collects information. A number of quarterly reports were seen. These were dated 27/3/2020, 19/5/2020, 30/6/2020 and 29/9/2020. Specific to the micro-scale irrigation grant the quarterly field report dated 29/9/2020 showed the activities carried out in that quarter including training of sub-county officers in modules 1, 2 3 and 4; awareness and sensitization of district staff, sub-county agricultural officers, community development officer and community based facilitators; receiving and recording expression of interest in the Irritrack app; and training agricultural officers on the use of the Irritrack app. The report showed that Rakai LG had so far had five (5) awareness raising events., and they had successfully recorded 81 farmers who had expressed interest in the micro-scale irrigation grant out of their target 267 farmers. Seventy three (73) of these farmers are male while eight (8) are female.</p>	2
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>b) Evidence that the LG has entered up to-date LLG information into MIS: Score 1 or else 0</p>	<p>There was evidence that the LG had entered up to-date LLG information into MIS on reviewing the MIS reports on the MIS app. The latest farmer information entered into MIS was 11/11/2020.</p>	1
6	<p>Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans</p> <p>Maximum score 6</p>	<p>c) Evidence that the LG has prepared a quarterly report using information compiled from LLGs in the MIS: Score 1 or else 0</p>	<p>There was evidence that the LG has prepared quarterly reports using information compiled from LLGs in the MIS. Quarterly reports dated 29/9/2020 and 12/11/2020 showed information compiled from MIS on the successful farmers who had expressed interest from the different sub-counties.</p>	1

6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans  Maximum score 6	d) Evidence that the LG has:  i. Developed an approved Performance Improvement Plan for the lowest performing LLGs score 1 or else 0	There was no evidence of an approved performance improvement plan for the lowest performing LLGs in Rakai LG.	0
6	Reporting and Performance Improvement: The LG has collected and entered information into MIS, and developed and implemented performance improvement plans  Maximum score 6	ii. Implemented Performance Improvement Plan for lowest performing LLGs: Score 1 or else 0	There was no evidence that the LG developed and implemented a performance improvement plan.	0

### Human Resource Management and Development

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	a) Evidence that the LG has:  i. Budgeted for extension workers as per guidelines/in accordance with the staffing norms score 1 or else 0	According to the activity work plan for FY 2020/2021, the planned extension staff activities in the micro-scale irrigation grant were budgeted for. However, the LG had not yet received funds for the first quarter of this FY.	1
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	ii Deployed extension workers as per guidelines score 1 or else 0	According to the staff list seen dated 24/6/2020 and the sampled staff performance appraisals for three (3) extension officers including Njogerere Richard, Saturday Charles and Ssemusu Edwin for the FY 2019/2020, the LG deployed extension workers as per the guidelines.	1

7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	b) Evidence that extension workers are working in LLGs where they are deployed: Score 2 or else 0	There was evidence that the extension workers were deployed in the LLGs as per the TPC minutes of Lwanda Sub County on 12/12/2019, 16/9/2019, and 13/8/2019. The TPC minutes of Dwaniro Sub County held on 17/03/2020, 17/12/2019 and 20/08/2019.	2
7	Budgeting for, actual recruitment and deployment of staff: The Local Government has budgeted, actually recruited and deployed staff as per guidelines  Maximum score 6	c) Evidence that extension workers' deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board. Score 2 or else 0	There was evidence that the extension workers deployment has been publicized and disseminated to LLGs by among others displaying staff list on the LLG notice board as per the staff lists that were displayed on the notice boards of Dwaniro Sub County, Rakai town council and Lwanda Sub County.	2
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	a) Evidence that the District Production Coordinator has:  i. Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY: Score 1 else 0	There was evidence that the District Production Coordinator has Conducted annual performance appraisal of all Extension Workers against the agreed performance plans and has submitted a copy to HRO during the previous FY . Lubinga martin, assistant animal husbandry officer appraised on 16/09/2020 by lubega yusuf DPMO. Sserwano jude veterinary officer appraised by lubega DPMO. Lutasiingwa moses assistant vet officer appraised by kanya Edward. Mwesezi Richard appraised by Dr kizito on 04/07/2020	1
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	a) Evidence that the District Production Coordinator has;  Taken corrective actions: Score 1 or else 0	No corrective actions were recommended	1

8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	b) Evidence that:  i. Training activities were conducted in accordance to the training plans at District level: Score 1 or else 0	According to the quarterly field report for the first quarter of FY 2020/2012 dated 29/09/2020, trainings carried out included: training of sub-county officers on modules 1, 2, 3, 4 and 5; and training agricultural officers on the use of the Irritrack app. There was also an attendance list of the trainings dated 10/8/2020.	1
8	Performance management: The LG has appraised, taken corrective action and trained Extension Workers  Maximum score 4	ii Evidence that training activities were documented in the training database: Score 1 or else 0	Rakai LG Production and Marketing department did not have a training database.	0

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

9	Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.  Maximum score 10	a) Evidence that the LG has appropriately allocated the micro scale irrigation grant between (i) capital development (micro scale irrigation equipment); and (ii) complementary services (in FY 2020/21 100% to complementary services; starting from FY 2021/22 – 75% capital development; and 25% complementary services): Score 2 or else 0	The LG is at its initiation stage without budget	0
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9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>b) Evidence that budget allocations have been made towards complementary services in line with the sector guidelines i.e. (i) maximum 25% for enhancing LG capacity to support irrigated agriculture (of which maximum 15% awareness raising of local leaders and maximum 10% procurement, Monitoring and Supervision); and (ii) minimum 75% for enhancing farmer capacity for uptake of micro scale irrigation (Awareness raising of farmers, Farm visit, Demonstrations, Farmer Field Schools): Score 2 or else score 0</p>	<p>There was no budget</p>	0
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>c) Evidence that the co-funding is reflected in the LG Budget and allocated as per guidelines: Score 2 or else 0</p>	<p>Co funding will be in the second financial year.</p>	0
	<p>Maximum score 10</p>			
9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p>	<p>d) Evidence that the LG has used the farmer co-funding following the same rules applicable to the micro scale irrigation grant: Score 2 or else 0</p>	<p>The LG is in its first year of operation.</p>	0
	<p>Maximum score 10</p>			

9	<p>Planning, budgeting and transfer of funds for service delivery: The Local Government has budgeted, used and disseminated funds for service delivery as per guidelines.</p> <p>Maximum score 10</p>	<p>e) Evidence that the LG has disseminated information on use of the farmer co-funding: Score 2 or else 0</p>	<p>Several awareness creation meetings were conducted by the LG. The attendance lists for awareness creation for district and LLG staff on the UGiFT program were dated 29/7/2020 and 10/8/2020. For farmer awareness creation, attendance lists were dated 11/8/2020,13/8/2020, 22/9/2020, 15/10/2020, 20/10/2020 and 4/11/2020. In these awareness creation events, the Agricultural Engineer went through the pamphlet on the micro-scale irrigation grant that was shared with them by MAAIF and is also used for farmer applications. This pamphlet had a section on farmer co-funding that the Agricultural Engineering emphasizes to the various stakeholders.</p>	2
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the DPO has monitored on a monthly basis installed micro-scale irrigation equipment (key areas to include functionality of equipment, environment and social safeguards including adequacy of water source, efficiency of micro irrigation equipment in terms of water conservation, etc.)</p> <ul style="list-style-type: none"> <li>• If more than 90% of the micro-irrigation equipment monitored: Score 2</li> <li>• 70-89% monitored score 1</li> <li>Less than 70% score 0</li> </ul>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>b. Evidence that the LG has overseen technical training &amp; support to the Approved Farmer to achieve servicing and maintenance during the warranty period: Score 2 or else 0</p>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG. Also, no farmers were approved yet for the project.</p>	0
10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>c) Evidence that the LG has provided hands-on support to the LLG extension workers during the implementation of complementary services within the previous FY as per guidelines score 2 or else 0</p>	<p>There was no evidence of hands-on support being provided to the LLG extension workers since demonstration sites have not been set up yet, and neither had procurement and installation of irrigation equipment been done.</p>	0



10	<p>Routine oversight and monitoring: The LG monitored, provided hands-on support and ran farmer field schools as per guidelines</p> <p>Maximum score 8</p>	<p>d) Evidence that the LG has established and run farmer field schools as per guidelines: Score 2 or else 0</p>	<p>No farmer field schools had been established yet by the LG.</p>	0
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11	<p>Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.</p> <p>Maximum score 4</p>	<p>a) Evidence that the LG has conducted activities to mobilize farmers as per guidelines: Score 2 or else 0</p>	<p>The LG had attendance lists, photos and reports on farmer mobilizations activities for the micro-scale irrigation project. A quarterly report dated 29/9/2020 for the first quarter of FY 2020/2021 summarized these events with pictures included. Attendance lists dated 11/8/2020, 13/8/2020, 22/9/2020, 15/10/2020, and 4/11/2020 showed evidence of the mobilization activities. Mobilized farmers were both male and female.</p>	2
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11	<p>Mobilization of farmers: The LG has conducted activities to mobilize farmers to participate in irrigation and irrigated agriculture.</p> <p>Maximum score 4</p>	<p>b) Evidence that the District has trained staff and political leaders at District and LLG levels: Score 2 or else 0</p>	<p>According to the quarterly field report for the first quarter of FY 2020/2012 dated 29/9/2020, training of district staff and staff at LLGs took place, photos were also included. Attendance lists dated 29/7/2020 and 10/8/2020 also showed evidence of training of district and LLG staff. Particular staff trained include DPO, DFO, DAO, AFO, DAE, SAE, agricultural officers, community development officers, community based facilitators, and a UBA bank staff. Political leaders were invited for the meeting on 29/7/2020 but they weren't able to come. They were instead informed of the project during sectoral meetings although there was no evidence of this.</p>	0
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**Investment Management**

12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>a) Evidence that the LG has an updated register of micro-scale irrigation equipment supplied to farmers in the previous FY as per the format: Score 2 or else 0</p>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG.</p>	0
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12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>b) Evidence that the LG keeps an up-to-date database of applications at the time of the assessment: Score 2 or else 0</p>	<p>Physical applications were sampled and were part of the database. The MIS database was reviewed and was up-to-date with the most previous applicant entered on 11/11/2020.</p>	2
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12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>c) Evidence that the District has carried out farm visits to farmers that submitted complete Expressions of Interest (EOI): Score 2 or else 0</p>	<p>No farm visits had been carried out yet. The LG was still registering farmers who express interest.</p>	0
12	<p>Planning and budgeting for investments: The LG has selected farmers and budgeted for micro-scale irrigation as per guidelines</p> <p>Maximum score 8</p>	<p>d) For DDEG financed projects:</p> <p>Evidence that the LG District Agricultural Engineer (as Secretariat) publicized the eligible farmers that they have been approved by posting on the District and LLG noticeboards: Score 2 or else 0</p>	<p>There was no evidence that the LG Agricultural Engineer publicised the eligible farmers.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>a) Evidence that the micro-scale irrigation systems were incorporated in the LG approved procurement plan for the current FY: Score 1 or else score 0.</p>	<p>The LG did not incorporate irrigation equipment into the procurement plan since they did not have the funding for the equipment in the initial stage</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>b) Evidence that the LG requested for quotation from irrigation equipment suppliers pre-qualified by the Ministry of Agriculture, Animal Industry and Fisheries (MAAIF): Score 2 or else 0</p>	<p>There was no evidence that the LG requested for quotation since there was no funding for irrigation equipments.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>c) Evidence that the LG concluded the selection of the irrigation equipment supplier based on the set criteria: Score 2 or else 0</p>	<p>There was no evidence that the LG selected the irrigation contract committee since there was no funding for equipment.</p>	0

13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>d) Evidence that the micro-scale irrigation systems for the previous FY was approved by the Contracts Committee: Score 1 or else 0</p>	<p>The micro - scale irrigation system was not approved by the contract committee since the LG was still at the initial stage without funds for equipment</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>e. Evidence that the LG signed the contract with the lowest priced technically responsive irrigation equipment supplier for the farmer with a farmer as a witness before commencement of installation score 2 or else 0</p>	<p>There was no contract signed since the funding was for equipment was not available</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>f)Evidence that the micro-scale irrigation equipment installed is in line with the design output sheet (generated by IrriTrack App): Score 2 or else 0</p>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>g) Evidence that the LG have conducted regular technical supervision of micro-scale irrigation projects by the relevant technical officers (District Senior Agricultural Engineer or Contracted staff): Score 2 or else 0</p>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG.</p>	0
13	<p>Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines</p> <p>Maximum score 18</p>	<p>h) Evidence that the LG has overseen the irrigation equipment supplier during:</p> <p>i. Testing the functionality of the installed equipment: Score 1 or else 0</p>	<p>Procurement and installation of irrigation equipment had not been done yet by the LG.</p>	0

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	ii. Hand-over of the equipment to the Approved Farmer (delivery note by the supplies and goods received note by the approved farmer): Score 1 or 0	Procurement and installation of irrigation equipment had not been done yet by the LG.	<b>0</b>
	Maximum score 18			

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	i) Evidence that the Local Government has made payment of the supplier within specified timeframes subject to the presence of the Approved farmer's signed acceptance form: Score 2 or else 0	The LG did not make any payment for the suppliers as they are still in the sensitisation phase.	<b>0</b>
	Maximum score 18			

13	Procurement, contract management/execution: The LG procured and managed micro-scale irrigation contracts as per guidelines	j) Evidence that the LG has a complete procurement file for each contract and with all records required by the PPDA Law: Score 2 or else 0	The LG did not prepare complete procurement file since there was no budget for equipments.	<b>0</b>
	Maximum score 18			

**Environment and Social Safeguards**

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework	a) Evidence that the Local Government has displayed details of the nature and avenues to address grievance prominently in multiple public areas: Score 2 or else 0	There was no evidence of display of details of the nature and avenues to address grievance prominently in multiple public areas.	<b>0</b>
	Maximum score 6			

14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  i). Recorded score 1 or else 0  ii). Investigated score 1 or else 0  iii). Responded to score 1 or else 0  iv). Reported on in line with LG grievance redress framework score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  ii. Investigated score 1 or else 0  iii. Responded to score 1 or else 0  iv. Reported on in line with LG grievance redress framework score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  iii. Responded to score 1 or else 0  iv. Reported on in line with LG grievance redress framework score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
14	Grievance redress: The LG has established a mechanism of addressing micro-scale irrigation grievances in line with the LG grievance redress framework  Maximum score 6	b) Micro-scale irrigation grievances have been:  iv. Reported on in line with LG grievance redress framework score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0

15	Safeguards in the delivery of investments Maximum score 6	a) Evidence that LGs have disseminated Micro-irrigation guidelines to provide for proper siting, land access (without encumbrance), proper use of agrochemicals and safe disposal of chemical waste containers etc.  score 2 or else 0	Rakai LG had not yet disseminated micro-irrigation guidelines to farmers.	0
15	Safeguards in the delivery of investments Maximum score 6	b) Evidence that Environmental, Social and Climate Change screening have been carried out and where required, ESMPs developed, prior to installation of irrigation equipment.  i. Costed ESMP were incorporated into designs, BoQs, bidding and contractual documents score 1 or else 0	There was no evidence since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
15	Safeguards in the delivery of investments Maximum score 6	ii. Monitoring of irrigation impacts e.g. adequacy of water source (quality & quantity), efficiency of system in terms of water conservation, use of agro-chemicals & management of resultant chemical waste containers score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
15	Safeguards in the delivery of investments Maximum score 6	iii. E&S Certification forms are completed and signed by Environmental Officer prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
15	Safeguards in the delivery of investments Maximum score 6	iv. E&S Certification forms are completed and signed by CDO prior to payments of contractor invoices/certificates at interim and final stages of projects score 1 or else 0	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	Evidence that the LG has recruited or requested for secondment of staff for all critical positions in the District Production Office responsible for micro-scale irrigation  Maximum score is 70	If the LG has recruited the Senior Agriculture Engineer score 70 or else 0.	There was evidence that the district had a senior agriculture engineer, Mr Baliraine Chris Olwamu who was appointed on 27th February 2019 DSC min 4/2019. Appraised by Iwakatuntu yusuf lubega on 5/8/2020.	70
<b>Environment and Social Requirements</b>				
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.  Maximum score is 30	If the LG: a. Carried out Environmental, Social and Climate Change screening, score 15 or else 0.	There was no evidence of screening done since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0
2	Evidence that the LG has carried out Environmental, Social and Climate Change screening have been carried out for potential investments and where required costed ESMPs developed.  Maximum score is 30	b. Carried out Social Impact Assessments (ESIAs) where required, score 15 or else 0.	There was no evidence since Rakai DLG did not receive funds for Micro-Scale Irrigation in the Previous FY.	0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	If the LG has recruited: a. 1 Civil Engineer (Water), score 15 or else 0.	DWO Muwanga Francis was appointed on 28/9/18; Ref.CR/156/3 under Min85/2018.	15
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	b. 1 Assistant Water Officer for mobilization, score 10 or else 0.	AWO-mobilisation Matumbwe Barnabas was appointed on 24/4/2019; Ref CR/156/3; under Min 51/2019	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	c. 1 Borehole Maintenance Technician/Assistant Engineering Officer, score 10 or else 0.	AWO Kimuli Geoffrey was appointed on 07/01/2019; Ref. CR/156/3; under Min117/2018;  AWO Ntambazi David was appointed on 24/4/2019; Ref CR/156/3; under Min50/2019.	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	d. 1 Natural Resources Officer , score 15 or else 0.	This post is vacant however Mirembe Sylvia is acting NRO. The LG has advertised for filling this post.	0
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	e. 1 Environment Officer, score 10 or else 0.	Environment Officer Mirembe Sylvia was appointed on 27/02/2019; Ref:CR156/3; under Min02/2019.	10
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions.	f. Forestry Officer, score 10 or else 0.	Forest Officer Kamurasi Henry Gabigogo was appointed on 19/10/2020; Ref CR/156/3; under Min 65/2020	10

**Environment and Social Requirements**



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

If the LG:

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

There was evidence of screening for Water and Sanitation Projects implemented in previous FY as follows:

a) Construction of one Ferro Cement tank at Kiwaguzi village, Kiwaguzi Parish in Lwanda Sub County dated 13th December 2019;

b) Construction of 20 M3 Ferro cement water tanks at Bumogolo village, Kamukaro Parish in Byakabanda Sub County dated 17th December 2019;

c) Construction of 20 M3 Ferro cement water tanks at Ddwaniro village, Ddwaniro Parish in Ddwaniro Sub County dated 17th December 2019;

d) Construction of 20 M3 Ferro cement water tanks at Kilangira village, Kilangira Parish in Kagamba Sub County dated 10th December 2019;

e) Construction of 20 M3 Ferro cement water tanks at Kasogozi village, Buyamba Parish in Ddwaniro Sub County dated 02nd December 2019; and

f) Construction of 20 M3 Ferro cement water tanks at Lwamamboga village, Byakabanda Parish in Byakabanda Sub County dated 10th December 2019.

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

b. Carried out Social Impact Assessments (ESIAs) , score 10 or else 0.

There was evidence of Environmental Plans with mitigation measures prepared for the Construction of 20 M3 Ferro Cement water tanks in Kagamba Sub County, Kyalulungira Sub County, Kibanda Sub County, Kiziba Sub County, Byakabanda Sub County, Kacheera Sub County, and Ddwaniro Sub County dated 19th December 2019. Some of the recommended mitigation measures included the planting of five trees at each site to add beauty, create shade, and replace the uprooted trees as guided by the District Environmental Officer.

The follow up was the Environmental and Social Compliance and Monitoring Report dated 21st April 2020, for the fourteen Ferro Cement Water Tanks and sanitation projects.

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

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

There was no evidence of Abstraction Permits given to contractors for all Water and Sanitation Projects.

ENOTU Constr Ltd, ESTEN Entreprises Ltd and SECASH Business Solutions Ltd were contracted to construct Katuntu latrine, Kiwaguzi RWT and Buyamu VT respectively.

These firms were procured through competitive bidding and the work was carried out but these contracts did not need any abstraction permits to be issued by DWRM for them to undertake work.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>If the LG has substantively recruited or formally requested for secondment of:</p> <p>a. District Health Officer, score 10 or else 0.</p>	<p>There was evidence that the district had District Health Officer a Dr. Sakor Moses who was appointed on 10 march 2014, Ref CR/156/3, DSC min no 20/2014(1) , and appraised on 24/10/19 by Sebandeke Richard.</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>b. Assistant District Health Officer Maternal, Child Health and Nursing, score 10 or else 0</p>	<p>There was evidence that the district had an assistant district health officer maternal, child health and nursing, Kaweesa Rasto Muhangi who was appointed on 4th June 2012 Ref CR/156/3, DSC MIN 55/2012(1) . Appraised by kamyia Edward on 17/08/2020</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>c. Assistant District Health Officer Environmental Health, score 10 or else 0.</p>	<p>There was evidence that the district had an Assistant District Health Officer Environmental Health, Kapere Daniel, who was appointed on 24th April 2019 DSC min no 44/2019</p>	10
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>d. Principal Health Inspector (Senior Environment Officer) , score 10 or else 0.</p>	<p>There was no evidence that the district had a Principal Health Inspector.</p>	0

1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>e. Senior Health Educator, score 10 or else 0.</p>	<p>There was no evidence that the district had a Senior Health Educator</p>	<b>0</b>
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>f. Biostatistician, score 10 or 0.</p>	<p>There was evidence that the district had a biostatistician, Mbabazi Betty appointed on 6/6/20 DSC min no 87/2019. Appraised by DR.Sakor 1/7/2020</p>	<b>10</b>
1	<p>Evidence that the District has substantively recruited or formally requested for secondment of staff for all critical positions.</p> <p>Applicable to Districts only.</p> <p>Maximum score is 70</p>	<p>g. District Cold Chain Technician, score 10 or else 0.</p>	<p>There was evidence that the district had a district cold chain technician, Ssenyondo Robert appointed who was appointed on 2 July 2018 DSC min 42/2018. Appraised by kanya edward1/7/2020</p>	<b>10</b>
1	<p>Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>h. If the MC has in place or formally requested for secondment of Medical Officer of Health Services /Principal Medical Officer, score 30 or else 0.</p>		
1	<p>Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.</p> <p><i>Applicable to MCs only.</i></p> <p><i>Maximum score is 70</i></p>	<p>i. If the MC has in place or formally requested for secondment of Principal Health Inspector, score 20 or else 0.</p>		

1 Evidence that the Municipality has in place or formally requested for secondment of staff for all critical positions.  
*Applicable to MCs only.*  
*Maximum score is 70*

j. If the MC has in place or formally requested for secondment of Health Educator, score 20 or else 0.

**Environment and Social Requirements**

2 Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)  
 Maximum score is 30

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

There was no evidence of screening for Health Projects in the current FY.

**0**

2 Evidence that prior to commencement of all civil works for all Health sector projects, the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)  
 Maximum score is 30

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

There was no evidence of ESMP prepared with cost for the current FY.

**0**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:  <i>The maximum score is 70</i>	If the LG has substantively recruited or formally requested for secondment of:  a) District Education Officer/ Principal Education Officer, score 30 or else 0.	There was evidence that the district had a District Education Officer, Kimbowa John Baptist who was appointed on 24th May 2018 Ref CR/156/3 DSC min no 13/2018(1)	30
1	Evidence that the LG has substantively recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Education Office namely:  <i>The maximum score is 70</i>	If the LG has substantively recruited or formally requested for secondment of:  b) All District/Municipal Inspector of Schools, score 40 or else 0.	There was evidence that the district had all district inspectors of schools. These were, Ssemutono Stephen (senior) appointed on 6/6/2018 Ref CR/156/3 DSC min 65/2018(1), Appraised by Kanya Edward 28/7/2020. Mutaawe Eriah appointed on 19 December 2019 Ref CR/156/3, DSC min no 143/2019 appraised by Ssemutono Stephen on 29 July 2020. Nakazibwe Catherine appointed on 20 March 2019 Ref no CR/156/3, DSC min 14/2019 Appraised on 5/7/2020.	40
<b>Environment and Social Requirements</b>				
2	Evidence that prior to commencement of all civil works for all Education sector projects the LG has carried out: Environmental, Social and Climate Change screening/Environment Social Impact Assessments (ESIAs)  <i>The Maximum score is 30</i>	If the LG carried out:  a. Environmental, Social and Climate Change screening/Environment, score 15 or else 0.	There was evidence that E&S Screening was completed for the following projects:  a) Construction of two classroom block at Kkabagya P Sch., in Lwamaggwa Sub County dated 09th September 2019;  b) Construction of five stances lined pit latrine at Kisweere P Sch., Kisweere Parish in Kibanda Sub County dated 16th September 2019;  c) Construction of five stances lined pit latrine at Kanyogoga P Sch., Kagamba Parish in Kagamba Sub County dated 09th September 2019;  d) Construction of five stances lined pit latrine at Nazikokolima P Sch., Kagamba Parish in Kagamba Sub County dated 09th September 2019;  e) Construction of five stances lined pit latrine at Kiwenda P Sch., Kiwenda Parish in Lwanda Sub County dated 09th September 2019; and  f) Construction of five stances lined pit latrine at Lwemisege P Sch., Kijumba Parish in Kifamba Sub County dated 06th September 2019.	15

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

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

There was no evidence of costed ESMP for Education Projects implemented in FY 2019/20.

The Maximum score is 30

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
<b>Human Resource Management and Development</b>				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	a. Chief Finance Officer/Principal Finance Officer, score 3 or else 0	There was evidence that Rakai district had a Chief Finance Officer, Mwebaza jane appointed on 3 february 2015, ref CR/156/3, DSC minute no 3/2015. Appraised on 12 August 2020 by Abenaitwe robert	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	b. District Planner/Senior Planner, score 3 or else 0	There was evidence that the district had a, District Planner Mutebi David appointed on 3 february 2015, Ref CR/156/3, DSC minute no 20/2015	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	c. District Engineer/Principal Engineer, score 3 or else 0	There was evidence that the district had a District Engineer Mr sentamu Julius appointed on 17th march 2020, Ref CR/156/3, DSC 35/2020	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	d. District Natural Resources Officer/Senior Environment Officer, score 3 or else 0	There was no evidence that the district had a district Natural Resources Officer	0



1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	e. District Production Officer/Senior Veterinary Officer,  score 3 or else 0	There was no evidence that the district had a District Production Officer	0
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	f. District Community Development Officer/ Principal CDO,  score 3 or else 0	There was evidence that the district had a District Community Development Officer Kimbugwe Godfrey appointed on 19th November Ref CR/156/3 DSC min 101/2018.	3
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	g. District Commercial Officer/Principal Commercial Officer,  score 3 or else 0	There was no evidence that the district had a District Commercial Officer	0
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.  Maximum score is 37.	other critical staff  h (i). A Senior Procurement Officer (Municipal: Procurement Officer)  score 2 or else 0.	There was evidence that the district had a Senior Procurement Officer, Nakatudde Ruth Kathy, who was appointed on 7 January 2019, Ref CR/156/3, DSC min 110/2018.	2

1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	h(ii). Procurement Officer (Municipal Assistant Procurement Officer), score 2 or else 0	There was evidence that the District had a procurement officer, Kaggwa Adulf who was appointed on 24th April 2019 Ref CR/156/3, DSC 39/2019.	2
Maximum score is 37.				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	i. Principal Human Resource Officer, score 2 or else 0	There was evidence that the district had a Principal Human Resource Officer Yawe Rose appointed on 24th may 2018 Ref CR/156/3 DSC 11/2018(1).	2
Maximum score is 37.				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	j. A Senior Environment Officer, score 2 or else 0	There was evidence that the district a Senior Environment Officer Mirembe sylvia 27th February 2019 CR/156/3, DSC 2/2019.	2
Maximum score is 37.				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	k. Senior Land Management Officer, score 2 or else 0	There was evidence that the district had a Senior Land Management Officer Kabazzi Richard, who was appointed on 1 July 2019 REF CR/156/1, DSC min 110/2019.	2
Maximum score is 37.				

1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	l. A Senior Accountant, score 2 or else 0	There was evidence that the district had a Senior Accountant Matovu James appointed on 29/09/2009, Ref CR/156/3.	2
Maximum score is 37.				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	m. Principal Internal Auditor for Districts and Senior Internal Auditor for MCs, score 2 or else 0	There was evidence that the district had a Principal Internal Auditor Lubega Pollino appointed on 6/7/2018. Ref CR/156/3, DSC 67/2018(1)	2
Maximum score is 37.				
1	Evidence that the LG has recruited or formally requested for secondment of staff for all critical positions in the District/Municipal Council departments.	n. Principal Human Resource Officer (Secretary DSC), score 2 or else 0	There was evidence that the district had Principal Human Resource Officer (Secretary DSC) a Mazinga Alex Muliira appointed on 21st February 2013, CR/156/3, DSC MIN NO 24/2013.	2
Maximum score is 37.				
2	Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG	If LG has recruited or requested for secondment of: a. Senior Assistant Secretaries in all LLGs, score 5 or else 0	There was evidence that the district had Senior Assistant Secretaries, these include Nakyanzi Dorothy Kirabo appointed on 19th September 2015 DSC 54/2015(1), Ssebugwawo Denis assigned duties 20th April 2020. Nakimwero Grace, appointed on 2/2/2011, DSC MIN 24/2011(1). Lubega Kamoga Eridald appointed on 9/4/2014 DSC min 28/2014(1) Kabiswa Robert ssendaula retention 9/9/2005. Ssemwedwa Roccoy appointed on 2/2/2011 DSC Min 24/2011(4). Kanaabi Fred appointed on 23rd May 2019 DSC 70/2019. Lukidi Jessy Muwanguzi appointed on 2/7/2018 DSC min 73/2018(1). Samula John appointed on 2/7/2018 DSC min 73/2018(2). Ssemakula John appointed on 2/2/2011 DSC min 24/2011 (3).	5
Maximum score is 15				

2

5

<p>Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>If LG has recruited or requested for secondment of:</p> <p>b. A Community Development Officer or Senior CDO in case of Town Councils, in all LLGS</p> <p>score 5 or else 0.</p>	<p>There was evidence that the district had senior community development officers these were, Zavuga Joseph appointed on 16th October 2020, Ref CR/156/3, DSC min 56/2020(i) appraised by kimbugwe Godfrey 18/08/20. Ssemakula ponsiano B appointed on 9th April 2014, Ref CR/156/3, DSC min 29/2014. Appraised by kimbugwe Godfrey on 19/08/2020 Buwembo martin appointed on 17th march 2020, DSC min no 24/2020 appraised by kimbugwe Godfrey on 18/08/2020. Businde Baker appointed on 3rd February 2015 Ref CR/156/3, DSC min no 13/2015 (2) appraised by kimbugwe Godfrey on 18th August 2020 . Nsongeye S Benon appointed on 9/9/2005, Ref No CR/156/2. Appraised by kimbugwe Godfrey on 28/07/2020. Mugabi Fredrick appointed on 24th april 2019, Ref no CR/156/3, DSC min no 48/2019(1) appraised by kimbugwe Godfrey on 25th august 2020 Nakintu Ben Joan appointed on 30th April 2015, DSC min no 58/2015, appraised on 13 august by namayanja ruthie. Mutagubya joseph confirmed on 23 may 2007, Ref CR...159/1, appraised by Ssendagyi on 12 august 2020. Mutyaba Geoffrey, appointed on 3rd February 2015. DSC minute no 16/2015 appraised on 15th October by kimbugwe.</p>
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2

5

<p>Evidence that the LG has recruited or formally requested for secondment of staff for all essential positions in every LLG</p> <p>Maximum score is 15</p>	<p>If LG has recruited or requested for secondment of:</p> <p>c. A Senior Accounts Assistant or an Accounts Assistant in all LLGS,</p> <p>score 5 or else 0.</p>	<p>There was evidence that the district had Senior Accounts Assistant or an Accounts Assistant in all LLG, Nakanaabi Grace appointed on 3 September 2020, DSC min 45/2020(6) appraised by matovu james on 24 August 2020. Namara Harriet appointed on 3 September 2020 DSC min no 45/2020(8) appraised by matovu james 17/7/2020. Namulindwa Ruth appointed on 3 September 2020 DSC 46/2020(4) appraised by Lukidi jerry Muwanguzi 3/8/2020. Lukwata paul appointed on 17th march 2020 DSC MIN no 8/2020(1) appraised by Nakimwero Grace 7/7/2020. Kivumbi Alex appointed on 17th march 2020 DSC min 8/2020(3) appraised by Wabiswa Robert 17/09/2020. Ashaba Bagarukayo David appointed on 17th march 2020 DSC min 8/2020(2) appraised on 22/7/2020 by Matovu.</p>
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### Environment and Social Requirements

3

0

<p>Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.</p> <p>Maximum score is 4</p>	<p>If the LG has released 100% of funds allocated in the previous FY to:</p> <p>a. Natural Resources department,</p> <p>score 2 or else 0</p>	<p>As per the LG Final Account for the period ended 30th June 2020; page 39.</p> <p>Natural resources was allocated UGX 229,728,476 and UGX 218,334.752 was released. This represents 90%</p>
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3	Evidence that the LG has released all funds allocated for the implementation of environmental and social safeguards in the previous FY.	If the LG has released 100% of funds allocated in the previous FY to:	As per the LG Final Account for the period ended 30th June 2020; page 39  Community Based Services was allocated UGX 377,456,621 and UGX 377,456,621 was released. This represents 100%.	2
	Maximum score is 4	b. Community Based Services department.		
		score 2 or else 0.		
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	a. If the LG has carried out Environmental, Social and Climate Change screening,	There was evidence that E&S screening was completed for the following projects implemented using the DDEG for the previous FY:  a) Construction of five stances lined pit latrine at Lwemisege P Sch., Kijumba Parish in Kifamba Sub County dated 06th September 2019  b) Construction of five stances lined pit latrine at Kanyogoga P Sch., Kagamba Parish in Kagamba Sub County dated 09th September 2019; and  c) Construction of five stances lined pit latrine at Kisweere P Sch., Kisweere Parish in Kibanda Sub County dated 16th September 2019.	4
	Maximum score is 12	score 4 or else 0		
4	Evidence that the LG has carried out Environmental, Social and Climate Change screening/Environment and Social Impact Assessments (ESIAs) and developed costed Environment and Social Management Plans (ESMPs) (including child protection plans) where applicable, prior to commencement of all civil works.	b. If the LG has carried out Environment and Social Impact Assessments (ESIAs) prior to commencement of all civil works for all projects implemented using the Discretionary Development Equalization Grant (DDEG),	There was evidence that Rakai DLG prepared ESMP dated 20th September 2019, for projects implemented using the DDEG for the previous FY for the following projects:  Construction of five stances lined pit latrines at Kanyogoga P Sch., Kirangira P Sch., Nezikokolima P Sch., Ssemuto P Sch., Kiswere P Sch., Magabi – Gayaza P Sch., Kirawula P Sch., Edwina P Sch., Lwemisege P Sch., Kisasa P Sch., Kajju P Sch., Kayonja – Kacheera P Sch., Kakumba P Sch., and Kiwenda P Sch.	4
	Maximum score is 12	score 4 or 0		

4

0

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

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

There was no evidence of costed ESMPs for all projects implemented by Rakai DLG in the previous FY using the DDEG.

score 4 or 0

Maximum score is 12

**Financial management and reporting**

5

0

Evidence that the LG does not have an adverse or disclaimer audit opinion for the previous FY.

If a LG has a clean audit opinion, score 10;

If a LG has a qualified audit opinion, score 5

If a LG has an adverse or disclaimer audit opinion for the previous FY, score 0

The assessment is for January 2021

Maximum score is 10

6	<p>Evidence that the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g). This statement includes issues, recommendations, and actions against all findings where the Internal Auditor and Auditor General recommended the Accounting Officer to act (PFM Act 2015).</p>	<p>If the LG has provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the previous financial year by end of February (PFMA s. 11 2g),</p>	<p>The LG provided information to the PS/ST on the status of implementation of Internal Auditor General and Auditor General findings for the FY 2019/2020 on 05/05/2020.</p>	10
	<p>maximum score is 10</p>	<p>score 10 or else 0.</p>		
7	<p>Evidence that the LG has submitted an annual performance contract by August 31st of the current FY</p>	<p>If the LG has submitted an annual performance contract by August 31st of the current FY,</p>	<p>The LG submitted the performance contract on 25/08/2020 before the deadline of August 31.</p>	4
	<p>Maximum Score 4</p>	<p>score 4 or else 0.</p>		
8	<p>Evidence that the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year</p>	<p>If the LG has submitted the Annual Performance Report for the previous FY on or before August 31, of the current Financial Year,</p>	<p>The LG submitted Annual Performance report on 19/08/2020 before the deadline of 32 August.</p>	4
	<p>maximum score 4 or else 0</p>	<p>score 4 or else 0.</p>		

Evidence that the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year	If the LG has submitted Quarterly Budget Performance Reports (QBPRs) for all the four quarters of the previous FY by August 31, of the current Financial Year,	The LG submitted all the quarterly Budget Performance report (QBPRs) as follows: 1. Quarter one 29/11/2019; 2. Quarter two 10/02/2020; 3. Quarter 3 13/005/2020; and 4. Quarter 4. 25 / 08/ 2020. The submissions were before the deadline of 31 August.
Maximum score is 4	score 4 or else 0.	