



LGMSD 2024/25

Kaliro District

(Vote Code: 561)

Assessment

Scores

PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	10%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	75%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	31%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	89%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Micro-scale Irrigation Services	57%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Production Services	57%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the LG constructed/installed all infrastructure projects in the previous FY (completed or on-going) as per design/ specifications (and approved layout suitable to site conditions and sub-programme norms).	<p>From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:</p> <p>From LG Engineer collect:</p> <ul style="list-style-type: none"> • Approved Designs and site layout • Sample at least 6 projects (1 per sub-program where there is an infrastructure project implemented) from the previous FY and check for compliance with designs and layout. <p>If all infrastructure comply to design/ specifications and approved layout for all sampled projects score 15 or else 0</p> <p>If the LG has no approved design/ specifications and approved layout for all sampled projects score 0</p>	<p>Referencing the procurement plan dated 11.09.2023, stamped received by the MoLG, MoFPED and PPDA on 16.09.2023, six projects planned for the MLG were sampled.</p> <p>i. Construction of a 2 classroom block with office and store at Namukooge S/C under SFG. KALI847/WRKS/2023-24/00006.</p> <p>ii. Fencing of Budomero Health Centre III under PHC.KALI847/WRKS/2023-24/00062.</p> <p>iii. Construction of Piped Water Scheme at Kisinda RGC Phase One under SCG. KALI847/WRKS/2023-24/00003.</p> <p>iv. Completion of a Staff House at Budomero HC III KALI847/WRKS/2023-24/00048.</p> <p>v. Rehabilitation of Namukooge-Bulumba-Bulyakubi under URF.</p> <p>vi. Establishment of Microscale, demonstration and operationalising of the existing under UGIFT. There were four planned farmers for 2023-2024 F/Y i.e Walusimbi Edward (Kaliro T/C), Nyiir Denis (Namugongo S/C), Namwanza Dan Baddebye (Kasokwe S/C), Mugadya Kunya John (Bulumba T/C). Of these, Supply & Installation of M/S Equipments in Kaliro T/C for Walusimbi Edward KALI847/WRKS/2023-24/00034 was sampled.</p> <p>On checking the project sites for adherence with approved designs, the following was observed;</p> <p>i) Construction of a 2 classroom block with office and store at Namukooge S/C. Layout was as per the MoES design with 2 classrooms, office and store.</p> <p>ii) Fencing of Budomero Health Centre III. There were no approved design layouts to show that execution of the fence and guardhouse followed these. All that was provided was B.O.Qs that guided the execution of the works. On checking the specifications for the gate, the frame had been fabricated in angle sections contrary to the RHS provided for in the B.O.Qs.</p> <p>iii) Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. Works had been executed as per the design drawings dated 20.03.2022.</p> <p>iv) Completion of a Staff House at Budomero</p>	0

HC III. Works had been executed as per the approved MOH standard drawings.

v) Rehabilitation of Namukooge-Bulumba-Bulyakubi. Works had been executed albeit without any approved designs.

vi) The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward was not executed in 2023-2024 and is currently being executed 2024-2025.

2

Evidence that the infrastructure projects constructed by the LG in the previous FY (completed or on-going) have no visible defects

- *Building structures: (i) Substructure (splash apron, floors, foundations, ground beams, ramps); (ii) Superstructures (walling, beams, columns, floors, doors, windows); (iii) roofing (Roof Cladding, ceilings, roof members, lightning conductors, rainwater goods); (iv) Mechanical and Electrical works (water and drainage system, lights, fire systems)*

- *Water systems (Water source; Water Storage; Water Quality (colorless, taste, odorless)*

- *Components (Pumps, Power source, Pipes and Fittings, Taps, Sprays)*

- *District & Urban Roads (Culverts, drainage, bridges*

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

Sample at least six (6) project (1 per sub-program/ nature of project) from the previous FY and check for existence of visible defects.

Take pictorial evidence and describe the nature and extent of defects.

If no visible defects in any of the sampled projects score 15

If minor defects in any of the sampled projects – score 5

If moderate or significant defect in any of the sampled projects- score 0

On visiting the sampled sites, the following was observed;

i) Construction of a 2 classroom block with office and store at Namukooge S/C. There were significant cracks in the floor and concrete spalling on the splash apron.

ii) Fencing of Budomero Health Centre III. No visible defects observed.

iii) Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. Minor defects in the form of surface cracks in the splash apron observed.

iv) Completion of a Staff House at Budomero HC III. Minor defects in the form of surface cracks in the splash apron observed.

v) Rehabilitation of Namukooge-Bulumba-Bulyakubi. No visible defects observed.

vi) The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward was not executed in 2023-2024 and is currently being executed 2024-2025.

0

Usable

Evidence that the infrastructure projects have the basic amenities which are functional and used for the intended purpose

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

Sample at least six (6) projects (1 per sub-program) from the previous FY.

If the infrastructure projects have the basic amenities which are functional and used for the intended purpose score 10 or else 0

For the sampled projects;

i) Construction of a 2 classroom block with office and store at Namukooge S/C. The building was functional with the 2 classrooms and office well roofed, with concrete floors, walling, windows and doors, lightning arrestors and ramp accesses all as per the standard design.

ii) Fencing of Budomero Health Centre III. Fence functional with steel angle frames, chain link, barbed wire, holding down concrete and functional gate. The gatehouse component was also in use with door, window, roof and concrete floor.

iii) Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. Functional with water flowing, sanitation ecosan toilet, solar power system to power the pump, well fenced with a guardhouse and a chemical room as part of Phase II.

iv) Completion of a Staff House at Budomero HC III. Functional, well painted, enclosed and the health centre staff had already occupied.

v) Rehabilitation of Namukooge-Bulumba-Bulyakubi. Road was in use by the community with wearing course of fair quality.

vi) The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward **was not executed in 2023-2024** and is **currently being executed 2024-2025**.

Human Resource Management

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll.

Districts

i. Chief Finance Officer

ii. District Planner

iii. District Engineer

iv. District Natural Resources Officer

v. District Production Officer

vi. District Commercial Officer

vii. District Community Development Officer

viii. District Health Officer

From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:

Appointment letters for all HoDs

Review the payroll to establish that the recruited staff accessed the most recent payroll.

If 100% of the above positions are filled score 6

If 80 – 99% of the above positions are filled score 4

A review of the DLG's customized structure, staff list, and personnel file of Heads of Department (HoD) confirmed that:

1. 44% (i.e. 4 out of 9) HoD positions were substantively filled,
2. 78% (i.e. 7 out of 9) HoD were deployed, and
3. All HoD appeared on the November 2024 Payroll and were appraised

Therefore, the DLG did not comply with the requirements in (1) above for this performance measure.

Evidence

i. Chief Finance Officer- Substantive CFO interdicted. Mr. Basembera Fredrick was appointed on Assignment VIDE: CR 156/4 dated 18 August 2022. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 27 June 2024. No Posting Instructions.

ii. District Planner- Mr. Wankya Tom Francis was substantively appointed on 28 June 2017 under Minute No. 7/KLR/DSC-June (vi)/2017

ix. District Education Officer

If below 80% of the above positions are filled score 0

Posting Instruction dated 30 June 2017. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 24 June 2024. No posting instructions

iii. District Engineer- Mr Nyonyi Paul-Senior Engineer was appointed in Acting Position on 25 August 2023 VIDE: 156/4. Posting Instruction dated 30 June 2017 Appeared on Payroll November 2024 Report date 15 November 2024. Appraised in FY2023/24 on 24 June 2024

iv. District Natural Resources Officer- Mr Diogo Paul Senior Environment Officer was appointed on Assignment in Acting Position on 25 August 2023. Posting Instruction dated 12 June 2016. Appeared on Payroll November 2024 report date 15 November 2024. Appraised FY2023/24 on 28 June 2024

v. District Production Officer- Mr. Mbalumya Fred Max appointed substantively on 7 May 2019 under Min. No KLR/DSC/04/2019 (i) Posting Instruction dated 20 May 2019. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 30 June 2024.

vi. District Commercial Officer- No DCO. Ms Kampi Carolyn Evelyn is the Senior Commercial Officer was appointed on Assignment as Principal Commercial Officer on 18 August 2022. Posting Instruction dated 30 September 2021. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 28 June 2024

vii. District Community Development Officer- Ms. Atiibwa Harriet is the Principal Community Development Officer was appointed on Assignment in Acting Position on 25 August 2023. Posting Instruction dated 8 April 2021. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 24 June 2024

viii. District Health Officer- Dr. Atuma Zaida was substantively appointed on 25 May 2023 under Min. No. KLR/DSC/8/May/2023-a (3) Posting Instruction dated 1 June 2023. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY2023/24 on 26 June 2024

ix. District Education Officer- Mr Kamaga Edward was substantively appointed on 14 May 2019 under Min. No. KLR/DSC/04/2019 (i) A Posting Instruction dated 20 May 2019. Appeared on Payroll November 2024 report date 15 November 2024. Appraised in FY 2023/24 on 27 June 2024.

NOTE

Clearance was given by the Permanent

Secretary Ministry of Public Service in a letter dated 21 November 2024 VIDE: COM6/293/05 advising CAO to prepare and forward the submissions of positions not substantively filled to the District Service Commission for appropriate action.

4

Evidence that the City has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. City Chief Finance Officer	
ii. City Planner	
iii. City Engineer	Appointment letters for all HoDs
iv. City Natural Resources Officer	
v. City Production Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
vi. City Commercial Officer	
vii. City Community Development Officer	If 100% of the above positions are filled score 6
viii. City Physical Planner	
ix. City Health Officer	If 80 – 99% of the above positions are filled score 4
x. City Education Officer	If below 80% of the above positions are filled score 0

Evidence that the LG has substantively filled, deployed and ensured that the staff in all Heads of Department positions access the payroll	From the Principal Human resource Officer obtain and review: (i) the approved customized structure of the LG; (ii) staff lists; and (iii) personnel files to establish existence of:
i. Principal Treasurer	
ii. Senior Planner	
iii. Municipal Engineer (Principal Executive Engineer)	Appointment letters for all HoDs
iv. Senior Environment Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
v. Senior Veterinary Officer/Senior Agricultural Officer	
vi. Principal Commercial Officer	If 100% of the above positions are filled score 6
vii. Principal Community Development Officer	If 80 – 99% of the above positions are filled score 4
viii. Medical Officer of Health Services	If below 80% of the above positions are filled score 0
ix. Principal Education Officer	

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll.	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Senior Procurement Officer	
ii. Principal Human Resource Officer	Appointment letters for all critical staff
iii. Principal Human Resource Officer (Secretary DSC)	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iv. Senior Environment Officer	
v. Senior Land Management Officer/Physical Planner	If 100% of the above positions are filled score 2 or else score 0
vi. Principal Internal Auditor	
vii. Senior Agriculture Engineer	
viii. Water Officer	
ix. Senior Inspector of	

A review of the DLG's customized structure, staff list, and personnel file of other critical staff confirmed that:

1. 93% (i.e. 80 out of 86) of the critical staff positions were substantively filled, and
2. All critical staff appeared in the Payroll for November 2024.

Therefore, the DLG did not comply with the requirement (1) above for this performance measure.

Evidence

i. Senior Procurement Officer- Mr. Hamoome Nimrod was substantively appointed on 24 March 2016 under Min. No. KLR/DSC/90/2016 (i) Posting Instruction dated 19 June 2013. Appeared on Payroll November 2024 report date 15 November 2024.

ii. Principal Human Resource Officer- Mr. Nsako James Senior Human Resource Officer was appointed on Assignment in Acting Position on 25 August 2023. Appeared on Payroll November 2024 report date 15 November 2024. Substantive PHRO on interdiction.

iii. Principal Human Resource Officer (Secretary DSC) – Ms. Baluka Betty was substantively appointed on 12 July 2022 under

Schools

x. Labour Officer

xi. Senior Assistant Secretaries (SAS)

xii. Senior Assistant Town Clerks

xiii. Parish chiefs

Min. No. KLR/DSC/30/2022 (vi)- 1. Posting Instructions 20 July 2022. Appeared on Payroll November 2024 report date 15 November 2024.

iv. Senior Environment Officer- Mr Diogo was substantively appointed on 8 June 2016 under Min. No. KLR/DSC/92/2016 (x). Posting Instruction dated 12 June 2016. Appeared on Payroll November 2024 report date 15 November 2024.

v. Senior Land Management Officer Mr. Naita Julius was appointed Substantively on 19 July 2017 under Min. No. 7/KLR/DSC-June (i) 2017. Posting Instruction dated 31 July 2017. Appeared on Payroll November 2024 report date 15 November 2024.

vi. Principal Internal Auditor- Mr. Kagaha Stephen is Senior Internal Auditor appointed in Acting Position on 13 September 2021 under Min. No. KLR/DSC/10/08/2021 (vi) Appeared on Payroll November 2024 report date 15 November 2024.

vii. Senior Agriculture Engineer- Mr. Wantimba Latif was substantively appointed on 41 February 2017 under Min. No. KLR/DSC/113/2016 Posting Instruction dated 21 February 2017. Appeared on Payroll November 2024 report date 15 November 2024.

viii. Water Officer- Mr. Edhaya David was substantively appointed as Senior Civil Engineer- Water on 23 December 2020 under Min. No. KLR/DSC/12/2020 (vi). Posting Instruction on 24 December 2020. Appeared on Payroll November 2024 report date 15 November 2024.

ix. Senior Inspector of School – Mr. Muwerez Paul was substantively appointed on 4 July 2019 under Min. No. KLR/DSC06/2019 (v) Appeared on Payroll November 2024 report date 15 November 2024.

x. Labor Officer- Ms. Mutesi Eunice was appointed substantively on 13 September 2021 under Min. No. KLR/DSC/10/08/2021 (vi) Appeared on Payroll November 2024 report date 15 November 2024.

xi. Senior Assistant Secretaries (SAS) - 10 out of 11 SAS were substantially appointed and appeared on the Payroll for November 2024. 1 SAS died recently.

xii. Senior Assistant Town Clerks- 1 out of 4 SATC were substantively appointed and appeared on the Payroll for November 2024. Insufficient wage bill reason why only 3 SATC are appointed.

xiii. Parish chiefs- All 61 Parish Chiefs were appointed substantively and appeared in the Payroll of November 2024.

NOTE

Clearance was given by the Permanent Secretary Ministry of Public Service in a letter dated 21 November 2024 VIDE: COM6/293/05 advising CAO to prepare and forward the submissions of positions not substantively filled to the District Service Commission for appropriate action.

5

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Principal Procurement Officer	Appointment letters for all critical staff
ii. Principal Human Resource Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iii. Principal Human Resource Officer (Secretary DSC)	
iv. Principal Environment Officer	
v. Principal Internal Auditor	If 100% of the above positions are filled score 2 or else score 0
vi. Principal Inspector of School	
vii. Senior Labour Officer	
viii. Division Town Clerk	
ix. Principal Town Agents	

Evidence that the LG has substantively filled, deployed and ensured that the staff in all critical staff positions access the payroll.	From the Principal Human resource officer obtain and review: (i) the approved customized structure of the LG; (ii) the staff list and (iii) personnel files to establish existence of:
i. Senior Procurement Officer	Appointment letters for all critical staff
ii. Principal Human Resource Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iii. Senior Physical Planner	
iv. Senior Internal Auditor	
v. Senior Inspector of Schools	
vi. Labour Officer	If 100% of the above positions are filled score 2 or else score 0
vii. Principal Assistant Town Clerks	
viii. Town Agents	

Planning and budgeting

Evidence that the LG conducted and used results of site reconnaissance and technical investigations (where required) to prepare responsive tender documents for all infrastructure projects; conduct environmental, social, health, and safety assessments, incorporate project ESMPs into bidding documents; and ensure work item quantities are derived from standard or customized drawings, and maintain cost estimates consistent with customized designs.	<p>From the LG Engineer obtain and review:</p> <ul style="list-style-type: none"> • Standard technical designs. • Site reconnaissance reports. • Technical investigation reports (e.g. geo-technical investigations if required) <p>Obtain and check for:</p> <ul style="list-style-type: none"> • Existence of customized designs • Existence of customized BoQs based on the designs. • Incorporation of Cost Estimates. • Incorporation of costed ESMPs <p>From the LG Community Development Officer /DNRO/SEO obtain and check for:</p> <ul style="list-style-type: none"> • ESHS Assessment 	<ul style="list-style-type: none"> • 6-i: For the sampled projects; <ol style="list-style-type: none"> 1. Construction of a 2 classroom block with office and store at Namukooge S/C. No evidence provided to show that reconnaissance study was done prior to tender. 2. Fencing of Budomero Health Centre III. No evidence provided to show that reconnaissance study was done prior to tender. 3. Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. reconnaissance report dated 21.05.2022. Consultant's feasibility study report dated 20.03.2022, detailed design report dated 20.03.2022, book of drawings dated 20.03.2022, inception report dated 20.03.2022, Engineer's estimates from the consultant in form of costed B.O.Qs and field appraisal report dated 25.05.2023. 4. Completion of a Staff House at Budomero HC III. No evidence provided to show that reconnaissance study was done prior to tender. 5. Rehabilitation of Namukooge-Bulumba-Bulyakubi. Annual district road inventory condition survey June 2023 provided that formed the basis of the work to be done. 6. The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward. No evidence provided to show that reconnaissance or technical investigations were done prior to tendering.
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Reports (Project Briefs, ESIA, Screening reports) to determine whether they were undertaken timely

- ESMPs for projects (At least 3 projects)

Check and verify if the LG conducted and used the results of the reconnaissance and/or technical investigations (where required) to:

i. Prepare tender documents/BoQs for all infrastructure projects that are responsive to the standard drawings and/or customized technical designs (before advertising);

ii. Ensure that the requisite Environment ESHS assessments have been undertaken (before preparing BoQs) (Screening for all projects, Project Briefs and Environmental Social Impact Assessment where applicable)

iii. Ensure that the environmental, social, health and safety requirements and measures identified in the project ESMPs were adequately incorporated in the schedule of requirements and specifications of the bidding documents

iv. Ensure the quantities of work items and specifications included in the BoQs are derived from the standard or customized drawings and make no omissions

v. Ensure that the cost estimates are consistent with the

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- 6-ii: The LG screened proposed projects for environmental and climate change impacts risks in the previous financial year, including:
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 - 1. Proposed Completion of a Two (2)-in One (1) Staff House at Budeomero HC-III in Buyonjo, Budomero S/C. Screening form prepared and signed by the SEO and CDO on 06/06/2023;
 - 2. Proposed Construction of Two (2) Classrooms with Office and Store at Namukooge P/S in Namugongo S/C. Screening form prepared and signed by the SEO and CDO on 28/05/2023; and
 - 3. Proposed Fencing of Budomero Health Centre III, at Buyonjo in Budomero S/C. Screening form prepared and signed by the SEO and CDO on 06/06/2023.

6-iii: ESHS requirements identified in the ESMPs of the three sampled projects were incorporated in the schedule of requirements, specifications of the bidding/contractual documents and BoQs for:

Completion of Staff House at Budomero Health Centre III project.
Bidding/contractual document of Procurement Reference No. KALI847/WRKS/2023-2024/00048 and total cost UGX 54,708,340/=.

1. Under SITE ORGANIZATION is the Contractor's Construction Period Environment Management Plan- CPEMP.
 2. Under Proposed Work Method Statement is Gender Mainstreaming and HIV/AIDS Awareness Campaign.
 3. Code of Conduct (EHS).
 4. Environmental and Social Management Plan.
- Furthermore, BoQs contained three (3) safeguard Items under Environmental Mitigation:
 1. Item H- Maintenance of tree seedlings planted in Phase 1 of selected species around the construction site, placing of manure and watering for 6 months, costed at UGX 1,500,000/=
 2. Item I- Maintenance of grass (Paspalum) planted in phase 1 of selected species to cover 50 square metres around the construction site, costed at UGX 300,000/=
 3. Supervision of environmental activities done in phase 1, costed at UGX 1000,000/=.

- **Construction of a Two (2)-Classroom Block with Office and Store at**

customized designs.

If the LG has met (i)
to (v) score 6 or else
0

**Namukooge Primary School in
Namugongo S/C. Bidding/contractual
document of Procurement Reference
No. KALI 561/WRKS/2023-
2024/00006. Total amount of
bidding/contractual document UGX
73,978,336/=.**

1. Under SITE ORGANIZATION, provision for Signage installation (indicating Access to worksite, PPE usage, Speed bumps, Noise control, etc.), Construction Period Environment Management Plan (CEMP), and Project health and safety management plan checklist.
2. Under Proposed Work Method Statement is Gender Mainstreaming and HIV/AIDS Awareness Campaign.

The BoQs contains the following ESHS provisions therein:

1. Item (B)- Allow for site safeguarding and safety by cordoning off working areas using papyrus mats upon wooden bracing..., costed at UGX 200,000/=, and
2. Allow for social and environmental protection, costed at UGX 500,000/=.

• **Proposed Fencing of Budomero Health Centre III, at Buyonjo in Budomero S/C. Bidding/contractual document of Procurement Reference No. KALI561/WRKS/2023-2024/00062. Total sum in the bidding/contractual document is UGX 69,996,000/=.**

1. Under Part 1: Section 4 Bidding Forms is Code of Conduct (ESHS) Form on Page 68
2. The Bill of Quantities (BoQs) has Item (10): Live hedge planting all around the fence with approval of the Environmental Officer costed at UGX 1,800,000/=.

6-iv: For the sampled projects;

1. Construction of a 2 classroom block with office and store at Namukooge S/C. Tender followed the standard MoES design, Customized BOQs provided and Engineer's estimate availed.
2. Fencing of Budomero Health Centre III. Customized design in the form of specifications and B.O. Qs available on file.
3. Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. reconnaissance report dated 21.05.2022. Consultant's feasibility study report dated 20.03.2022, detailed design report dated 20.03.2022, book of drawings dated 20.03.2022, inception report dated 20.03.2022, Engineer's estimates from the consultant in form of costed B.O.Qs and field appraisal report dated 25.05.2023.
4. Completion of a Staff House at Budomero HC III. Tender followed the standard MoH

design, Customized BOQs provided and Engineer's estimate availed.

5. Rehabilitation of Namukooge-Bulumba-Bulyakubi. No evidence provided to show that LG Engineer executed designs or used standard drawings to guide the tender process for the materials and fuel that was used for the execution. All that was provided was the B.O.Qs
6. The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward ***no designs provided just the specifications and B.O.Qs.***

6-v: For the sampled projects;

1. Construction of a 2 classroom block with office and store at Namukooge S/C. Tender followed the standard MoES design, Customized BOQs provided and were in line with the standard design.
2. Fencing of Budomero Health Centre III. Customized design in the form of specifications and B.O.Qs available and consistent in terms of all quantities expected.
3. Construction of Piped Water Scheme at Kisinda RGC. Book of drawings availed. reconnaissance report dated 21.05.2022. Consultant's feasibility study report dated 20.03.2022, detailed design report dated 20.03.2022, book of drawings dated 20.03.2022, Engineer's estimates from the consultant in form of costed B.O.Qs. Quantities provided consistent with the design.
4. Completion of a Staff House at Budomero HC III. Tender followed the standard MoH design, Customized BOQs provided, consistent with the standard design.
5. Rehabilitation of Namukooge-Bulumba-Bulyakubi. No evidence provided to show that LG Engineer executed designs or used standard drawings to guide the tender process for the materials and fuel that was used for the execution. All that was provided was the B.O.Qs
6. The project Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward ***no designs provided, hence impossible to tell whether the provided for quantities were in line with the design. Moreover the project had also not been executed in 2023-2024.***

Procurement

7

Evidence that the LG maintained a complete project file for each infrastructure project implemented in the previous FY. The procurement file should

From the PDU, Procurement Officer obtain the procurement file to determine the existence of the documents below;

For the project **Construction of a 2 classroom block with office and store at Namukooge S/C. KALI847/WRKS/2023-24/00006**, the file was complete with the documents below

i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr

2

have and adhere to standards on the following: (or as amended to the PPDA guidelines on procurement records 2024)

i. Contracts Committee Composition. The Contracts Committee must be formally and properly constituted.	Nuwereza Paul,03.08.2021 for Ms. Mpanja Lydia,25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ms. Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.
ii. Approved Procurement Plan;	ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.
iii. Initiation of procurement	iii. LGPP Form 1 signed by the DEO on 15.06.2023
iv. Contracts Committee approval of the procurement method, bidding document, evaluation committee and shortlist of providers where applicable;	iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 14.06.2023 at PDU boardroom. Min.76/KDCC/14/06/2022-23.
v. Bidding document and any amendments or clarifications	v. Bidding documents available dated 19.06.2023
vi. Copy of the published advertisement of shortlist	vi. Published newspaper advert for open bidding / prequalification dated 19.06.2023.
vii. Record of issuance of bidding document	vii. Record of issuance of bid document dated 12.10.2023.
viii. Record of receipt of bids	viii. Record of receipt of bids dated 07.07.2023.
ix. Record of opening of bids	ix. Record of opening of bids available on file dated 07.07.2023
x. Copies of bids received	x. Copies of bids received available on file.
xi. Evaluation meetings and evaluation report	xi. Evaluated report signed by the SPO on 25.07. 2023.
xii. Notice of best evaluated bidder	xii. Notice of Best Evaluated Bidder displayed on 27.07.2023 and removed on 09.08.2023.
xiii. Submission of contract to the Solicitor General for clearance where applicable	xiii. Value below the threshold hence submission to Solicitor General not required.
xiv. Approval by Solicitor General where applicable	xiv. Value below the threshold hence approval by Solicitor General not required.
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	xv. Contract available on file. Dated 15.11.2023. No amendments thereto.
xvi. Contract Committee minutes relating to the	xvi. Contracts committee minutes for meeting dated 26.07.2023. Min.05/KDCC/26/07/2023-2024(06)
	xvii. Letter of bid acceptance from the DLG to the contractor dated 10.08.2023. Contractor accepted through response on 12.08.2023.
	xviii. No grievances recorded hence resolution not applicable.
	For the project <u>Fencing of Budomero Health Centre III. KALI847/WRKS/2023-24/00062</u> , the file was complete with the documents below
	i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr Nuwereza Paul,03.08.2021 for Ms. Mpanja Lydia,25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ms.

procurement	Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.
xvii. Correspondences between the procuring and disposing entity and the bidder(s)	ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.
xviii. Evidence of resolution of grievance or complaints (if any)	iii. LGPP Form 1 signed by the DHO on 26.03.2024 iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 26.03.2023 at PDU boardroom. Min.43/DCC/26/03/2023-24.
Score 2 if all documents are available otherwise score 0 if incomplete.	v. Bidding documents available dated 23.03.2024 vi. Advert for RFQ dated 26.03.2024 signed by the CAO. vii. Record of issuance of bid document dated 11.04.2024. viii. Record of receipt of bids dated 11.04.2024. ix. Record of opening of bids available on file dated 11.04.2024. x. Copies of bids received available on file. xi. Evaluated report signed by the committee on 11.04. 2024. xii. Notice of Best Evaluated Bidder displayed on 15.04.2024 and removed on 26.04.2024. xiii. Value below the threshold hence submission to Solicitor General not required. xiv. Value below the threshold hence approval by Solicitor General not required. xv. Contract available on file. Dated 07.05.2024. No amendments thereto. xvi. Contracts committee minutes for meeting dated 15.04.2024. Min.53/KDCC/26/03/2023-2024(2) xvii. Letter of bid acceptance from the DLG to the contractor dated 02.05.2024. Contractor accepted through response on 03.05.2024. xviii. No grievances recorded hence resolution not applicable.

For the project **Construction of Piped Water Scheme at Kisinda RGC Phase One.** **KALI847/WRKS/2023-24/00003**, the file was complete with the documents below

i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr Nuwereza Paul, 03.08.2021 for Ms. Mpanja Lydia, 25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ms. Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.

ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.

iii. LGPP Form 1 signed by the Senior Civil Engineer on 14.06.2023

iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 14.06.2023 at PDU boardroom. Min.76/KDCC/14/06/2022-23.

v. Bidding documents available dated 04.07.2023

vi. Published newspaper advert for open bidding / prequalification dated 19.06.2023.

vii. Record of issuance of bid document dated 07.07.2023.

viii. Record of receipt of bids dated 07.07.2023.

ix. Record of opening of bids available on file dated 07.07.2023

x. Copies of bids received available on file.

xi. Evaluated report signed by the SPO on 25.07. 2023.

xii. Notice of Best Evaluated Bidder displayed on 25.07.2023 and removed on 06.10.2023.

xiii. CAO wrote to the SG requesting approval on 25.09.2023.

xiv. SG approved through letter referenced MBL065/149/03 and dated 10/11/2023.

xv. Contract for Phase I available on file. Dated 13.11.2023. No amendments thereto.

xvi. Contracts committee minutes for meeting dated 25.09.2023. Min.15/KDCC/25/09/2023-2024(01)

xvii. Letter of bid acceptance from the DLG to the contractor dated 09.10.2023. Contractor accepted through response on 26.09.2023.

xviii. No grievances recorded hence resolution not applicable.

For the project **Completion of a Staff House at Budomero HC III KALI847/WRKS/2023-24/00048**, the file was complete with the documents below

i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr Nuwereza Paul, 03.08.2021 for Ms. Mpanja Lydia, 25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.

ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.

iii. LGPP Form 1 signed by the Acting DHO on 15.06.2023

iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 11.01.2024. Min.29/KDCC/11/01/2023-2024(20).

v. Bidding documents available dated 26.03.2024

vi. Advert for RFQ dated 12.01.2024 signed by the CAO.

vii. Record of issuance of bid document dated 02.02.2024.

viii. Record of receipt of bids dated 02.02.2024.

ix. Record of opening of bids available on file dated 02.02.2024.

x. Copies of bids received available on file.

xi. Evaluated report signed by the SPO on 13.02. 2023.

xii. Notice of Best Evaluated Bidder displayed on 04.03.2023 and removed on 18.03.2023.

xiii. Value below the threshold hence submission to Solicitor General not required.

xiv. Value below the threshold hence approval by Solicitor General not required.

xv. Contract available on file. Dated 20.03.2024. No amendments thereto.

xvi. Contracts committee minutes for meeting dated 04.03.2024. Min.35/KDCC/04/03/2023-2024(29)

xvii. Letter of bid acceptance from the DLG to the contractor dated 19.03.2024. Contractor accepted through response on 20.03.2024.

xviii. No grievances recorded hence resolution not applicable.

For the project **Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward KALI847/WRKS/2023-24/00034**, the file was complete with the documents below

i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr Nuwereza Paul, 03.08.2021 for Ms. Mpanja Lydia, 25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ms. Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.

ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.

iii. LGPP Form 1 signed by the DPO on 16.11.2023

iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 11.01.2024. Min.29/KDCC/11/01/2023-2024(20).

v. Bidding documents available dated 26.03.2024

vi. Advert invitation to bid dated 12.01.2024 signed by the CAO to contractors listed on the MAAIF letter FAD166/231/13 dated 16.10.2023

vii. Record of issuance of bid document dated 02.01.2024.

viii. Record of receipt of bids dated 02.02.2024.

ix. Record of opening of bids available on file dated 02.02.2024.

x. Copies of bids received available on file.

xi. Evaluated report signed by the SPO on 13.02. 2023.

xii. Notice of Best Evaluated Bidder displayed on 04.03.2023 and removed on 18.03.2023.

xiii. Value below the threshold hence submission to Solicitor General not required.

xiv. Value below the threshold hence approval by Solicitor General not required.

xv. Contract available on file. Dated 23.05.2024. No amendments thereto.

xvi. Contracts committee minutes for meeting dated 04.03.2024. Min.35/KDCC/04/03/2023-2024(06)

xvii. Letter of bid acceptance from the DLG to the contractor dated 19.03.2024. Contractor accepted through response on 23.05.2024.

xviii. No grievances recorded hence resolution not applicable.

For the project **Rehabilitation of Namukooge-Bulumba-Bulyakubi KALI561/SUPLS/2023-24/00023 Supplies of Murram and other road construction materials to the district under framework** was considered, the file was complete with the documents below

i. Contracts Committee composition inform of appointment letters dated 25/11/2022 for Mr Nuwereza Paul, 03.08.2021 for Ms. Mpanja Lydia, 25.05.2023 for Mr. Sajja Samuel, and 03.08.2021 for Mr. Edhaya David and Ms. Ajilong Harriet Catherine. All letters copied to MoFPED, PS MoLG, ED PPDA, RDC Kaliro, DC Kaliro and Head PDU Kaliro.

ii. Approved procurement plan dated 11.09.2023 and stamped received by the PPDA, MoLG, MoFPED on 16.09.2023.

iii. LGPP Form 1 signed by the DPO on 14.06.2023

iv. Minutes of contracts committee approval of method and evaluation committee. Meeting held on 14.06.2023 at PDU boardroom. Min.76/KDCC/14/06/2022-23.

v. Bidding documents available dated 19.06.2023

vi. Published newspaper advert for open bidding / prequalification dated 19.06.2023.

vii. Record of issuance of bid document dated 07.07.2023.

viii. Record of receipt of bids dated 07.07.2023.

ix. Record of opening of bids available on file dated 07.07.2023.

x. Copies of bids received available on file.

xi. Evaluated report signed by the committee on 20.07.2023.

xii. Notice of Best Evaluated Bidder displayed on 27.07.2023 and removed on 09.08.2023.

xiii. Submission to SG not applicable since it was a framework contract.

xiv. Approval by SG not applicable since it was a framework contract.

xv. Contract available on file. Dated 21.11.2023. No amendments thereto.

xvi. Contracts committee minutes for meeting dated 26.07.2024. Min.06/KDCC/26/07/2023-2024.

xvii. Letter of bid acceptance from the DLG to the contractor dated 10.08.2023. Contractor accepted through response on 25.08.2024.

xviii. No grievances recorded hence resolution not applicable

From the above, for the 6 sampled projects, all had complete procurement files as per the PPDA guidelines.

8

Evidence that the previous FY Procurement Plan included specific timelines for completing the outlined activities, and that the LG adhered to these established timelines.

From the PDU obtain the procurement plan and procurement files.

- Review the timelines outlined in the Procurement Plan.
- Review the procurement files to confirm the dates on which the specified activities were carried out and completed.

1. For the **Construction of a 2 classroom block with office and store at Namukooge S/C**, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for 14.08.2023 and completion 30.11.2023. From the procurement file, the bid invitation was done on **19.06.2023**, bid closing/opening on **07.07.2023**, evaluation report on **25.07.2023**, award notification on **10.08.2023**, contract signing on **15.11.2023** and substantial completion certificate issued on **21.06.2024** through

0

Score 4 if the timelines were specified in the procurement plan and the LG adhered to these guideline otherwise score 0

- certificate II. Reviewing the dates against those proposed in the procurement plan, ***the dates for contract signature and completion occurred later than the anticipated timelines*** in the procurement plan.
2. For the **Fencing of Budomero Health Centre III**, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for **14.08.2023** and completion **30.11.2023**. From the procurement file, the bid invitation was done on **26.03.2023**, bid closing/opening on **11.04.2023**, evaluation report on **11.04.2023**, award notification on **02.05.2024**, contract signing on 07.05.2024 and substantial completion certificate issued on **14.06.2023**. Reviewing the dates against those proposed in the procurement plan, ***apart from bid invitation and bid closing/opening, all the rest occurred later than the anticipated.***
3. For the **Construction of Piped Water Scheme at Kisinda RGC**, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for **14.08.2023** and completion **30.11.2023**. From the procurement file, the bid invitation was done on **19.06.2023**, bid closing/opening on **07.07.2023**, evaluation report on **25.07.2023**, award notification on **09.10.2023**, contract signing on **15.11.2023** and substantial completion certificate issued on **07.08.2024** through certificate III. Reviewing the dates against those proposed in the procurement plan, ***the dates from the award notification, contract signature and completion all occurred later than the anticipated.***
4. For the **Completion of a Staff House at Budomero HC III**, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for **14.08.2023** and completion **30.11.2023**. From the procurement file, the bid invitation was done on **12.01.2024**, bid closing/opening on **02.02.2024**, evaluation report on **13.02.2024**, award notification on **19.03.2024**, contract signing on **20.03.2024** and substantial completion certificate issued on **06.05.2024**. Reviewing the dates against those proposed in the procurement plan, ***all occurred later than the anticipated.***

5. For the **Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward**, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for **14.08.2023** and completion **30.11.2023**. From the procurement file, the bid invitation was done on **12.01.2024**, bid closing/opening on **02.02.2024**, evaluation report on **13.02.2024**, award notification on **19.03.2024**, contract signing on **23.05.2024**. Project was not executed in 2023-2024 and was being executed in 2024-2025. Reviewing the dates against those proposed in the procurement plan, ***all dates occurred later than the anticipated.***
6. For the **Rehabilitation of Namukooge-Bulumba-Bulyakubi** and considering Supplies of Murram and other road construction materials to the district under framework, the procurement plan proposed bid invitation date for **19.06.2023**, bid closing/opening for **07.07.2023**, approval of evaluation report for **25.07.2023**, award notification date for **11.08.2023**, contract signing for **14.08.2023** and completion **30.11.2023**. From the procurement file, the bid invitation was done on **19.06.2024**, bid closing/opening on **07.07.2023**, evaluation report on **20.07.2023**, award notification on **10.08.2023**, contract signing on **21.11.2023** and completion at the end of the FY with the last release i.e. **30.06.2024**. Reviewing the dates against those proposed in the procurement plan, ***the dates for contract signature and completion occurred later than the anticipated.***

Contract management

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Compulsory approvals

Verify if compulsory approvals were issued score 2 else score 0

For the sampled projects, ***apart from the Construction of Piped Water Scheme at Kisinda RGC, all the others had no evidence on file to show that the PM issues compulsory approvals for materials testing, milestones and MEP fixtures.***

For the construction of piped water scheme at Kisinda RGC, stage approvals were provided for;

- Drilling on 14.06.23
- Drilling, installation of reservoir and support infrastructure on 01.12.2023 and
- Laying of 2km network plus connection of customers on 05.05.2023.
- There was also approval of materials dated 21.11.2023

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Written Site instructions

Verify if written site instruction were issued and there is evidence of their implementation score 2 else score 0

For the sampled projects,

1. Construction of a 2 classroom block with office and store at Namukooge S/C. two instructions were issued to the contractor dated 24.12.2023 and 12.04.2024.
2. Fencing of Budomero Health Centre III. No instructions available on file.
3. Completion of a Staff House at Budomero HC III, two instructions dated 05.04.2024 and 10.05.2024.
4. Rehabilitation of Namukooge-Bulumba-Bulyakubi, no instructions on file.
5. Construction of Piped Water Scheme at Kisinda RGC, no instruction on file.
6. Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward, project not executed in 2023-2024.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

- Snag list
- Final Completion Certificate including approvals from Environment Officer and DCDO.

Verify if the project manager has compiled a snag list and instructed the contractor to correct all defects and ensured that the contractor has indeed corrected all defects before issuing the final completion certificate. Score 2 if all requirements are met; otherwise, score 0.

All executed projects were still in the defects liability period with the retentions moneys not yet paid.

However even with several snags observed on site, instructions to correct the snags, from the DLG to the contractor was only issued for;

- The Completion of a Staff House at Budomero HC III, instruction dated 10.05.2024.
- The Construction of a 2 classroom block with office and store at Namukooge S/C. instruction dated 12.04.2024.
- For Construction of Piped Water Scheme at Kisinda RGC, despite payment of retentions 1 & 2 through certificate IV dated 04.06.2024, no snag list raised prior. Snags raised 20.20.2024, however no proof of closure.

Even with these instructions, no evidence provided to show effort towards snag closure.

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)

b) Evidence that the Project Manager during project implementation

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project management files.

Check for

A review of four sampled retention payments to contractors in FY 2023/24 revealed that the DLG issued Final Completion Certificates but **did not get clearance from the Senior Environment Officer and District Community Development Officer for all investment projects** to verify that the Project Manager, following the practical completion of the projects, appropriately released the retention funds to contractors after the Defects Liability Period.

Therefore, the DLG did not comply with

wrote site instructions and the contractor implemented these site instructions

c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover

d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period

e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor

- Final Completion Certificate including approvals from Environment Officer and DCDO.

- Payment vouchers

Verify if the project manager paid the contractor the retention fund after the defects liability period. Score 2 if the requirements was met; otherwise, score 0

the requirements for this performance measure.

Evidence

Construction of a 5-Stance Lined Pit Latrine at Nabigwali P/S in Bumanya Sub County by Difasi and Wagana Consult (U) Limited

- Final Completion Certificate certified by District Engineer on 15 January 2024
- Environment and Social Certification Form signed by the District Environment Officer and Community Development Officer on 19 January 2024

- Request for retention payment of UGX 2,959,961 made on 14 December 2023 and Paid on 14 February 2024 EFT 10448885

Construction of a 2 Classroom Block with Office and Store at Ihagalo P/S Bumanya Sub County by Kayaza Associates Ltd

- Final Completion Certificate certified by District Engineer on 28 February 2023
- Environment and Social Certification Form signed by District Environment Officer and Community Development Officer on 27 February 2023
- Request for retention Payment for UGX 7,604,000 made on 17 February 2022 and paid on 01 December 2023 EFT 9145751

Construction of a General Ward at Bumanya HC IV by Masubo General Enterprises (U) Limited

- Final Completion Certificate certified by the District Engineer on 21 June 2024
- ***No Environment and Social Certification Form signed by the District Environment Officer and Community Development Officer***
- Request for Retention payment of UGX 45,374,640 made on 18 June 2024 Paid 11 July 2024 EFT 13325457

Drilling of 8 Hand Pump Boreholes in Kaliro District by Gera Engineering Services Limited

- Final Completion Certificate certified by Civil Engineer Water on 10 January 2024
- ***No Environment and Social Certification Form signed by the District Environment Officer and Community Development Officer***

- Request for Retention payment for UGX 9,278,214 made 3 January 2024. Paid on 9 February 2024 EFT 10432923

Drilling of 1 Production Boreholes in

**Kaliro District by Gera Engineering
Services Limited**

- Final Completion Certificate certified by Civil Engineer Water on 10 January 2024

- ***No Environment and Social Certification Form signed by the District Environment Officer and Community Development Officer***

- Request for Retention payment for UGX 9,278,214 made on 05 January 2024. Paid on 9 February 2024 EFT 10432923

a) Evidence that the Project Manager during project implementation issued compulsory approvals (materials testing, critical stage approvals, mechanical, electrical and plumbing fixtures)	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:	For the sampled projects;
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	From LG Engineer obtain project management files.	<ul style="list-style-type: none"> • Construction of a 2 classroom block with office and store at Namukooge S/C, completion certificates I and II issued to the contractor on 29.02.2024 and 21.06.2024 respectively. However, no evidence in the form of meeting minutes to show proper handover to the client. All that was provided was report on commissioning of completed projects signed by CAO dated 12.07.2024.
c) Evidence that the Project Manager after practical completion: (for completed projects) compiled a snag list & instructed the contractor to correct defects before the final completion certificate and the contractor rectified all defects before the practical handover	<ul style="list-style-type: none"> • Meeting Schedules • Minutes of site meeting • Minutes of project handover to the client • Final Completion Certificate including approvals from Environment Officer and DCDO. 	<ul style="list-style-type: none"> • Completion of a Staff House at Budomero HC III. Completion certificate issued on 06.05.2024, however no evidence in the form of meeting minutes to show proper handover to the client, just progress reports dated 17.06.2024.
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period	<p>Verify if:</p> <ul style="list-style-type: none"> • The site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract 	<ul style="list-style-type: none"> • Fencing of Budomero Health Centre III. Completion certificate issued on 14.06.2024, however no evidence in the form of meeting minutes to show proper handover to the client. • Construction of Piped Water Scheme at Kisinda RGC. Completion certificates I, II, III & IV issued on 30.11.2023, 31.01.2024, 05.03.2024 & 04.06.2024. Meeting minutes for commissioning dated 04.06.2024, Training of community water user committee dated 11.03.2024 and meeting dated 04.03.2024 all on file.
e) Evidence (for completed projects) that the site progress meeting schedule was developed, and meetings were held in line with the schedule of works that coincide with payment stages/milestones in the contract; there was a Project hand-over to the client, and Completion certificates were issued to the contractor	<ul style="list-style-type: none"> • There was a Project hand-over to the client • Completion certificates were issued to the contractor <p>Score 2 if all requirements are met; otherwise, score 0.</p>	<ul style="list-style-type: none"> • Rehabilitation of Namukooge-Bulumba-Bulyakubi, no certificates on file, no evidence to show proper handover, just the progress report dated 29.07.2024. • Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward, project not executed in 2023-2024.

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for	Apart from Construction of Piped Water Scheme at Kisinda RGC, no evidence provided to show that the PM carried out joint measurement of works prior works certification.
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	<ul style="list-style-type: none"> • Evidence of joint measurement sheet/work verification 	For Construction of Piped Water Scheme at Kisinda RGC, measurement sheets dated 29.11.2023, 28.01.2024 & 04.03.2024 on file.
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify that joint measurements were effectively conducted for admeasurement contracts or that works were verified for lump sum contracts in terms of both quality and quantity. Ensure that the verification is signed by the Project Manager and the contractor before the works are certified.	
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	Score 2 if the requirements were met; otherwise, score 0.	

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY: From LG Engineer obtain project files Check for	A review of the DLG's payments to Contractors for investment projects constructed by the DLG in FY 2023/24 confirmed that an advance payment was made to a contractor after the District received a performance security from the contractor's banker guaranteeing the advance payment prior to commencement of works. Therefore, the DLG complied with the requirements for this performance measure. Evidence
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	<ul style="list-style-type: none"> • Evidence of Performance Guarantee Verify that either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment. Ensure that the advance payment guarantee was verified by the bank.	Construction of Nansololo Seed Secondary School in Nansololo Sub County by Kiru General Services Limited <ul style="list-style-type: none"> • Request for Advance Payment of UGX 480,000,000 was made by the Contractor on 24 January 2024 and Paid on 09 February 2024 EFT 10418165
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Score 2 if the requirements were met; otherwise, score 0.	<ul style="list-style-type: none"> • Cairo Bank Uganda legally domiciled at Plot 16 Mackinnon Road provided guarantee for the advance payment for an amount not exceeding UGX 480,000,000 on 22 January 2024 VIDE: CBU/APG/001/KGS/2024
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).		

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.

b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment

c) Evidence that the project was implemented as per work schedule and completed within original completion date

d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY:

From LG Engineer obtain project files

Check for

- Start and completion date in the contract compared to actual completion date.

Verify if the project was implemented as per work schedule and completed within the original completion date. Score 2 if the requirements were met; otherwise, score 0.

For the sampled projects;

1. Construction of a 2 classroom block with office and store at Namukooge S/C, contractual completion date **15.02.2024** against actual substantial completion date **21.06.2024** as per certificate II. **Late**
2. Completion of a Staff House at Budomero HC III, contractual completion date **20.06.2024** against actual substantial completion date **06.05.2024** as per certificate I.
3. Fencing of Budomero Health Centre III, contractual completion date **30.06.2024** against actual substantial completion date **14.06.2024** as per certificate II.
4. Construction of Piped Water Scheme at Kisinda RGC, contractual completion date **13.02.2024** against actual substantial completion date **05.03.2024** as per certificate III. **Late**
5. Rehabilitation of Namukooge-Bulumba-Bulyakubi, framework whose contract was valid for the FY. Works executed when release was made.
6. Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward, project not executed in 2023-2024. **Late**

a) Evidence that joint measurements were effectively conducted (admeasurement contracts)/works done verified (for lumpsum contracts) in terms of both quality and quantity and signed by the Project Manager and the contractor before works are certified.	From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY; From LG Engineer obtain project files Check for	For the sampled projects;
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	<ul style="list-style-type: none"> • Work Schedule • When payment was made as compared to invoice date • Original and amended contract where there is a variation. 	<ol style="list-style-type: none"> 1. Construction of a 2 classroom block with office and store at Namukooge S/C, generic by week schedule on file, no evidence provided to show that it was displayed. Progress reports dated 17.06.2024 & 23.02.2024 on file. Referencing the interim certificate II dated 21.06.2024, no variations registered from the original contractual value of 73,978,336 Ugx. 2. Completion of a Staff House at Budomero HC III. generic by week schedule on file, no evidence provided to show that it was displayed and progress reported on file. Referencing the interim certificate, I dated 06.05.2024, no variations registered from the original contractual value of 49,900,000Ugx. 3. Fencing of Budomero Health Centre III. generic by week schedule on file, no evidence provided to show that it was displayed and progress reported. Referencing the interim certificate dated 14.06.2024, no variations registered from the original contractual value of 69,996,00 Ugx. 4. Construction of Piped Water Scheme at Kisinda RGC. generic by week schedule on file, no evidence provided to show that it was displayed. Progress reports dated 17.06.2024 & 23.02.2024 on file. Referencing the interim certificate dated 21.06.2024, no variations registered from the original contractual value of 611,665,674 Ugx. 5. Rehabilitation of Namukooge-Bulumba-Bulyakubi, no evidence provided in form of work schedule. Contract variation not applicable as contract for supplies was a framework with only unit rates to be used on as and when basis. 6. Supply & Installation of M/S Equipment in Kaliro T/C for Walusimbi Edward, project not executed in 2023-2024.
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify if the:	
d) Evidence that the LG developed a work schedule, displayed it, and reported on physical progress as per the work schedule and that there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures (either within the threshold).	<ol style="list-style-type: none"> i. That the LG developed a work schedule, displayed it and reported on physical progress as per the work schedule. ii. That there is no contract variation or variations in contract price for infrastructure investments for the previous FY were approved as per procedures(either within the threshold) 	
	Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.	

Effective mobilisation and management of financial resources

Evidence that the LG realised an increase in OSR (excluding one/off, e.g., sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY, and evidence that the LG remitted the mandatory LLG share of local revenues during the previous FY not more than 10 days after cash limit release.	From the Chief Finance Officer, obtain a copy of the final accounts for the previous two years, <ul style="list-style-type: none"> • Calculate the percentage increase in OSR, • Ascertain the percentage of the mandatory LLG share of local revenues during the previous 	A review of the DLG's Final accounts and transfers of local revenue to LLGs for FY 2022/23 and FY 2023/24 confirmed that: <ol style="list-style-type: none"> 1. There was an increase in OSR of 63% (i.e. more than 5%) in FY 2023/24 compared to FY 2022/23 2. The DLG remitted the mandatory LLG share of local revenues during FY 2023/24 as per LG Act Cap 243 Section 85. 3. <i>The DLG remitted the LLG share of local revenues during FY 2023/24 more than 10 days after the cash limit release.</i>
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financial year,

- Calculate the percentage of the LLG remitted

From CFO obtain invoices and vouchers to ascertain when LG revenue was received and remitted.

Verify if:

i. If the increase in OSR (excluding one/off, e.g. sale of assets, but including arrears collected in the year) from the previous FY but one to the previous FY was more than 5%

ii. If the LG remitted the mandatory LLG share of local revenues during the previous financial year not more than 10 days after the cash limit release

If the LG complies to (a) and (b) score 2 or else 0.

Therefore, the DLG did not comply with the requirements in (3) above for this performance measure.

Evidence

1. Increase/ (Decrease) in OSR.

OSR FY 2023/24 - Reports and Financial Statements for the Year Ended 30 June 2024 received by the Office of the Auditor General on 30 August 2024 Page 17

Taxes UGX 185,287,000 LST UGX 115,607,500

Non Tax Revenue Non Exchange UGX 181,235,847

Non Tax Revenue Exchange UGX 30,057,660

Total UGX 396,580,507

OSR FY 2022/23 - Submission of Audited Financial Statements for the Period Ended 30 June 2023 Page 9

Taxes UGX 164,591,700

Non Taxes Revenue Non Exchange UGX 60,617,771

Non Tax Revenue Exchange UGX 18,485,459

Total UGX 243,694,930

Increase/(Decrease) in OSR was OSR (FY2023/24-FY2022/23)/FY 2022/23= (396,580,507-243,694,930)/ 243,694,930= **63%**

2. Percentage of local revenue sharable between HLG & LLG and remitted to the LLG FY 2023/24

• 31 July 2023- Total Collections UGX 27,587,000-7,090,100= UGX 20,496,900. Town Councils Received UGX 10,525,500 i.e. 100% The amount remitted to Sub Counties was UGX 6,481,410 i.e. 6,481,410/ (20,496,900-10,525,500) *100= 65%

• 31 August 2023- Total Collections UGX 54,635,366. Town Councils Received UGX 17,761,555 i.e. 100%. The amount remitted to Sub Counties was UGX 23,967,978 i.e. 23,967,978/(54,635,366-17,761,555)*100= 65%

• 24 August 2023- Additional Total Collections was UGX 4,910,050-706,405 = UGX 4,203,645. Town Councils received UGX 2,891,750 i.e. 100% The amount remitted to Sub Counties was UGX 1,311,895 i.e. 1,311,895/(4,203,645-2,891,750)= 100%

• September 2023- Total Collections UGX 8,338,260-40,000= 8,298,260 Town Council Received UGX 7,168,760 i.e. 100%. The amount remitted to Sub Counties was UGX 734,175 i.e. 734,175/ (8,298,260-7,168,760) *100= 65%

• September 2023- Total Collections UGX 26,465,000-10,963,15= 15,501,842. Town Council received UGX 3,938,165 i.e. 100%. The amount remitted to Sub Counties was UGX 7,516,390 i.e. $7,516,390 / (15,501,842 - 3,938,165) * 100 = 65\%$

• October 2023- Total Collections UGX 35,763,918. Town Council received was UGX 12,680,033 i.e. 100%. The amount remitted to Sub Counties was UGX 15,004,525 i.e. $15,004,525 / (35,763,918 - 12,680,033) * 100 = 65\%$

• November 2023- Total Collections was UGX 28,653,400. Town Councils received UGX 24,190,400 i.e. 100%. The amount remitted to Sub Counties was UGX 2,900,950 i.e. $2,900,950 / (28,653,400 - 24,190,400) = 65\%$

• December 2023- Total Collections UGX 26,550,460-1,690,000=24,860,460. Town Council received UGX 16,891,960. The amount remitted to Sub Counties was UGX 5,179,525 i.e. $5,179,525 / (24,860,460 - 16,891,960) = 65\%$

• January 2024 Total Collections UGX 8,567,859-480,000= 8,087,857. Town Council received UGX 6,092,359 i.e. 100%. The amount remitted to Sub Counties was UGX 1,297,075 i.e. $1,297,075 / (8,087,857 - 6,092,359) * 100 = 65\%$

• February 2024- Total Collections UGX 9,650,600-480,000= 9,170,600. Town Council received UGX 7,766,100 i.e. 100%. The amount remitted to Sub Counties was UGX 912,925 i.e. $912,925 / (9,170,600 - 7,766,100) * 100 = 65\%$

• March 2024 Total Collections UGX 8,062,780-320,000= 7,742,780. Town Councils received UGX 7,229,280 i.e. 100%. The amount remitted to Sub Counties was UGX 333,775 i.e. $333,775 / (7,742,780 - 7,229,280) * 100 = 65\%$

• April 2024 Total Collections was UGX 22,315,235-6,280,000= 16,035,235. Town Council received UGX 13,498,735 i.e. 100%. The amount remitted to Sub Counties was UGX 1,648,725 i.e. $1,648,725 / (16,035,235 - 13,498,735) * 100 = 65\%$

• June 2024 Total UGX 12,951,850. Town Council received UGX 10,308,350 i.e. 100%. The amount remitted to Sub Counties was UGX 1,718,275 i.e. $1,718,275 / (12,951,850 - 10,308,350) * 100 = 65\%$

• June 2024 was UGX 16,672,975- 741,925= 15,931,050. Town Council received UGX 12,336,550. The amount remitted to Sub Counties was UGX 2,336,425 i.e. $2,336,425 / (15,931,050 - 12,336,550) * 100 = 65\%$

3. Remittance by HLG of sharable local revenue to LLG after Cash Limit Release

• **Local Revenue Cash Limits of UGX 37,800,000 approved on 16 August 2023.**

Funds remitted to LLGs on 25 September 2023 i.e. more than 10 working days

- Local Revenue Cash Limits of UGX 4,910,050 approved on 25 September 2023 and remitted to the LLGs on 25 September 2023 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 39,305,579 was approved on 16 October 2023. Funds remitted to LLGs on 17 October 2023 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 25,934,033 was approved on 20 November 2023. Funds remitted to LLGs on 28 November 2023 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 2,091,592 was approved on 28 November 2023. Funds remitted to LLGs on 28 November 2023 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 34,033,400 was approved on 27 December 2023. Funds remitted to LLGs on 27 December 2023 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 26,592,960 was approved on 19 January 2024. Funds remitted to LLGs on 19 January 2024 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 9,650,600 was approved on 16 February 2024. Funds remitted to LLGs on 22 Feb 2024 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 8,062,780 was approved on 28 February 2024. Funds remitted to LLGs on 28 February 2024 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 4,168,184 was approved on 22 February 2024. Funds remitted to LLGs on 5 March 2024 i.e. within 10 working days
- Local Revenue Cash Limits of UGX 3,000,000 was approved on 28 February 2024. Funds remitted to LLGs on 5 March 2024 i.e. within 10 working days
- ***Local Revenue Cash Limits of UGX 22,322,243 was approved on 20 March 2024. Funds remitted to LLGs on 4 April 2024 i.e. more than 10 working days***
- Local Revenue Cash Limits of UGX 26,167,900 was approved on 7 May 2024. Funds remitted to LLGs on 9 May 2024 i.e. within 10 working days

menu score 2

transferred to LGs during the previous FY

From the budget website and/or MDAs obtain and review the respective grant guidelines focusing on the Investment Menu

Determine whether all development grants in the previous FY were spent on the eligible items in the respective investment menu.

If the LG used all of the development grants per the grant requirements and the eligible items in the respective investment menu, score 2 or else 0.

menu.

Therefore, the DLG did not comply with the requirements for this performance measure.

Evidence

1. District Discretionary Equalisation Development Grant 31-o/w District DDEG - Local Government Grant - UGX 189,946,000

Infrastructure Projects - UGX 120,949,000 i.e 64% below the minimum of 70% allowed

- District Non Residential Buildings – Office Building UGX 118,949,000
- District Other Buildings Other than Dwellings – Other Construction works UGX 2,000,000

Investment Servicing and Monitoring- UGX 49,998,000 i.e. 26% more than the maximum of 10% allowed

- District Building and Facility Maintenance - Civil Works UGX 7,000,000
- District Building and Facility Maintenance - Civil Works UGX 9,000,000
- District Monitoring and Supervision of capital work UGX 15,999,000
- District Environmental Impact Assessment - Capital Works UGX 1,000,000
- District Feasibility Studies or Screening of Projects – Appraisal UGX 2,000,000
- District Monitoring and Supervision of capital work UGX 14,999,000

Performance Improvement – UGX 18,999,000 i.e. 10% above 10% allowed by the Grant

- District Staff Training - Capacity Building UGX 14,999,000
- District Office Equipment and Supplies - Assorted Equipment UGX 4,000,000

2. District Discretionary Equalisation Development Grant 192-o/w District DDEG - EU Additional Funds UGX 251,287,000

Infrastructure Projects UGX 185,944,000 i.e. 94% above the minimum of 70% allowed by the Grant

- Nairika TC - Budomero Roads and Bridges – Open UGX 10,000,000 ineligible
- Budomero HC III Other Structures - Construction Works UGX 58,648,000
- Buyinda HC III Other Structures - Construction Works UGX 58,648,000
- Nawampiti HC IIIHC III Other Structures -

Construction Works UGX 58,648,000

Recurrent Activities UGX 9,000,000 i.e. 4% less than 20% allowed

- District Research Expenses- Strengthening the Multi-sectoral Nutrition Coordination Structures UGX 9,000,000

Investment Servicing and Monitoring UGX 56,343,000 i.e. 22% above the maximum 10% allowed by the Grant

- Kisinda TC Consultancy - Professional Services UGX 8,000,000
- District Consultancy - Professional Services UGX 6,000,000
- District Monitoring and Supervision of capital work UGX 15,343,000
- Nairika Trading Centre Consultancy - Professional Services UGX 27,000,000

3- Transitional Conditional Grant - Development 87-Transitional Development -PSM Ad Hoc

- District Travel Inland – Facilitation UGX 31,414,000
- Namwiwa 1 Borehole UGX 26,000,000
- Budomero 1 Borehole UGX 26,000,000
- Kisinda UGX 250,000,000
- District –Retention UGX 10,000,000
- District- Rehabilitation UGX 75,000,000
- Bumanya 1 Borehole UGX 26,000,000
- Namukooge Town Council UGX 19,600,000
- Bukamba 3 Boreholes UGX 78,000,000

4- Programme Conditional Grant - Development 153-o/w PHC Health Development

- DHO's office Monitoring of Departmental projects UGX 13,062,000
- Budomero HCIII Residential Building – Staff Houses UGX 56,762,000
- Gadumire Non Residential Buildings - Electrical Works UGX 35,299,000
- Bumanya Non Residential Buildings – Other Construction works UGX 35,122,000
- Bumanya HCIV Medical, Laboratory and Research Equipment - Assorted Equipment UGX 3,000,000
- Nawaikoke HCIII Medical, Laboratory and Research Equipment - Assorted Equipment UGX 3,000,000

- Nawaikoke Ward Other Buildings Other than Dwellings Maintenance- Other Construction works UGX 35,000,000

5- Programme Conditional Grant - Development 152-o/w PHC Health Development -Facility upgrades (UGFiT)

- Kisinda HCII Machinery and Equipment - Assorted Equipment UGX 80,000,000

6- Programme Conditional Grant - Development 154-o/w Education Development- UGIFT Seed Secondary Schools- UGX 2,040,692,000

Capital Investments UGX 1,990,692,000 i.e. 98% above the minimum of 95% allowed

- Completion of Bumanya Seed SS UGX 1,237,105,000
- Construction of Nansololo Seed SS UGX 753,587,000

Investment Service Costs UGX 50,000,000 i.e. below maximum 5% and at the maximum of UGX 50,000,000 allowed

- Monitoring of Bumanya Seed SS UGX 38,000,000
- Payment of Clerk of Works for Bumanya Seed SS UGX 12,000,000

7- Programme Conditional Grant - Development 155-o/w Education Development - Formerly SFG UGX 290,249,000

Capital Investments UGX 279,274,444 i.e. 96% above the minimum of 95% allowed

- Construction of a 2 classroom block with office and store at Bujjeje PS UGX 66,600,000
- Payment of Retention for Kamutaka PS UGX 11,280,000
- Payment of Retention for Bukonde PS UGX 2,000,000
- Construction of a 2 classroom block with office and store at Bulago PS UGX 66,600,000
- Payment of Outstanding balance for a 5 stance pit latrine for FY 2021/2022 at Budini Girls' PS UGX 2,000,000
- Payment of Outstanding balance for a 5 stance pit latrine for FY 2021/2022 at Bukumankoola PS UGX 20,000,000
- Payment of Retention for Isalo PS pit latrine UGX 2,000,000
- Payment of Retention for Bugada PS UGX 9,347,000
- Payment of Outstanding balance for a 2 classroom block for FY 2021/2022 at Kibanda PS UGX 6,003,000

- Payment of Outstanding balance for a 2 classroom block for FY 2021/2022 at Ihagalo PS UGX 7,444,000
- Payment of Retention for Nabigwali PS pit latrine UGX 2,000,000
- Payment of Retention for Namusolo PS UGX 7,400,000
- Payment of Retention for Bugonza PS pit latrine UGX 2,000,000
- Payment of Retention for Butege PS pit latrine UGX 2,000,000
- Construction of a 2 classroom block with office and store at Namukooge PS UGX 66,600,000
- Payment of Outstanding balance for a 5 stance pit latrine for FY 2021/2022 at Nawampiti PS UGX 2,000,000
- Retention for Buvulunguti PS pit latrine UGX 2,000,000
- Payment of Retention for Muhira PS pit latrine UGX 2,000,000

Investment Service Costs UGX 10,975,000 i.e. 4% below maximum 5% or UGX 50,000,000 allowed

- All project sites Environmental screening and social safe guards UGX 2,000,000
- Site handovers, and Commissioning of projects UGX 8,975,000

8- Programme Conditional Grant - Development 193-Works and Transport - Rehabilitation Development Grant

Road Rehabilitation Works UGX 900,000,000 i.e. 90% above the minimum 85% allowed

- District -Supply of culverts Other Structures – Contractor UGX 100,000,000
- Namukooge-Bulumba- Bulyakubi 13kms Roads and Bridges - Maintenance UGX 325,000,000
- Kyani-Budomero 11 kms Roads and Bridges – Maintenance UGX 275,000,000
- Nawaikoke-Buhangala 8 Kms Roads and Bridges – Maintenance UGX 200,000,000

Operational Expenses UGX 100,000,000 i.e. 10% below the maximum 15% allowed and at the 10% maximum allowed for repairs and maintenance

- Vehicle Maintenance - Motor Vehicle Spare Parts UGX 100,000,000

9- Programme Conditional Grant - Development 186-o/w Piped Water Subgrant UGX 297,788,000

New Capital Investments i.e. UGX 278,045,000
i.e 93% above the minimum of 85% allowed

- Water Plants – Construction UGX 278,045,000

Investment Servicing Costs UGX 19,743,000
i.e. 7% below the maximum 15% allowed

- Kisinda SC Travel Inland – Facilitation UGX 19,743,000

10- Programme Conditional Grant - Development 187-o/w Rural Water & Sanitation Subgrant- UGX 568,014,000

New Capital Investments i.e. UGX 442,000,000
i.e. 77% above the minimum of 65% allowed

- Namwiwa 1 Borehole UGX 26,000,000
- Budomero 1 Borehole UGX 26,000,000
- Budomero 1 Borehole UGX 26,000,000
- Kisinda UGX 250,000,000
- District –Retention UGX 10,000,000
- Bumanya 1 Borehole UGX 26,000,000
- Bukamba 3 BoreholesUGX 78,000,000

Rehabilitation of Water Facilities UGX 94,600,000 i.e. 17% below the maximum of 25% allowed

- District- Rehabilitation UGX 75,000,000
- Namukooge Town Council UGX 19,600,000

Investment Servicing Costs UGX 31,414,000
i.e. 6% below the maximum 10% allowed

- District Travel Inland – Facilitation UGX 31,414,000

11- Transitional Conditional Grant - Development 82-Transitional Development Grant - Sanitation (Water & Environment)

- district Travel Inland – Facilitation UGX 14,815,000

13

Evidence that the LG produced an annual audit plan and quarterly internal audit reports, the LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor, and the LG resolved audit issues identified by internal and external audits.

From the Internal Auditor, obtain an audit plan and audit reports to verify the timely production of internal audit reports.

Obtain minutes of LG PAC to establish whether they have discussed both internal and external issues and made recommendations to the Accounting

A review of the DLG's Quarterly Internal Audit Reports, Reports of LG PAC, and Minutes of LG PAC Reports for FY 2023/24 as well as Reports on the Implementation of Internal and External Audit Recommendations for FY 2022/23 collaborated that:

1. The DLG produced the annual Audit Plan and all Quarterly Internal Audit Reports for FY 2023/24 within 2 months after the end of each quarter and submitted all the reports to the District Speaker.
2. ***The DLG PAC did not discuss all Internal and External Audit Reports for FY 2023/24 and FY2022/23,***

0

officer.

From CFO, Obtain reports on the implementation of audit recommendations.

Verify If the LG:

i. Produced an annual audit plan and quarterly internal audit reports within two months of the end of the quarter,

ii. The LG PAC discussed internal and external audit issues and reported to the district chairperson or Mayor , and

iii. The LG resolved at least 80% of audit issues identified by internal and external audits (due audit recommendations are implemented)

If the requirements (i) to (iii) are met score 2 or else 0.

respectively, nor report the outcomes of their discussions of all reports to the District Chairperson and the Minister of Local Government, and

3. The DLG resolved 89% of all the internal and external audit recommendations made by the Internal Auditor General and Auditor General arising from the Internal Audit Report and Audit of Financial Statements for FY2022/23, respectively.

Therefore, the DLG did not comply with the requirement (2) above for this performance measure.

Evidence

1- Internal Audit Plan and Quarterly Internal Audit Reports produced FY 2023/24

a. Internal Audit Work Plan- Submission of Kaliro District Internal Audit Annual Work Plan for 2023/24 FY dated 06 April 2023 submitted to CAO on 06 April 2023.

b. Quarterly Internal Audit Reports produced Q1 FY 2023/24

📎 Submission of First Quarter Internal Audit Report for 2023/24 FY produced on 27 November 2023 and submitted to the District Speaker on 27 November 2023 with 7 issues from the previous report and 8 issues identified in the current quarter. The report was produced within 2 months after the end of the quarter

Q2 FY 2023/24

📎 Submission of Second Quarter Internal Audit Report for 2023/24 dated 15 February 2024 and submitted to the District Speaker on 15 February 2024 with 8 issues from the previous quarter and 9 current issues. The report was produced within 2 months after the end of the quarter

Q3 FY 2023/24

📎 Submission of Third Quarter Internal Audit Report for 2023/24 FY produced on 24 May 2024 and submitted to the District Speaker on 24 May 2024 with 5 issues from the previous quarter and 7 issues from the current quarter. The report was produced within 2 months after the end of the quarter.

Q4 FY 2023/24

📎 Submission of Fourth Quarter Internal Audit Report for 2023/24 FY produced on 16 August 2024 and submitted to the District Speaker on 11 September 2024 with 4 issues from the previous quarter and 6 issues from the current quarter. The report was produced within 2 months after the end of the quarter.

2- DLG PAC discussions of Quarterly Internal and External Audit Reports

FY2023/24 and FY2022/23, respectively.

• Minutes of Public Accounts Committee Meeting Sitting on 4-6 September 2024 in the Office of the Clerk to Council.
Min.No.03/PAC/09/2024 discussing report VIDE: Submission of Public Accounts Committee Report of Kaliro District Local Government on the Internal Audit Report for 3 Quarter FY 2023/24 dated 4 September 2024- Report not yet approved.

• ***No evidence was provided at time of assessment affirming that PAC discussed Q1, Q2, and Q4 Internal Audit Reports nor External Audit for FY 2023/24***

3- Implementation of Internal and External audit recommendations arising from FY2022/23 reports

• Submission of Status Report on the Implementation of Recommendations of the Auditor General's Report for Period Ended 30 June 2023 dated 24 April 2024 and submitted to Office of the Auditor General on 14 May 2024. Issues identified 38 and issues and 32 resolved

• Submission of Status Report on the Implementation of Recommendations of the Internal Auditor's Report for the Period ended 31 June 2023 dated 18 March 2024. Received by Office of the Internal Auditor General on 22 March 2024 i.e. All 17 issues resolved

Percentage of issues resolved = total no of issues resolved/total no of issues *100=
49/55*100= 89%

14	Evidence that the LG has an unqualified audit opinion for the previous FY	From the OAG, obtain and review audit opinions Verify if the LG has an unqualified audit opinion for the previous FY to score 2 or else 0	This performance measure shall be assessed in January 2025 after reviewing the reports of the OAG to confirm audit opinion.	0
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Environment, Social, Health and Safety

15	Evidence that the LG implemented all mitigation measures in the Environmental & Social Management Plans (ESMPs) for all Projects in the previous year as provided for in the Guidelines.	From DNRO/Environment Officer • Obtain and review the Environmental & Social Management Plans (ESMPs) for all projects • Sample projects (at least 3) to verify that the mitigation measures in the project ESMPs were	The ESMPs for all projects screened in the previous FY at the LG were prepared and costed: 1. ESMP for "Proposed Completion of a Two (2)-in One (1) Staff House at Budeomero HC-III, at Buyonjo in Budomero S/C" project was prepared and costed, and signed by the SEO and CDO on 06/06/2023. 2. ESMP for "Proposed Construction of Two (2) Classrooms with Office and Store at Namukooge P/S in Namugongo S/C" project was prepared and costed, and signed by the SEO and CDO on	0
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implemented as reported.

If ALL the mitigation measures were implemented in 100% of the projects sampled score 2 or else 0.

28/05/2023.

3. ESMP for "Proposed Fencing of Budomero Health Centre III, at Buyonjo in Budomero S/C." project was prepared and costed, and signed by the SEO and CDO on 06/06/2023.

The ESMP Implementation Reports for all projects screened in the previous FY at the LG were prepared and signed:

1. E&S Mitigation Monitoring Reports for the "Completion of a Two (2)-in One (1) Staff House at Budeomero HC-III, at Buyonjo in Budomero S/C" project, were prepared and signed by the CDO and SEO on 30/12/2023 and 30/04/2024.
2. E&S Mitigation Monitoring Reports for the "Proposed Construction of Two (2) Classrooms with Office and Store at Namukooge P/S in Namugongo S/C" project, were prepared and signed by the SEO and CDO on 15/08/2023 and 02/07/2024.
3. E&S Mitigation Monitoring Report for the "Fencing of Budomero Health Centre III, at Buyonjo in Budomero S/C" project, were prepared and signed by the CDO and SEO on 30/12/2023 and 30/04/2024.

The E&S Compliance Certification Forms (Project Safeguards Clearance Reports) for these projects were prepared and signed:

1. Project Safeguards Clearance Report for the "Completion of a Two (2)-in One (1) Staff House at Budomero HC-III, at Buyonjo in Budomero S/C" project was prepared and signed by the CEO and CDO on 18/06/2024.
2. Project Safeguards Clearance Report for the "Construction of Two (2) Classrooms with Office and Store at Namukooge P/S in Namugongo S/C" project was prepared and signed by the SEO and CDO on 18/05/2024.
3. Project Safeguards Clearance Report for the "Fencing of Budomero Health Centre III" project was prepared and signed by the SEO and CDO on 25/06/2024.

Field verification of the three (3) sampled projects shows that:

1. **Implementation of mitigation measures in the ESMP for the "Completion of a Two (2)-in One (1) Staff House at Budomero HC-III"- including grassing the site area with native grass species and tree planting wasn't done.**
2. Implementation of mitigation measures in the ESMP for the "Construction of Two (2) Classrooms with Office and Store at Namukooge P/S" included installation of a functional water harvesting tank, construction of ramps grassing the site with *Paspalum dilatatum*, and tree planting at the site.

3. **Implementation of mitigation measures in the ESMP for the “Fencing of Budomero Health Centre III” project including tree planting wasn’t done**, though re-vegetation of the disturbed ground at the site with native grass species was allowed.

16

Evidence that the LGs has constructed infrastructure projects where it has proof of land ownership/ right of way

From the Budget Performance Report, obtain a list of all infrastructure projects constructed by the LG in the previous FY

From the LG Accounting Officer, obtain copy of the land titles, sale agreements and/or MOUs to establish whether all projects for the previous FY have proof of land ownership/ right of way

- If the LG has a title in the name of the LG or the Institution score 2

- If the LG has registered a sale agreement or MOU score 1

A review of a sample of 7 infrastructure projects constructed by the DLG in FY2023/24, confirmed that all projects implemented in FY 2023/24 have proof of land ownership/ right of way

Therefore, the DLG complied with the requirements for this performance measure.

Evidence

- Renovation of 4 Classroom Block at Buyinda P/S- Title in the name of Kaliro District Local Government Plot 37, Block 13 at Nabiina “B” registered on 12 July 2013
- Construction of Nansololo Seed Secondary School- Surveyed Plot 82 Block 16 Kaliro-Nawaikoke Road. Issue of Title in process at the time of assessment
- Renovation of District Administration Block- Tile in the name of Kaliro District Local Council Block (Road) 15 Plot 25 at Bukumankoola registered on 20 October 2015.
- Construction of Piped Water Scheme at Kisinda RGC Phase One- Kaliro District Local Government Plot 278, Block 15 at Namukooge Trading Centre registered on 17 July 2024
- Fencing of Nawampiti HCIII in the names of Kairo District Local Government Plot 35, Block 16 at Bugalimu registered on 23 January 2019
- Renovation of Staff House at Nawaikoke HCIII – Plot 45 block 16, Bulamogi Nawaikoke. Issue of title in Process at the time of assessment
- Renovation of Sub County House- Namugongo Sub County- District Land Board in Minute No. KDLB 28 (12)/2019 of 12/06/2019 granted Namugongo Sub County to Survey land to process Freehold Title after conversion from customary tenure to Freehold Tenure. Issue of title in process at the time of assessment

2

Evidence of implementation of the Stakeholder Engagement Plan implemented in the previous FY

From the DCDO obtain and review;

- The approved Stakeholder Engagement Plans for the previous FY.

- Reports of implementation of the stakeholder Engagement Plan for the previous FY. To determine

- o The engagements held with stakeholder

- o Resolutions made

- o Actions taken

- o Outcomes of the actions

Note that reports should be in tandem with the SEP

If the above requirements are complied with score 2 or else 0.

The district community development officer (CDO) Ms. Eunice Mutesi was interviewed and availed the approved stakeholder engagement plans (SEP), dated 03/11/2023 in a letter with reference CR212/4 addressed to the Chief Administrative Officer (CAO).

Stakeholder Engagement Plan (SEP) implementation was conducted as exemplified in the report dated 25/01/2024 that was presented.

Evidence that GRCs at project level are existent, functional and that the communities/workers have been sensitized about their existence and are using them	<p>Review the GRCs at various projects to establish</p> <ol style="list-style-type: none"> They are as constituted as per the circular issued by MoGLSD in July 2023 Evidence that grievances are recorded Evidence that the grievances that were received were acted upon Evidence that the GRC activities are funded Evidence that the community/workers have been sensitized about the existence of the GRC Evidence that the GRCs have been trained on their roles and responsibilities <p>If the requirement (i) to (vi) above are complied with score 2 or else 0.</p>	<ul style="list-style-type: none"> The grievances management focal person Ms. Eunice Mutesi was interviewed and affirmed that: <ol style="list-style-type: none"> There were No grievance redress committees (GRCs) at the projects level. There were No minutes of the GRC meetings. There were No trainings of the GRCs. <ul style="list-style-type: none"> However, the grievances management focal person presented evidence of training of community members as exemplified in the following reports: <ol style="list-style-type: none"> Report on Grievance Training of Water and Sanitation Committees and Community Members in the FY 2023/24, dated 14/05/2024 and with attendance lists attached. Minutes for Training of Community Members, Water User Committees and Kisinda Water Board on Management of Community Grievances Arising from Water Supply Facilities, held on 11/03/2024 at Kisinda Trading Centre and with attendance lists attached.
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Transparency, oversight, reporting and accountability

The LG shared key information with and responded to the issues raised by the councilors and citizens	<p>From Clerk to Council find minutes of Council discussing the LG assessment report.</p> <p>Sample 5 sites to establish display of relevant information</p> <p>From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed</p> <p>Radio Program Recordings</p> <p>Obtain from the CFO the charge policy.</p> <p>Check display of tax information on public notice boards</p> <p>Verify that:</p>	<p>A review of DLG's Council minutes, noticeboards, reports of barazas, and visits to projects implemented by the DLG in FY2023/24 substantiated that:</p> <ol style="list-style-type: none"> <i>The DLG did not share the LGMSD PA results for 2023 with citizens showing the size of the development grants gained or lost as a result of the DLG's performance.</i> The DLG Council discussed the LG Performance Assessment results for 2023 and made resolutions for the Accounting Officer to implement concerning the assessments. <i>The DLG did not place site boards on all construction sites displaying information regarding procurement and contract management.</i> <i>The DLG did not conduct discussions with the public providing feedback on the status of activity implementation for FY2023/24</i> The LG made publicly available information on tax rates, procedures for collection and appeal, and amounts collected during FY 2023/24 showing how
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i. LG shared LGMSD PA results for the previous FY and how much the LG gained or lost regarding the size of the development grants based on performance results with the citizens through at least one of the following forms: barazas; radio; circulars and workshops

ii. The LG Council has discussed the LG Performance assessment results in Council and that the Accounting Officer has implemented the Council resolutions on the LG Performance Assessment

iii. The LG has placed site boards on all construction sites to display information regarding procurement and contract management including: the name of the project; the contractor; source of funding; expected duration (include start and end dates as well as calendar days) and location.

iv. The LG during the previous FY conducted discussions (e.g. municipal urban fora, barazas, radio programs etc.) with the public to provide feedback on status of activity implementation:

v. The LG has made publicly available information on i) tax rates, ii) collection procedures, iii) procedures for appeal; (iv) amounts collected during the previous FY and how it was used.

If (i) to (v) above

it was used

Therefore, the DLG did not comply with the requirements (1), (3), and (4) for this performance measure.

Evidence

1) Publicity of LGMSD PA results for 2023 showing size of Development Grants gained/(lost)

Surfing through the Kaliro DLG website i.e. <http://www.kaliro.go.ug> as advised by the DLG Planner confirmed that the DLG publicized Performance assessment reports for 2019 and 2021 under the publication window. ***No LGMSD PA results for 2023 were made public on the website at the time of assessment.***

2) The DLG Council discussed the LG Performance assessment results for 2023

- Order Paper for the 15th General Council Meeting of the 5th Kailiro District Local Government Council sitting on 27 March 2024 in the District Council Hall Min. No.156/KDLG/03/2024 discussing the District Performance Assessment Report for 2023.

3) Display of information on construction sites (6 sites sampled) regarding procurement and contract management in FY 2023/24

- Construction of a 2-classroom block with office and store at Namukooge primary school - SFG - finding (KALI847/WRKS/2023-24/00006) - ***No project sign board on site***

- Fencing of Budomero HC III - PHC funding (KALI847/WRKS/2023-24/00062)- ***No project sign board for these works.***

- Completion of the staff house at Budomero HC III -PHC funding - ***No project sign board on site for these works***

- Construction of Piped Water System at Kisinda Trading Centre -SCG funding (KALI 847/WKS/2023-24/00003)- Project signboard was found on site showing Project name, Procurement Ref No., Funding, Contractor, Location, Financial Year, and Supervisor.

- Routine Mechanised Maintenance of Namukooge-Bulumba-Bulyakubi Roads- ***No project sign board found on site***

- Establishment of Microscale Irrigation Demonstration Sites and Operationalization of the existing - beneficiary farmer;- Walusimbi Edward (KALI 877/WRKS/23-24/00034)- ***No signboard***

4) Discussions with the public providing feedback on the status of activity implementation for FY2023/24

- Order Paper for the 13th General Council

complied with score 2 or 0 Meeting of the 5th Kaliro District Local Government Council Siting on 22 August 2023 in the District Council Hall. Min. No 122/KDLG/08/2023 resolved that more talk shows on PDM should be effected for people to understand the Programme better. ***This evidence presented by the DLG did not meet the requirements for this particular assessment area.***

5) The DLG displayed information on tax rates, collection procedures, procedures for appeal; amounts collected during FY 2023/24, and how it was used on the noticeboards, shared in the forums of the Districts, and Declarations of Releases to LLGs.

20

Evidence that the LG supervised or mentored all LLGs; ensured that the results/reports of support supervision visits were discussed by the TPC and used by the District/Municipality to make recommendations for corrective actions and followed up; the LG conducted credible assessments of LLGs as verified during the National LGPA exercise; and the LG conducted mock assessments, discussed the results, and took corrective action in preparation

From the Planner, obtain mentoring reports and minutes of TPC meetings to establish whether the HLGs supported LLGs in the previous financial year.

From the Performance Assessment Focal Person obtain mock assessment results to establish that mock assessments were conducted, results discussed and corrective action taken

From the OPAMS, obtain the internal assessment reports of LLGs and compare with the results of the verification team to establish whether the results are within +/- 10%

Check and verify that:

i. The LG has supervised or mentored all LLGs;

ii. Results/reports of support supervision visits were discussed by the TPC, used by the LG to make recommendations for corrective actions and followed up

iii. The LG conducted credible assessment of LLGs as verified

Review of the DLG's mentoring and supervision reports for FY 2023/24 and files for performance assessments of LLG collaborated that:

1. The DLG mentored all LLGs, and reports of support supervision visits were discussed by the TPC, and used by the DLG to make recommendations for corrective actions and follow-ups.
2. The **Kaliro DLG** conducted a credible assessment of LLGs for 2024, as verified during the National LGPA exercise. This is evidenced by the results from the sampled LLGs: Bukamba Sub County: Internal assessment scored 97%, while LGMSD IVA scored 98%, resulting in a variance of +1%; Nawaikoke Town Council: Internal assessment scored 84%, while LGMSD IVA scored 84%, resulting in a variance of 0%; Kisinda Sub County: Internal assessment scored 80%, while LGMSD IVA scored 84%, resulting in a variance of +4%; Budomero Sub County: Internal assessment scored 86%, while LGMSD IVA scored 87%, resulting in a variance of +1%.

1. The District conducted a mock assessment, discussed the results in the TPC, and took corrective action in preparation/readiness for the national performance assessment exercise

Therefore, the DLG complied with all the requirements for this performance measure

Evidence

1) Reports of LLG Mentoring and Discussion of Supervision Support Visits discussed in the TPC.

Q1 FY 2023/24

• Mentoring Carried out during the First Quarter for the FY2023-2024 Report dated 31 August 2023. Areas of Concern- Gender and Equality Mainstreaming in the Budget-

2

during the National LGPA exercise

iv. The LG conducted mock assessment, discussed the results and took corrective action in preparation/readiness for the national performance assessment exercise

If (i) to (iv) above requirements are complied with score 2 or else 0

Recommendations- The DLG still needs to continue supporting LLGs to develop more Gender and Equity Concerns Responsive Budgets and Work Plans.

- Minutes of the District Technical Planning Committee Meeting that took place on 19 October 2023 at District Headquarters in the Council Hall. MIN, 6/DTPC/Oct 2023 discussing LLGs Supervision and Mentoring Report for FY 2023/2024.

Q2 FY 2023/24

- Mentoring Report for the Second Quarter for the FY 2023-24 dated 17 December 2023. Areas of Concern- Planning and Reporting.

- Minutes of the District Technical Planning Committee Meeting that Took Place on 28 December 2023 at District Headquarters MIN 9/DTPC/Dec 2023 discussing Q2 LLGs Supervision and Mentoring Report for FY 2023/2024

Q3 FY 2023/24

- Mentoring Report for the Third Quarter for the FY 2023-24 dated 21 March 2024. Areas of Concern – LGs in Mainstreaming HIV/AIDS in Responsive Budgets and Work Plans.

- Minutes of the District Technical Planning Committee Meeting that Took Place on 29 February 2024 at the District Headquarters in the Council Hall. Min 6/Feb/DTPC 2024 discussing Q3 LLGs Supervision and Mentoring Report FY 2023/2024

Q4 FY 2023/24

- Mentoring Report for the Fourth Quarter for the FY 2023-24 dated 28 June 2024. Areas of Concern Grievance Handling System were in place but not operational. The District Grievance Focal Person advised to give support to the LLG Grievance and Redress Committees to have Operational Grievance Handling Systems at LLG

- Minutes of the District Technical Planning Committee Meeting that Took Place on 30 July 2024 at District Headquarters in the Health Board Room. MIN. 10/DTPC/JULY 2024 discussing Q4 LLGs Supervision and Mentoring Report FY 2023/24.

2) Credibility of Results of LLG Assessments for 2024

DLG own overall results for all LLGs reported in OPAM = 90%

LLG results verified by the LLG IVA = 88%

Difference 90%-88%= 2% i.e. within +/- 10% (Credible)

3) DLG mock assessments and discussions of the results for corrective action

- Minutes of the District Technical Planning Committee Meeting that took place on 22 November 2024 at District Headquarters in the Council Hall MIN. 4/DTPC/Nov 2024 & MIN. 05/DTPC/Nov 2024 discussed the readiness and preparations for the National Performance Assessment by OPM. DTPC recommended that all sectors with glaring gaps should close them by availing information to the Internal Assessment Team and also ensure that all documents are in place by the time the Team from OPM comes to the District

21

Evidence that the LG prepared both quarterly financial and quarterly physical progress reports covering all development projects and the reports were discussed by the relevant organs

From Clerk to Council, obtain minutes of council committees

Verify that the quarterly physical progress and financial reports were discussed by the (i) TPC; (ii) DEC; (iii) Council Committees to score 2 or else 0

A review of the DLG's minutes of Council, TPC, Council Committees, and DEC for FY 2023/24 confirmed that the DLG prepared both quarterly financial and quarterly physical progress reports covering all development projects and the reports were:

1. Discussed by the TPC for all quarters,
2. **Not discussed by the DEC for all quarters,** and
3. Discussed by Council Committees for all quarters

Therefore, the DLG did not comply with the requirement (2) above for this performance measure.

Evidence

1. Quarterly financial and quarterly physical progress reports covering all development projects FY 2023/24 discussed by the TPC

Q1 FY 2023/24

- Minutes of the District Technical Planning Committee Meeting that took place on 28 December 2023 at District Headquarters MIN 6/DTPC/Dec 2023 discussing Q1 Financial and Physical Progress Report FY 2023/24. i.e. Environmental issues with the construction of 3 schools and latrines in P/S

Q2 FY 2023/24

- Minutes of the District Technical Planning Committee Meeting that took place on 29 February 2024 at District Headquarters in the Council Hall Min 7/Feb/DTPC 2024 discussing Q2 Financial and Physical Progress Reports FY 2023/2024 i.e. 3 irrigation schemes operationalized

Q3 FY 2023/24

- Minutes of the District Technical Planning Committee Meeting that took place on 6 May 2024 at District Headquarters MIN. /DTPC/May 2023 discussing Q3 Financial and Physical Progress Report FY 2023/2024 i.e. 4 boreholes drilled

Q4 FY 2023/24

- Minutes of the District Technical Planning

0

Committee Meeting that took place on 30 July 2024 at District Headquarters in the Health Board Room MIN. 11/DTPC/July 2024 discussing Q4 Financial and Physical Progress Report FY 2023/2024 i.e. 24 old boreholes rehabilitated.

2. Quarterly financial and quarterly physical progress reports covering all development projects FY 2023/24 discussed by DEC

Q1 FY 2023/24

Minutes of the District Executive Committee Meeting Held on 21 August 2023 in District Water Board. Min No.3/KDLG/2023/21/08 where CAO briefed the Executive on 1st Quarter releases. No Evidence that Physical Progress Reports were discussed

Q2 FY 2023/24

Minutes of the District Executive Committee Meeting Held on 20 December 2023 in the Works Board Room Min No. 3/KDLG/DEC/2023/20/12 i.e. discussing the status of completion of school at Kamutaka PS and Septic Tank at Bumanya HCIV

Q3 FY 2023/24

Minutes of the District Executive Committee Meeting Held on 29 April 2024 in the Water Board Room Min No. 2/KDLG/DEC/2024/4/29 presenting Q3 PBS Reports.

Q4 FY 2023/24

Minute of the District Executive Committee Meeting Held on 17 July 2024 in the Office of the District Chairperson i.e. CAO briefed Committee on the return of UGX 4.65 billion back to consolidated funds. No quarterly progress reports were discussed.

3. Quarterly financial and quarterly physical progress reports covering all development projects FY 2023/24 discussed by Council /Council Committees

Q1 FY 2023/24

Minutes of the Health and Education Committee Meeting Held on 7 August 2023 in the Clerk to Council's Office Min 04/KDLG/Health & Educ- 7/8/2023 discussing the Health and Education Committee Report dated 18 July 2023 i.e. status of Development Projects i.e. Construction of 3 Classroom Block at Kamutaka P/S- Painting not yet done, Glasses not fixed Construction of 5 Stance Lined Pit Latrine- Work incomplete

Q2 FY 2023/24

Minutes of the Health and Education Committee Meeting Held on 20 February 2024 MIN.05/KDLG/Health & Educ./20/022024 discussing Health and Education Committee

Report dated 15 December 2023 i.e. Upgrading Kisanda HCII to HCIII- Plastering inside and outside done, Construction of a General Ward at Gadumire HCIII phase 1 complete, etc

Q3 FY 2023/24

Gender and Community-Based Services Committee Meeting Held on 21 February 2024 Min.05 G & CBS-21/02/2024 discussing Social Services Committee Report 20 February 2024 i.e. Construction of a General Ward St Bumanya HCIV Complete pending handover

Q4 FY 2023/24

Minutes of the Production, Natural Resources and Trade, Industry and LED Committee Meetings Held on 17 April 2024 in the Office of the Clerk to Council Min. 04 PNTILED- 17/04/2024 discussing Production and Natural Resources Committee Report dated 07 June 2024 i.e. District Headquarters Irrigation system- installations starting in the following week

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year	<p>From the LG obtain UNEB results disaggregated between Government aided and private schools and review:</p> <ul style="list-style-type: none"> • The LG PLE results for the previous school year but one and the previous year • Calculate the pass rate or percentage increase between the previous school year but one and the previous year • Calculate the percentage of pupils that passed between grades 1 and 4 for both years • For districts with municipalities, disaggregate results between the districts and the MC. <p>If the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year, Score 3 or else score 0</p>	<p>According to UNEB PLE results and LG Education Department PLE records of 2022 and 2023,</p> <p>PLE 2022: Div. 1 - 291; Div. 2 - 1922; Div. 3 - 959; Div. 4 - 836 [Total: 4,008]; Div. U - 964; Div. X - 63 [Total: 5,035 - 63 (Div. X) = 4,972]. Giving a pass rate of 80.6 %.</p> <p>PLE 2023: Div. 1 - 227; Div. 2 - 1,546 [1,773]; Div. 3 - 1,174; Div. 4 - 849 [Total: 3,796]; Div. U - 679; Div. X - 48 [Total: 4,523 - 48 (Div. X) = 4,475]. Giving a pass rate of 84.8 %.</p> <p>PLE pass rate improved by 4.2 % points.</p>	3

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0

According to **UNEB PLE results and LG Education Department PLE** records of **2023**,

PLE 2023: Div. 1 - 227; Div. 2 - 1,546 [**1,773**]; Div. 3 - 1,174; Div. 4 - 849 [**Total: 3,796**]; Div. U - 679; Div. X - 48 [**Total: 4,523 - 48 (Div. X) = 4,475**]. Giving a **pass rate of 84.8 %**.

PLE **pass rate between grades 1 and 2 was 39.6 %** which was **above the recommended 20%**.

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 20% of the learners in the LG government aided schools scored PLE pass grades between 1 and 2, in the previous year Score 3 (max) or else score : 0

According to UNEB PLE results and LG Education Department PLE records of 2022 and 2023,

PLE 2022: Div. 1 - 291; Div. 2 - 1922; Div. 3 - 959; Div. 4 - 836 [**Total: 4,008**]; Div. U - 964; Div. X - 63 [**Total: 5,035 - 63 (Div. X) = 4,972**]. Giving a **pass rate of 80.6 %**.

PLE 2023: Div. 1 - 227; Div. 2 - 1,546 [**1,773**]; Div. 3 - 1,174; Div. 4 - 849 [**Total: 3,796**]; Div. U - 679; Div. X - 48 [**Total: 4,523 - 48 (Div. X) = 4,475**]. Giving a **pass rate of 84.8 %**.

PLE pass rate **improved by 4.2 % points**.

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 4 or else score : 0

According to **UNEB PLE results and LG Education Department PLE records of 2023**,

PLE 2023: Div. 1 - 227; Div. 2 - 1,546 [1,773]; Div. 3 - 1,174; Div. 4 - 849 [**Total: 3,796**]; Div. U - 679; Div. X - 48 [**Total: 4,523 - 48 (Div. X) = 4,475**]. Giving a pass rate of 84.8 %.

PLE **pass rate from grades 1 to 4 was 84.8%** which was **above the recommended 70%**.

Evidence that the average LG PLE pass rates for UPE (Government Aided) improved between the previous school year but one and previous school year

From the LG obtain UNEB results disaggregated between Government aided and private schools and review:

- The LG PLE results for the previous school year but one and the previous year

- Calculate the pass rate or percentage increase between the previous school year but one and the previous year

- Calculate the percentage of pupils that passed between grades 1 and 4 for both years

- For districts with municipalities, disaggregate results between the districts and the MC.

If 70% of the learners in the LG government-aided schools scored PLE pass grade rates 4 (cumulative), Score 4 or else score : 0

According to UNEB PLE results and LG Education Department PLE records of 2022 and 2023,

PLE 2022: Div. 1 - 291; Div. 2 - 1922; Div. 3 - 959; Div. 4 - 836 [**Total: 4,008**]; Div. U - 964; Div. X - 63 [**Total: 5,035 - 63 (Div. X) = 4,972**]. Giving a **pass rate of 80.6 %**.

PLE 2023: Div. 1 - 227; Div. 2 - 1,546 [**1,773**]; Div. 3 - 1,174; Div. 4 - 849 [**Total: 3,796**]; Div. U - 679; Div. X - 48 [**Total: 4,523 - 48 (Div. X) = 4,475**]. Giving a **pass rate of 84.8 %**.

PLE pass rate **improved by 4.2 % points**.

Access

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.

- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the boys' school enrolment increased over the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department **enrollment records for 2023 and 2024**, the LG had **32,440 boys** and 31,090 girls [Total: 63,530] **in 2023**. In 2024, there were **30,732 boys** and 30,488 girls [Total: 61220].

There was a **decline of -5.3% [-1,708 boys]**. This was attributed to transfer of learners to private schools, economical activities in the LG - sugar cane cutting, rice growing, and fishing.

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.
- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the girls' school enrolment increased over the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department **enrollment records for 2023 and 2024**, the LG had 32,440 boys and **31,090 girls** [Total: 63,530] in 2023. In 2024, there were 30,732 boys and **30,488 girls** [Total: 61220].

There was **a decline of -1.9% [-602 girls]**. This was attributed to transfer of learners to private schools, economical activities in the LG - sugar cane cutting, rice growing, and fishing, early marriages, and early pregnancies.

Evidence that the total primary school enrolment over the previous academic year and the current year is either above 80% or increased by 5%.

- From UBOS obtain data on population of primary school going age children.

- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the SNE enrolment increased over the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department enrollment records for 2023 and 2024, the LG had **287 SNE learners in 2023**. **In 2024**, there were **746 SNE learners**.

There was an increase of **159.9%% [459 SNE learners]**. This was attributed to recruitment of a SNE officer who trained teachers and headteachers in assessing and identifying SNE learners.

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.
 - From EMIS/LG Education department obtain enrolment data for the current and previous year.
 - Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.
- If the boys school enrolment increased for the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department **enrollment records for 2023 and 2024**, the LG had **4,379 boys** and 4,071 girls [**Total: 8,450**] in **2023**. In 2024, there were **5,613 boys** and 5,300 girls [**Total: 10,913**].

There was **an increase of 28.2% [1,234 boys]**. This was attributed to transfer of learners from private schools and other surrounding districts.

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.
 - From EMIS/LG Education department obtain enrolment data for the current and previous year.
 - Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.
- If the girls' school enrolment increased for the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department **enrollment records for 2023 and 2024**, the LG had 4,379 boys and **4,071 girls** [Total: 8,450] in **2023**. In **2024**, there were 5,613 boys and **5,300 girls** [Total: 10,913].

There was an increase of **30.2% [1,229 girls]**. This was attributed to transfer of learners from private schools and other surrounding districts.

Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%

- From UBOS obtain data on population of secondary school going age children.

- From EMIS/LG Education department obtain enrolment data for the current and previous year.

- Calculate the percentage of learners attending school out of the total expected to be in school - disaggregated data for boys, girls and SNE.

If the number of SNE enrolment increased over the previous two academic years Score 2 or else score: 0

According to EMIS data and LG Education Department **enrollment records for 2023 and 2024**, the LG had **77 SNE learners in 2023. In 2024**, there were **188 SNE learners**.

There was **an increase of 144.2% [1,234 SNE learners]**. This was attributed to recruitment of a SNE Officer who trained teachers and headteachers to assess and identify SNE learners.

Evidence that the monthly average learner attendance for government aided primary schools in the LG for the current academic year is above 90%

- From the LG Education department obtain and review attendance data for all primary schools in the current academic year and calculate the average level of attendance.

- Sample at least two (2) primary schools to verify accuracy of attendance data in the school registers

Verify if the monthly average learners' attendance is above 90% score 4 or else 0

According to the LG Education Department primary learner average attendance rates of 2024:

Monthly Average Attendance 2024: February - 75%; March - 80%; April - 90%; May - 87%; June - 80%; July - 85%; August - 82%; September - 80%; October - 80%; November - 90%. **Monthly Average attendance rate 82.9%.** This is below **the recommended range of 90%.**

Equally, the primary schools [St. Luliana Namejje and Kanankambi] sampled and visited, had records on learner attendance basing on registers studied.

6	<p>Evidence that the monthly average learner attendance for government aided secondary schools in the LG for the current academic year is above 90%</p>	<ul style="list-style-type: none"> • From the LG Education department obtain and review attendance data for all secondary schools in the current academic year and calculate the average level of attendance. • Sample at least one (1) secondary schools to verify accuracy of attendance data in the school registers <p>Verify if the monthly average learners' attendance is above 90% score 4 or else 0</p>	<p>According to the LG Education Department the secondary learner average attendance rates of 2024:</p> <p>Monthly Average Attendance 2024 : February - 79%; March - 81%; April - 82%; May - 85%; July - 85%; August - 86%; September - 80%; October - 88%; November - 90%. Monthly Average attendance rate 84%. This is below the recommended range of 90%.</p> <p>Equally, according to the secondary school [Kanambatiko] sampled and visited, monthly average learners' attendance was being captured as per registers studied..</p>	0
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Efficiency

7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> • From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. <p>If 90% - 100% of the learners in P1 progressed to P3 Score 2 or else score: 0</p>	<p>According to EMIS data and LG Education Department enrollment records of 2022 and 2024, learners who were in P.1 in 2022 were 12,061, and while in P.3 in 2024 were 9,525.</p> <p>The progression rate of P.1 to P.3 was 79.0% which is below the recommended range of 90% - 100%.</p>	0
7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> • From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change • Sample at least two (2) primary schools to verify. <p>If 90% - 100% of the learners in P4 progressed to P5 Score 2 or else score: 0</p>	<p>According to EMIS data and LG Education Department enrollment records of 2023 and 2024, learners who were in P.4 in 2023 were 9,084, and while in P.5 in 2024 were 8,753.</p> <p>The progression rate of P.4 to P.5 was 96.4% which is within the recommended range of 90% - 100%.</p>	2

7	<p>Evidence that the progression rate across government aided primary school grades in a LG has increased between the previous and current year</p>	<ul style="list-style-type: none"> From the EMIS/LG Education department obtain progression data for the respective grades (i.e. P1-P3; P4-P5; P6-P7) and calculate the percentage change Sample at least two (2) primary schools to verify. <p>If 90% - 100% of learners in P6 progressed to P7 Score 2 or else score: 0</p>	<p>According to EMIS data and LG Education Department enrollment records of 2023 and 2024, learners who were in P.6 in 2023 were 7,059, and while in P.7 in 2024 were 3,804.</p> <p>The progression rate of P.6 to P.7 was 53.9% which is not within the recommended range of 90% - 100%.</p>	0
8	<p>Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%</p>	<p>From the EMIS/ LG Education Office, obtain and review data on the primary school completion rates.</p> <p>If the total primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80% Score 2 or else score : 0.</p>	<p>According to statistical forms of 2018 and EMIS data plus LG Education Department enrollment records of 2024, in 2018, the LG had 6,367 boys and 5,762 girls [Total: 12,129] in P.1. In 2024 while in P.7, the LG registered 2,302 boys and 2,531 girls [Total: 4,833] for PLE.</p> <p>The completion rate for both boys and girls was 39.8% which is below the recommended 80%+.</p>	0
8	<p>Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%</p>	<p>From the EMIS/ LG Education Office, obtain and review total enrolment in P1 seven years ago and compare with current P.7 enrolment</p> <p>If the total primary school completion rate boys in the LG for the previous school year is above 80% Score 2 or else score 0.</p>	<p>According to statistical forms of 2018 and EMIS data plus LG Education Department enrollment records of 2024, in 2018, the LG had 6,367 boys and 5,762 girls [Total: 12,129] in P.1. In 2024 while in P.7, the LG registered 2,302 boys and 2,531 girls [Total: 4,833] for PLE.</p> <p>The completion rate for boys was 36.2% which is below the recommended 80%+ .</p>	0

Evidence that the primary school completion rate for both boys and girls in government aided primary schools in the LG for the previous school year is above 80%

From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion

If the total primary school completion rate for girls in the LG for the previous school year is above 80% Score 2 or else score 0.

According to statistical forms of **2018** and EMIS data plus LG Education Department enrollment records of **2024, in 2018**, the LG had 6,367 boys and **5,762 girls** [Total: 12,129] **in P.1. In 2024 while in P.7**, the LG registered 2,302 boys and **2,531 girls** [Total: 4,833] for PLE.

The **completion rate for girls was 43.9%** which is **below the recommended 80%+ .**

Human Resource Management

Evidence that the LG maintains accurate teacher deployment data for government aided primary schools and the information has been displayed at the LG and school notice boards, and the Education department has equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards

- From the LG Education department, obtain data on teacher deployment.
- Sample two primary schools to verify whether teachers are deployed and teaching in the schools as indicated in the staff lists.
- From the school notice boards verify whether the teachers deployed in the school are displayed.
- From the LG Human Resource Management (HRM) department, obtain the teacher payroll data

Check and verify if:

- i. The LG maintains accurate teacher deployment data for government-aided primary schools and the information has been displayed at the LG and school notice boards
- ii. The LG Education department has equitably deployed qualified teachers across government aided primary schools as per MoES staffing standards (i.e. a minimum of a head teacher and 7 teachers or a minimum of one teacher per class for schools with less than 7 grades)

If requirements (i) and (ii) are met, score 3 or else 0.

i. According to the LG Education Department Consolidated staff list 2024 and the payroll data of October 2024, the primary school teachers had been deployed as per staffing norms and information displayed at the LG headquarters' notice board and at notice boards of the two schools [St. Juliana Namejje and Kanankambi] sampled and visited. The two staff lists [LG and schools] were talking to each other.

ii. The number and names of teachers on the two [LG and schools] staff lists were similar. Teachers Bangi Christine Kevin [headteacher], Nekesa Prisca, Kakaire Alfred and 10 other teachers at St. Juliana Namejje P/S, and teachers Mbasa Godfrey [headteacher], Muyinza Zadooki [Deputy], Nanteza Justine, and 11 other teachers at Kanankambi P/S were physically present at the schools.

10	<p>Evidence that the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards Score 2 or else score: 0</p>	<p>From the LG Education department/ LG HRM division, obtain payroll data and staff lists</p> <p>Sample at least one (1) secondary schools to verify whether teachers teaching in the school are as presented in the payroll</p> <p>If the LG maintains accurate secondary school staff lists and payroll data and the information has been displayed at the LG and school notice boards Score 2 or else score: 0</p>	<p>According to the LG Education Department consolidated staff list 2024 and payroll data October 2024, the 223 teachers of 08 secondary schools had been displayed at the LG notice board and school notice board of Kanambatiko SSS sampled and visited.</p> <p>The number and names of teachers Waiswa Hassan Arron [headteacher], Waiswa Robert, Kaitaita Sarah and 35 other teachers were in tandem with the staff list at the LG and were physically present at the schools.</p>	2
11	<p>Evidence that the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 75%</p>	<p>From the LG Education department/MoES, obtain data on primary teacher attendance and calculate the percentages</p> <p>From the sampled schools, obtain and review the attendance registers to determine the teacher attendance</p> <p>Triangulate the findings with interviews with the class monitors to determine the teacher attendance</p> <p>a) If the monthly average primary school teacher attendance rate for all schools in the LG for the previous academic is above 90% Score 4</p> <p>b) If the monthly average primary school teacher attendance rate for the current year is between 75-89% Score 2</p>	<p>According to the LG Education Department primary teacher average attendance rates of 2023 and 2024:</p> <p>i. Monthly Average Attendance 2023 : February - 95%; March - 91%; April - 89%; May - 90%; June - 94%; July - 95%; August - 97%; September - 85%; October - 90%; November - 92%. Monthly Average attendance rate 91.8%. This is above the recommended 90%+.</p> <p>ii. Monthly Average Attendance 2024: February - 81%; March - 83%; April - 85%; May - 87%; June - -; July - 87%; August - 86%; September - 83%; October - 80%; November - 90%. Monthly Average attendance rate 84.7%. This is within the recommended range of 75-89%.</p>	4

Evidence that the LG Education department uses teacher time on task information from the TELA system to monitor teacher attendance and time on task and takes corrective action

From the MoES/LG obtain TELA reports and calculate percentage use by schools in the particular LG.

From the LG obtain and review reports, meeting minutes, providing evidence that actions have been taken to address teacher attendance

From the sampled schools establish whether the LG Education Department has made use of the teacher time and task attendance data to take corrective action

Check and verify:

i. If above 50% of schools in a LG use the TELA system to monitor teacher time and task attendance to ensure improved learning outcomes

ii. If there is evidence that the LG Education Department has made use of the teacher time and task attendance data to take corrective action especially in the sampled schools

If (i) and (ii) complied with score 3 or else 0.

i. According to DES analysis of the TELA System use for **terms 1/2024 and 2/2024** by schools, the LG had **49% and 47%** use for the two terms respectively. This gave **an average of 48%** which was **below the recommended 50%+.**

ii. The corrective actions taken in the wake of TELA System use, was cleaning the payroll of abscondment cases, taking disciplinary measures of serialized absentees from schools, cautioning and warning of headteachers for teachers' failure to clock-in in time among others.

13	<p>Evidence that the secondary school teacher attendance rate for the current academic year is above 90%</p>	<ul style="list-style-type: none"> • From the LG Education department/MoES obtain data on secondary teacher attendance • From the sampled schools, obtain and review the attendance registers to determine the teacher attendance <p>If the secondary school teacher attendance rate for the current academic year is above 90% Score 4</p> <p>If the secondary school teacher attendance rate for the current year is between 75-90% Score 2</p>	<p>According to the LG Education Department secondary school teacher average attendance rates of 2023 and 2024:</p> <p>i. Monthly Average Attendance 2023 : February - 92%; March - 90%; April - 89%; May - 89%; June - 93%; July - 92%; August - 95%; September - 85%; October - 89%; November - 91%. Monthly Average attendance rate 91.1%. This is above the recommended 90%+.</p> <p>ii. Monthly Average Attendance 2024 : February - 80%; March - 81%; April - 82%; May - 85%; July - 85%; August - 82%; September - 83%; October - 79%; November - 91%. Monthly Average attendance rate 83.1%. This is within the recommended range of 75-89%.</p>	4
14	<p>Evidence that the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments</p>	<ul style="list-style-type: none"> • From the sampled school review the staff list and timetable to establish whether additional teachers are deployed to the lower foundation grades <p>If the schools with more than one teacher per class, additional teachers are deployed to the lower foundation grades which have the largest enrolments score 2 or else 0</p>	<p>According to schools [St. Juliana Namejje and Kanankambi] sampled and visited each school had 2 teachers in classes P.1, P.2, and P.3 and they were appearing on timetables found in the offices of the headteachers.</p> <p>At St. Juliana Namejje P/S classes P.1 to P.3 had enrollments of 135, 126, and 110 learners respectively. While at Kanankamba P/S classes P.1 to P. 3 had 145, 136, and 125 learners respectively. Implying that additional teachers were deployed to lower classes with big enrolments.</p>	2

Evidence that the LG Education department provided continuous professional development for teachers in the previous school year to improve their skills, adapt to new teaching methods and curricula and address the performance gaps flagged in the School Performance Assessment (SPA)

- From the LG Education department obtain and review evidence of CPD activities e.g. training materials, presentations, to ascertain whether the LG provided relevant CPD for teachers.

- Review CPD reports
- Review school improvement plans.

Verify if the LG Education department provided continuous professional development for teachers in the previous school year to improve their skills, adapt to new teaching methods and curricula and address the performance gaps flagged in the School Performance Assessment (SPA)
Score 2 or else score: 0

Basing on reports of **18/06/2024** on **financial and environmental management** held on **18/06/2024, 02/04/2024** on training of **SNE teachers** on **28/03/2024**, and **TELA back up training** on **16/04/2024** whose invitation letters and attendance lists attached, the LG carried out CPDs informed by inspection reports generated.

Management and functionality of amenities

a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.

b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.

- From the LG Education department obtain and review records and reports of school condition assessments.

Verify the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards. Score 3 or else score: 0

Basing on **schools' assessment report dated 24/07/2023** on schools with dilapidated structures by inspectors to DEO **with photographic evidence** and the **field appraisal report dated 05/07/2023** for primary schools Nabigwali, Nsamula, Saaka, and Buyinda P/S, the LG Education Department **assessed school facilities to ensure they met the minimum quality standards.**

- a) Evidence that the LG assessed during the previous FY the condition of school facilities to ensure that they meet the minimum quality standards.
- b) Evidence that the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule.
- From the planner obtain and review the sub-programme AWP and performance reports to check whether resources and expenditures for school O&M activities were allocated towards school maintenance in line with the school condition assessment.
- If the LG utilized the allocated resources towards school maintenance in the previous FY in line with the condition assessment and school-level maintenance schedule. Score 7 or else score: 0
- According to **sub-programme performance reports of quarters 1 to 4 dated 13/02/2023, 09/02/2024, 21/04/2024, and 30/07/2024** respectively, the **AWP FY 2023/2024 dated 13/08/2023** and **voucher numbers**
- i. 12002580 dated 03/05/2024 to Masubo General Enterprises Ltd. of UGX. 58, 060,303/= in respect of renovation of 4 classroom block at Nabigwali P/S,
- ii. 11025150 dated 03/05/2024 to Difasi and Wagana Consult Ltd. of UGX. 36, 997,272/= in respect of renovation of 4 classroom block at Saaka P/S, and
- iii. 12002580 dated 03/05/2024 to Kakumbi Engineering Ug. Ltd of UGX. 62,485,763/= in respect of renovation of 4 classroom block with office and store at Nsamule P/S.
- The LG **utilized the resources as per the condition assessment and school-level maintenance schedule.**

Monitoring and Inspection

- Evidence that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes.
- From the LG Education department obtain the list of all schools that received capitation;
- Review records of school accountabilities to establish whether all schools submitted reports
- sample reports to check the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes
- Verify that all schools have submitted a report to the LG which describes the activities conducted (how capitation grant was spent); and explains what has been achieved in relation to improving learning outcomes. Score 3 or else score: 0
- All primary schools [89] submitted reports which were compliant to budgeting and accountability guidelines** provided detailing activities [**scholastic materials, funding sports activities, conducting school-based workshops to increase teacher competences, facilitating music dance and drama, paying schools' night watchmen, among others**] which translated into **reading and writing skills, improved academic performance, learner attendance, teachers' attention to learners, and providing support to learners.**

Management of Financial Resources

- a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines
- b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.
- From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division
- From the LG Education department, obtain and review:
- Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes
- If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0
- According to **sub-programme performance reports of quarters 1 to 4 dated 13/02/2023, 09/02/2024, 21/04/2024, and 30/07/2024** respectively, the **AWP FY 2023/2024 dated 13/08/2023** and voucher numbers
- i. 10430849 dated 09/02/2024 to Matayo Balondemu [Inspector] of UGX. 480,000/= in respect of school inspection for term 1/2024,
- ii. 7540700 dated 13/06/2024 to Muwereeza Paul [DIS] of UGX. 1,175,000/= in respect of school inspection for quarter 1, and
- iii. 12763809 dated 13/06/2024 to Nakavule Total Service Station of UGX. 5,760,000/= in respect of fuel for school inspection for quarter 1.
- The **LG used the inspection funds to conduct inspection as provided for by the guidelines.**

- a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines
- b) Evidence that the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes.
- From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division
- From the LG Education department, obtain and review:
- Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes
- If the LG produced a report which describes how the grant was used and explains what has been achieved in relation to improving learning outcomes score 2 or else score 0.
- The LG Education Department received a total of **UGX. 79,023,033/=**.
- According to **sub-programme performance reports of quarters 1 to 4 dated 13/02/2023, 09/02/2024, 21/04/2024, and 30/07/2024** respectively, the **inspectorate meeting minutes dated 15/02/2024, 10/06/2024, and 15/09/2023, and the Inspection reports dated 18/12/2023, 12/06/2024, and 16/09/2024**, the LG produced reports that described how the grant was used and **achievements [training teachers in how to teach reading and writing, teacher lesson preparation, teachers schemes of work, teacher attendance improvement, teachers' due attention to teaching and learning]** towards improving learning outcomes.

Evidence that the LG Education department has conducted programs to create a safe learning environment in all government aided schools

From the sampled schools, check for existence and functionality of the safe learning environment facilities including:

- i. Use of energy efficiency measures e.g. use of solar, biogas and energy saving cooking stoves
- ii. Proper waste management
- iii. Tree planting and green spaces within the school
- iv. Provision of clean water sources and sanitation facilities
- v. Establishment and functionality of environmental clubs
- vi. Provision of facilities for disposal and changing of sanitary pads

If 4 of the above measures complied with score 4 or else score 0

Basing on sampled schools [Kanambatiko SSS, St. Juliana Namejje P/S, and Kanankambi P/S] sampled and visited,

- i. Schools were using both electricity and solar energy, although they were still using the traditional method of firewood.
- ii. Schools had different places where rubbish was being disposed of - for metals, plastics, glass, and decaying materials.
- iii. Trees were in place and more trees were being planted in the compounds. Schools equally had green spaces in the compounds.
- iv. Water tanks were available placed at buildings, boreholes were constructed within compounds and spring wells were within reach - less than a kilometre.
- v. Schools had several clubs - scouting, girl guiding, scripture union, school greening, and environmental among others.
- vi. Changing rooms were available in schools and managed by senior women teachers who trained the girl child making re-usable sanitary pads

Evidence that the LG has implemented protection measures against violence, abuse, and discrimination against children, workers, and teachers in schools. They have trained teachers, workers, children, SMC, BoG, and communities on eliminating such issues and have eliminated corporal punishments in all schools.

Sample 3 schools to ascertain that protection measures are in place against any form of violence/abuse discrimination for children, workers and teachers

LG conducted training and sensitization on the protection measures

LG Education Office and Community Development Office have trained the SMCs and BoGs on grievance management and stakeholder engagement.

Sample 3 schools to ascertain that LG conducted VAC training activities

i. In the schools [Kanambatiko SSS, St. Juliana Namejje P/S, and Kanankambi P/S] sampled and visited had been fenced off, there were messages in the compound warning and guiding learners on measures of protection, avoiding discrimination of any kind to all persons they interact with, within and outside schools.

ii. In reports dated 18/06/2024, 02/04/2024, and 28/03/2024 on trainings conducted to teachers, headteachers, SMCs, BOG, parents, there were components on violence/abuse and discrimination implying that the LG trained its stakeholders to stamp out the virtues.

iii. During the training on the roles of SMCs, and BOG conducted on 1/04/2024, the issues on stakeholder engagement and grievance management were handled.

Check and verify if:

i. The LG has put in place protection measures against any form of violence/abuse discrimination for children, workers and teachers in schools

ii. The LG has trained, sensitized teachers, workers, children, SMC, BoG and communities on measures to eliminate any form of violence/abuse and discrimination against Children, workers and teachers and taken actions to stamp out corporal punishments in all schools.

iii. The School Management Committees (SMC) /Board of Governors (BoG) have been trained on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD

Score 4 or else score: 0

Transparency, oversight, reporting and accountability

21

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG

b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs

c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level

From the LG Education Department obtain and review inspection reports/ information to ascertain that all primary schools were duly inspected and recommendations to address identified school performance weaknesses were followed-up and implemented.

- Obtain copies of inspection plans and inspection reports to: ascertain that all schools were inspected
- The inspection

Basing on LG Departmental and Inspection section meeting minutes dated 25/01/2024, 15/02/2024, 10/06/2024, and 15/09/2023, the LG Education Department identified absenteeism of both teachers and learners, economic activities - rice growing, sugar cane cutting, and fishing, teachers' scheming and preparation, plastic bottles and other plastic materials collection, absence of midday meals, scrap collecting, early marriages, and early pregnancies, among others as areas/factors that hamper improvement of learning outcomes at school levels.

2

through e-inspection	encompassed among others the following;
d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection	proper preparation of schemes of work, lesson plans, lesson observation, time-table implementation, pupil and staff attendance,
e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools	deployment of teachers across grades; continuous assessment of learners, learning environment)
f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations	Letters from DES acknowledging receipt of inspection reports. Obtain and review the school inspection and training reports to determine
g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan	<ul style="list-style-type: none"> • Whether the schools were supported to develop the SIP • Whether the SIPs address the gaps identified in the School Performance Assessment Whether the schools were supported to implement the SIPs Check and verify if the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG score 2 or else score 0.

- a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG
- b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs
- c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection
- d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection
- e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools
- f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations
- g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan
- Check and verify if the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs score 2 or else score 0.
- Basing on **Inspection Workplan FY 2023/2024 dated 18/09/2023**, specific activities [**digital inspection, planning meetings, making follow-ups of implemented recommendations, report writing, among others**] were highlighted with verifiable indicators and outputs.

- a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG
- b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs
- c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection
- d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection
- e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools
- f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations
- g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan
- Check and verify if all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection score 2 or else score 0.
- According to **inspection reports of terms 3/2023, 1/2024, and 2/2024 dated 18/12/2023, 12/06/2024, and 16/09/2024, and submitted to DES on 18/02/2024 - 13:33:14, 16/09/2024 - 15:03:53, and 12/06/2024 respectively** all schools **85 primary schools and 04 COPE schools** were inspected **once every term**.

a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG

b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs

c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection

d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection

e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools

f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations

g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan

Check and verify if the LG supported schools to develop SIPs to address areas of weakness observed during inspection score 2 or else score 0.

Basing on the **report dated 25/03/2024** on assistance extended to headteachers **held on 20/03/2024** on how to develop SIPs, **the training covered content on methodology, what informs the development of SIPs, preparation and implementation of SIPs, improving the quality of future training ad programming** among others, the LG supported headteachers to develop SIPs.

Equally, in the primary schools [St. Juliana Namejje and Kanankambi] sampled and visited, the SIPs were in plce and pinned on notice boards.

- | | | |
|---|---|---|
| <p>a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG</p> <p>b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs</p> <p>c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection</p> <p>d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection</p> <p>e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools</p> <p>f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations</p> <p>g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan</p> | <p>Check and verify if the LG Inspector of Schools conducted School Performance Assessments in all Government aided primary schools score 2 or else score 0</p> | <p>According to inspection report of term 3/2023 dated 18/12/2023, inspectors carried out SPA to a total of 85 primary schools and 04 COPE schools translating to 100% coverage.</p> |
|---|---|---|

- a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG
- b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs
- c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection
- d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection
- e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools
- f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations
- g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan
- Check and verify if the LG Education Officer has monitored inspection activities and implemented the inspection recommendations score 2 or else score 0.
- Basing on **DEO's Monitoring Plan FY 2023/2024 dated 06/07/2023**, and the **monitoring reports 19/13/2023, 12/06/2024, and 16/09/2024**, LG Education Officer monitored inspection activities and implementation of inspection recommendations [**abscondments, inadequate desks, and dilapidating infrastructures, inadequate classrooms** among others]

- a) Evidence that the LG identified and documented areas that hamper improvement of learning outcomes at school level within the LG
- b) Evidence that the LG developed a customized school Inspection Plan that highlight specific activities, verifiable indicators and outputs
- c) Evidence that all primary schools are Inspected at least once per term; and the inspection reports disseminated at school, LG and National level through e-inspection
- d) Evidence that the LG supported schools to develop SIPs to address areas of weakness observed during inspection
- e) Evidence that the LG Inspector of Schools conducted School Performance Assessments in all Government-aided primary schools
- f) Evidence that the LG Education Officer has monitored inspection activities and implemented the inspection recommendations
- g) The LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan
- Check and verify if the LG evaluated the effectiveness of the implemented recommendations to improve learning outcomes and re-plan score 2 or else score 0.
- According to **DEO's Monitoring Plan FY 2023/2024 dated 06/07/2023, and the monitoring reports 19/13/2023, 12/06/2024, and 16/09/2024**, the LG evaluated the effectiveness of the implemented recommendations and where inadequacies were detected and failure to accomplish commitments, **re-planning was done as per AWP FY 2024/2025.**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities	<ul style="list-style-type: none"> • Obtain and review DHIS2 to establish whether any of the health facilities experienced Perinatal Death. • Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs. • Obtain and review Audit Reports and the MPDSR report to establish whether the sampled health facilities experienced Perinatal Death, conducted audits in the previous FY. <p>Check and verify if the DHO and ADHO MCH have supervised and supported all health facilities to ensure the LG either has no death or has audited all perinatal deaths that happened in all the facilities score 6 or else score 0.</p>	<p>There was no enough evidence that the DHO and ADHO MCH have supervised and supported all health facilities to ensure that the LG either has no [perinatal] death or has audited all perinatal deaths that happened in all the facilities.</p> <p>3 health facilities were sampled and assessed for the FY 23/24 including Bumanya HCIV, Namugongo HCIII and Nawaikoke HCIII</p> <p>Bumanya: Based on the maternity register, Bunaya HCIV had 44 perinatal deaths in the FY 23/24 and all were audited. Sample of edited death was for mother IPN 116, at 39w weeks of gestation, twin pregnancy, one fetal heart on admission, the second twin was born macerated this was probably due to the severe malaria the mother had. Recommendations included: increasing of mother to seek early treatment and use fansidar as well as mosquito nets.</p> <p>Based on the maternity register, Namugongo had 6 perinatal deaths on 10/7/2023-msb, 10/8/2023-fsb, 20/8/2023-msb, 27/11/2023-msb, 29/2/20234-msb. Out of these, only one was audited. This was for KaumaHasifa, IPD number 009 from kaliro. She was 38/40 and delivered MSB on 3/7/2023. The cause of death was malaria.</p> <p>Nawaikolke:Based on the maternity register, Nawaikoke HCIII had 4 perinatal deaths but only two were audited. Sample of edited death was done on 30/10/23.</p>	0

2

Evidence that the LG has ensured that all malaria cases treated were tested

- Obtain and review DHIS2 to establish that all treated malaria cases were tested.

Verify if the LG has ensured that all malaria cases treated were tested score 6 or else score 0

There was no evidence that the LG has ensured that ALL malaria cases treated were tested. Some facilities like Bumanya were treating some malaria cases that were not tested.

Out the 9420 treated of malaria 9072 were tested. Nawaikoke and Namugongo tested all the malaria treated cases. The incidence of extra malaria treated than tested happened in Bumanya HCIV and in the months of June where they treated 1688 with 1340 tested positive. Incidentally, the laboratory register was not available for triangulation. The incharge of the facility attributed to the luxury in documentation.

However, the DHIS2 data at the district also showed 118336 treated yet 117534 tested positive,

Recommendation

Facility incharges should ensure that all fever cases are tested and only treated as malaria when positive and make proper documentation. This calls for intra-facility

0

Access

3

Evidence that LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY

- Review DHIS2 for the previous two FYs and calculate the percentage increase in OPD attendance

Verify if the LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY Score 4 or else 0

There was no evidence that the LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the FY23/24

See justification below

105-OA01. OPD attendance Jul 2022 to Jun 2023 = 200486

105-OA01. OPD attendance Jul 2023 to Jun 2024 = 210192

Therefore (210192-200486) / 200486 = 4.8% Increase in OPD

0

a) Evidence that the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY

b) Evidence that the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0

Review community outreach reports to establish whether all health facilities:

- Submitted quarterly VHT reports in the previous FY

Verify if the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY score 2 or else 0

There was evidence that the LG has ensured that ALL public health facilities submitted quarterly VHT reports in the previous FY 23/24

See justification below

The local government has 14 public health facilities and all the 56 VHT reports were submitted in the FY 2023/24. All the report were observed at the DHO's office.

For instance in the facilities that were sampled the facilities submitted on the following dates

	Quarter 1 Quarter 4	Quarter 2
Quarter 3		
Nawaikoke HCIII 4/4/2024	6/10/2023 4/7/2024	20/1/2024
Bumanya HCIV 4/4/2024	4/10/2023 5/7/2024	1/1/2024
Namugongo HCIII 5/4/2024	5/10/2023 5/7/2024	17/1/2024

a) Evidence that the LG has ensured that all public health facilities submitted quarterly VHT reports in the previous FY

b) Evidence that the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0

Review community outreach reports to establish whether all health facilities:

- Conducted at least 48 community outreaches in the previous FY including 4 at schools

Verify if the LG has ensured that each public health facilities conducted at least 48 community outreaches in the previous FY score 4 or else 0

There was no evidence that the LG has ensured that EACH public health facility conducted at least 48 community outreaches including 4 schools in the previous FY 2023/34

Justification

Nawaikoke EPI were done in Bedda, Kasozi p/s, Nsamule p/s nantamali, Buluya p/s, Naivulunguti p/s

Quarter 1 18 outreaches

Quarter 2 19 outreaches

Quarter 3 18 outreaches

Quarter 4 18 outreaches

Bumanya done in the community includig Bulumba p/s, Nalanga p/s, Nkonte p/s, Bujjeje p/s,

Quarter 1 21 outreaches

Quarter 2 21 outreaches

Quarter 3 23 outreaches

Quarter 4 24 outreaches

Namugongo HCII

Quarter 1 12 outreaches

Quarter 2 12 outreaches

Quarter 3 12 outreaches

Quarter 4 12 outreaches

Evidence that LG facilities increased maternity care service attendance between the previous FY but one and the previous FY by not less than 2%

Review DHIS2 for the previous two FYs and establish the increase in

i. Antenatal Care 1st Trimester,

ii. Immunization for measles, Rubella

iii. Deliveries at health facilities

If the LG facilities increased maternity care service attendance between the previous FY but one and the previous FY by not less than 2% for the following services:

i. Antenatal Care 1st Trimester, score 2 or else 0

ii. Immunization for measles, Rubella, score 2 or else 0

iii. Deliveries at health facilities score 2 or else 0

score 6 if (i) (ii) and (iii) complied with or else 0

There was no evidence that the LG facilities increased maternal care service attendance between the previous FY 2022/23 and the FY2023/24 by at least 2% for the Antenatal Care services in the 1st Trimester;

See justification below.

105-AN01b. ANC 1st Visit for women (1st Trimester) Jul 2022 to Jun 2023 = 4330

105-AN01b. ANC 1st Visit for women (1st Trimester) Jul 2023 to Jun 2024 = 4342

Therefore (4342 - 4330) /4330 = 0.3% increase in ANC 1 trim 1 Attendance

There was evidence that the LG facilities increased maternal care service attendance between the previous FY but one and the previous FY by at least 2% for the immunization services for measles, Rubella;

Based on DHIS2 data see justification below

Measles (MR1) Jul 2022 to Jun 2023 = 2285

Measles (MR1) Jul 2023 to Jun 2024 = 4589

Therefore (4589 - 2285) /2285 = 100.8% increase in Measles vaccination

There was evidence that the LG facilities increased maternal care service attendance between the previous FY but one and the previous FY by at least 2% for the deliveries at health facilities.

Based on the DHIS2 data there was no change between the performance of FY23/24 and FY 22/23

105-MA04a. Deliveries in unit - Total Jul 2022 to Jun 2023 =

105-MA04a. Deliveries in unit - Total Jul 2023 to Jun 2024 =

Therefore (7136 - 6707) / 6707 = 6.4% increase in deliveries

Since ANC attendance was 0.3% the final score for this indicator is zero.

6	<p>Evidence that the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one</p>	<p>Review DHIS2 for the previous two FYs and establish the increase in uptake of Family Planning (FP)</p> <p>Verify if the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one by 5% score 3 or else 0</p>	<p>There was evidence that the LG increased the number of women of reproductive age receiving Family Planning (FP) services between the previous FY and previous FY but one by 5%</p> <p>Based on the DHIS2 data there was an increase of 35% in FP uptake in FY 2023/24 compared to FY22022/23</p> <p>2022/23 FP uptake = 23000</p> <p>2023/24 FP uptake = 35747</p> <p>Therefore (35747 - 23000) / 23000 = 55.4% Increase in FP uptake</p>	3
7	<p>Evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY</p>	<p>Review DHIS2 data to establish the percentage of newly tested HIV positives enrolled into HIV chronic care in the previous FY.</p> <p>If the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY score 3 or else 0</p>	<p>There was evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the FY 2023/24</p> <p>See computation below</p> <p>106a-HC10. No. of newly identified positives that are initiated on ART in 2023/24 = 497</p> <p>106a-HC11. No. of Clients started on ART at this facility during the FY 2023/24 = 502</p> <p>Therefore 502/497 = 101 % Enrolled</p> <p>The excess was explained by the fact that some clients of previous FY delayed to started on ART and were started in the year of assessment.</p>	3

Efficiency

Evidence that the LG has ensured that midwives in all facilities attend to the required number ANC clients

- Review DHIS2 data to establish the total ANC clients

- Review the LG Health Workers payroll to establish the number of midwives

- Calculate the average.

i. If on average each midwife attended to at least 1200 ANC client per year score 3

ii. If on average each midwife attended to at least 800 ANC client per year score 2

There was evidence that the ratio of ANC clients, to number of midwives deployed the FY2023/24 was above 800

see computation that is based on the staffing list and pay roll and DHIS2 data

Total ANC contacts/visits (New clients + Re-attendances) Jul 2023 to Jun 2024 = 36442

No. of midwives = 33

Therefore Midwives : ANC ration = 1 : 1104

This is between 800 and 1200 therefore a score of 2 is awarded to this indicator

Evidence that the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission.

- Visit all Health Centre IV/District General Hospital in the LG where applicable and 2 HC III

- Obtain and review the IPD register for the last quarter and sample at least 5 patients (2 from each quarter) to establish admission to discharge of Malaria patients.

Verify if the LG ensured that patients admitted with Malaria averagely spend not more than 3 days on admission score 3 or else 0

There was no enough evidence that the LG ensured that patients admitted with Malaria averagely spend no more than 3 days on admission

Justification

Based on the IPD register for (quarter 2 and 4) a sample of at least 10 patients (5 from each quarter) to establish admission to discharge of Malaria patients was required.

Bumanya and Namugongo had less than 3 days each **but it was not possible to make conclusions on Nawaikoke because the register for quarter 2 was not available.**

Bumanya Namugongo		Nawaikoke			
IPN	Days	IPN	Days	IPN	Days
1) 2724/5	1	28/4	1	380/5	3
2) 2971/5	1	18/5	1	382/5	
3) 3026/5	1	8/6	1	3855	2
4) 3789/6	2	17/6	1	14/4	3
5) 3290/6	1	9/4	1	390/5	2
6) 774/10	2	No register -		403/10	1
7) 858/10	1	No register -		80/11	1
8) 1084/11	2	No register -		735/11	2
9) 1368/12	1	No register -		661/11	1
10) 1373/12	3	No register -		296/12	1
Average	1.5				2.0

An average for three facilities could not be computed with missing data. Therefore evidence is not sufficient to have a positive score.

Human Resource Management

Evidence that the LG has recruited the critical staff in Health Centre IVs

- From the HRM Unit obtain and review staff lists for all facilities.
- Verify the staff number and their respective job positions deployed at each of the health facility.

• Sample one (1) Health Centre IV/District Hospital to verify deployment of the following critical staff:

- o At least 3 Medical Officers,
- o At least 5 theatre staff,
- o At least 5 clinical Officers
- o At least 20 Nurses,
- o At least 6 Lab personnel,
- o At least 12 midwives,
- o Health assistant

Score 5 or else 0

There was no evidence that the staff numbers per position deployed at each of the HC IV (as per the OLD staff structure)

Bumanya HCIV

They have most of the staff posts filled apart from the theater staff. They 4 out required 5. They are lacking one anesthetic assistant.

See table below

Cadre	Expected	Available
MO	2	3
Theatre staff	5	4
CO	2	3
Nurses	7	7
Lab staff	2	3
HA	1	1
Midwives	4	5

Evidence that the LG has recruited the critical staff in Health Centre IVs

- From the HRM Unit obtain and review staff lists for all facilities.
- Verify the staff number and their respective job positions deployed at each of the health facility.

- Sample two (2) Health Centre IIIs to verify deployment of the following critical staff:

- Evidence that the LG has recruited the following critical staff in Health Centre IIIs

- o At least 2 Clinical Officers,

- o At least 10 Nurses,

- o At least 2 Lab personnel,

- o At least 6 midwives,

- o Health assistant

Score 5 or else 0

There was no evidence that the staff numbers per position deployed at each of the HC IIIs (as per the OLD staff structure)

Justification: Namugongo HCIII had only 2 nurses instead of the required 4. It lacked one enrolled nurse and a an assistant Nursing officer

see table below

Namugongo HCIII

Cadre	Expected	Available
CO	2	2
Nurses	4	2
Lab personnel	2	2
HA	1	1
Midwives	2	3

Nawaikoke HCIII

CO	2	3
Nurses	4	4
Lab personnel	2	0
HA	1	0
Midwives	2	4

Evidence that DHO and HR has ensured that all medical staff have valid practicing licenses to meet standards of practice by various regulating bodies to improve quality of service outcomes

• Review staff file to establish whether all the medical staff have valid practicing license form MDPC, AHPC, NMC

If the DHO and HR has ensured that all medical staff have valid practicing licenses to meet standards of practice by various regulating bodies to improve quality of service outcomes Score 4 or else 0

There was no evidence that all the medical staff have valid practicing license

Bumanya HCIV

Cadre Expired APL	Expected	Available	Valid APL
MO 0	2	3	3
Theatre staff 0	5	4	4
CO 0	2	3	3
Nurses 0	7	7	7
Lab personnel 0	2	3	3
HA 0	1	1	1
Midwives 0	4	5	5

Namugongo HCIII

Cadre Expired APL	Expected	Available	Valid APL
CO 1	2	2	1
Nurses 1	4	2	1
Lab personnel 2	2	2	0
HA 0	1	1	1
Midwives 1	2	3	2

Nawaikoike HCIII

APL Expired APL	Expected	Available	Valid
CO 0	2	3	3
Nurses 0	4	4	4
Lab personnel -	2	0	-
HA -	1	0	-
Midwives 0	2	4	4

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

From the sampled facilities obtain the CME schedule

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if All HCs conduct at least 7 CMEs in the previous FY score 2 or else 0

There was no evidence that all HCs conducted at least 7 CMEs in FY 2023/24

Based on information from the in-charge the following data was got from each facility

Nawaikoke HCIII

Date	Topic
15/8/2023	Management of malaria in pregnancy
10/10/23	Management of PPH
28/11/23	Management of neonatal sepsis
23/1/24	Management of asphyxiated babies
15/4/24	Management of hypertensive disorders

COs, Nurses and lab

COs, Nurses and lab

COs, Nurses and lab

MW, COs, Labs, Nurses,

MW, COs, Labs, Nurses

Bumanya HCIV No Evidence that CME were provided

Namugongo HCIII No Evidence that CME were provided

Summary.

None of the sampled facilities had at least 7 CMEs. Namugongo had at least 5 but Bumanya neither schedule nor reports for CME for 2023/24. However, starting this year there is evidence of CME reports (well organized minutes and reports). Likewise, Nawiakoke had no reports to show that CMEs were conducted. They only had a schedule

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if all HC IVs and District Hospitals were certified as CPD centers in the previous FY score 2 or else 0

There was no evidence that All HC IVs and District Hospitals were certified as CPD centers in FY 2023/24

Justification

No certificates showing that Bumanya HCIV is a certified center to provide CPD were seen.

The facility (Bumanya HCIV) management thought it was automatic for them to provide CMEs

Recommendation

The facility management working with the DHO should seek accreditation for providing CPD from the medical councils

Evidence that the LG ensures that all HCs conduct at least 7 CMEs in the previous FY, HC IVs are certified as CPD centers, and provide at least 4 CPDs to HC IIIs in the previous FY.

Obtain and review the CME reports to establish topics discussed and attendance by critical staff.

Obtain and review the CME/CPD reports to establish whether

i. All HC IVs and District Hospitals were certified as CME/CPD centers in the previous FY

ii. All HC IVs and District Hospitals submitted the report to the Medical Council in the previous FY

iii. HC IVs and District Hospitals provided at least 7 CME/CPDs to each of the HC IIIs under their jurisdiction

Verify if all HC IVs and District Hospitals provided at least 4 CPDs to each of HC IIIs in the previous FY and submitted the report to the (relevant) Medical Council score 2 or else 0

There was no evidence that all HC IVs and District Hospitals provided at least 4 CPDs to each of HC IIIs in the FY 2023/24 and submitted the report to the (relevant) Medical Council

Data from available reports showed no reports or CME/CPD to lower facilities.

Discussion with the incharges to establish why didn't yield any sound reason

Recommendation

CME to lower health facilities need to be prioritised. The management should work closely with the medical councils to ensure that the staff's credits are captured and used for renewal.

Management and functionality of amenities

13	<p>Evidence that health facilities in the LG have functional infection prevention and control amenities.</p>	<ul style="list-style-type: none"> • Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. <p>Verify if the health facilities in the LG have the following functional infection prevention and control amenities</p> <p>Handwashing facilities with soap or alcohol based sanitizer at all work stations score 2 or else 0</p>	<p>There was evidence that the all health facilities in the LG have hand washing facilities with soap or alcohol-based sanitizer at all work stations</p> <p>Justification.</p> <p>Bumanya HCIV, Every service point has functional handwashing facilities with water and soap sanitizer. The service points included the consultation rooms, wards, OPD general waiting room.</p> <p>Nawaikoke HCIII. Every service point has functional handwashing facilities with water and soap sanitizer. The service points included the consultation rooms, wards, OPD general waiting room.</p> <p>Namugongo HCIII: Every service point has functional handwashing facilities with water and soap sanitizer. The service points included the consultation rooms, wards, OPD general waiting room.</p>	2
13	<p>Evidence that health facilities in the LG have functional infection prevention and control amenities.</p>	<ul style="list-style-type: none"> • Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. <p>Verify if the health facilities in the LG have the following functional infection prevention and control amenities</p> <p>score 2 or else 0</p>	<p>There was evidence that the health facilities in the LG have Sterilizers for equipment.</p> <p>Justification</p> <p>Bumanya HCIV, Has one functional sterilizer stationed in the theater.</p> <p>Nawaikoke HCIII.Has one functional sterilizer stationed in the maternity.</p> <p>Namugongo HCIII:Has one functional sterilizer stationed in the injection room</p>	2

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

Waste management and disposal facilities at all work stations including:

- a. color coded waste bins, biohazard bags and safety boxes
- b. Sorting waste according to color code
- c. Placenta pit score 2 or else 0

There as evidence that the health facilities in the LG have waste management and disposal facilities at all work stations

Justification

Nawaikoke HCIII: the have colored bin and segregate waste according to the level of infectiousness. They carry out open burning and green label company takes the most infectious waste. The facility has a placenta pit

Bumanya HCIV: have color coded bins at service points and waste is segregated according to the level of infectiousness. Green label takes the sharps and they dump the rest of the waste in an open pit. They have a placenta pit.

Namugongo HCIII: have color coded bins at service points and waste is segregated according to the level of infectiousness. Green label takes the sharps and they dump the rest of the waste in an open pit. They have a placenta pit.

Evidence that health facilities in the LG have functional infection prevention and control amenities.

- Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs

- Observe existence of the listed necessary infection prevention and control facilities and supplies

- In case the LG has no health facilities award score.

Verify if the health facilities in the LG have the following functional infection prevention and control amenities

Clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap score 2 or else 0

There is no evidence that the health facilities in the LG have clean human waste disposal facilities for patients and staff segregated between male and female with hand washing facility with water and soap

Justification

In Namugongo HCIII the pit latrines are segregated between patient and staff as well as male and female.

In Bumanya HCIV, the staff don't have a pit latrine on the hospital compound but the patients latrines are segregated by gender. They have constructed a new one for staff on the new maternity ward which will be functional after connecting water supply.

In Nawaikoke HCIII, the staff share pit latrines with patients but segregated between male and female

13	<p>Evidence that health facilities in the LG have functional infection prevention and control amenities.</p>	<ul style="list-style-type: none"> • Sample one (1) Health Centre IV/District Hospital (where they exist); and two (2) Health Centre IIIs • Observe existence of the listed necessary infection prevention and control facilities and supplies • In case the LG has no health facilities award score. <p>Verify if the health facilities in the LG have the following functional infection prevention and control amenities</p> <p>Safe water source score 2 or else 0</p>	<p>There was evidence that the health facilities in the LG have Safe water source(s).</p> <p>Justification</p> <p>All facilities had safe water sources</p> <p>Namugongo HCIII had rain water with 3 reservoirs (tanks) and there was water at the tie of assessment. hough they mentioned that sometimes during the dry season they have to buy water.</p> <p>Bumanya HCIV: Also harvests rainwater It has four reservoirs (tanks) that total to 40000L.</p> <p>Nawaikoke HCIII: Has rain water tanks in addition to borehole.</p>	2
14	<p>Evidence that the health facilities have visible sign posts listing all available services in local language offered free of charge</p> <p>Evidence that the health facilities compound and service units have clear signs for directions in local language</p>	<p>Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs</p> <ul style="list-style-type: none"> • Observe existence of the signposts and labels • Obtain list of services offered from in-charge and compare with those on the sign-posts. <p>Verify if the health facilities have visible sign posts listing all available services in local language offered free of charge score 2 or else 0</p>	<p>There was no evidence that all the health facilities have visible sign posts listing all available services offered free of charge in local language</p> <p>Justification</p> <p>All facilities had the main sign post listing all the services. However, in Namugongo, Nawaikoke and Bumanya there were no indications that the services were free and not in the local language. However, on OPD wall there is an indication that services in the facilities are for free and services translated in the local language.</p>	0

Evidence that the health facilities have visible sign posts listing all available services in local language offered free of charge

Evidence that the health facilities compound and service units have clear signs for directions in local language

Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs

- Observe existence of the signposts and labels
 - Obtain list of services offered from in-charge and compare with those on the signposts.
- Verify if the health facilities compound and service units have clear signs for directions in local language score 2 or else 0

There was evidence that the health facilities compound and service units have clear signs for directions in local language

Justification In all health facilities that were sampled there were signposts in the compound that showed directions in the local languages

Nawaikoke HCIII. There were signposts showing directions of services in the compound and there were also signposts on the entrances of service points, these were written in English and the local language.

Bumanya HCIV: Signposts that show direction are clear in the compound written in the local language. Some of the directions include ART clinic , wards OPD maternity and theatre. There were also labels on all services points written in the local language

Namugongo HCIII: there were signs post that show direction are clear in the compound written in the local language. Some of the directions include ART clinic , wards OPD. There were also labels on all services points written in the local language

Management of Financial Resources

Evidence that the LG has supported all health facilities to:

Evidence that the LG has supported all health facilities in analyzing bottlenecks, designing work plans to address the bottlenecks, allocating funds, and producing reports to improve health outcomes and mitigate identified issues.

From the LG Health Officer, obtain and

- Review bottleneck analysis report.

- Review annual work plan HMIS 001

- Review annual budget report HMIS 020

- Narrative Activity Report

Verify if the LG supported all health facilities to

i. Make a bottleneck analysis;

ii. Design work plans to address the bottlenecks

iii. Allocate funds to activities intended to address the bottlenecks; and

iv. Produced reports which describe the activities conducted and explains what has been achieved in relation to mitigating the identified bottlenecks and improving health outcomes

If (i) and (iv) complied with score 5 or else 0

There was no evidence that the facilities analyse bottlenecks, design work plans to address the bottlenecks, allocated funds, and produced reports to improve health outcomes and mitigate identified issues.

Justification

In 2 of the three sampled facilities (Namugono and Nawaikoke) the bottle analysis was done and the issues that were prioritised were included in the workplan and budgeted for. For instance, nawaikoke had a challenge of heavy workload that was mitigated by adding another staff while namugongo had a challenge of low ANC4 and planned and budgeted for sensitization activities of mothers about the importance ANC, planned and budgeted for radio talk shows, and allocated 160000 per quarter.

However, the workplan for Bumanya was neither available at the facility nor the district for verification

Evidence that the DHO makes a bottleneck analysis, design work plans to address bottleneck, allocate funds, and produce reports to improve health outcomes.

- Review annual work plan HMIS 001

- Review annual budget report HMIS 020

- Narrative Activity Report

Verify if the DHO

i. Makes a bottleneck analysis;

ii. Designs work plans to address the bottlenecks

iii. Allocated funds to activities intended to address the bottlenecks; and

iv. Produced reports which describe the activities conducted and explains what has been achieved in relation to improving health outcomes

If (i) and (iv) complied with score 5 or else 0

There was evidence that the facilities analyse bottlenecks, design work plans to address the bottlenecks, allocated funds, and produced reports to improve health outcomes and mitigate identified issues.

Justification

The bottle analysis was done and the issues that were prioritised were included in the workplan and budgeted for. For instance, a challenge of low ANC4 cut across facilities, it was planned and budgeted for. Activities included sensitization of mothers about the importance ANC, and radio talk shows.

There was evidence of performance review reports to improve the outcomes.

Environment, Social, Health and Safety

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities

Sample 3 health facilities to ascertain that protection measures are in place

b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities

Verify the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities score 2 or else 0

c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD

There was no evidence that the LG has put in place protection measures against any form of violence/abuse discrimination

In Namugongo there was no evidence that protection measures were put in place against any form of violence or abuse or discrimination. In Bumanya and Nawaikoke it was stated that patients are sensitized daily about their rights but there was no evidence to verified the occurrence of this activity.

a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities

Sample 3 health facilities to ascertain that protection measures are in place

b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities

LG conducted training and sensitization on the protection measures

c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD

Verify that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities score 2 or else 0

No evidence that the LG has conducted training and sensitization on measures to eliminate any form of violence/abuse and discrimination at health facilities in all the sampled facilities

- | | |
|--|--|
| a) Evidence that the LG has put in place protection measures against any form of violence/abuse discrimination for patients, workers and medical staff in health facilities | Sample 3 health facilities to ascertain that protection measures are in place |
| b) Evidence that the LG has trained, sensitized patients, workers, medical staff and communities on measures to eliminate any form of violence/abuse and discrimination at health facilities | LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management |
| c) Evidence that Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD | If the Health Unit Management Committee (HUMC) has been trained on stakeholder engagement grievance management as per the circular on grievance management by MoGLSD score 2 or else 0 |

There was no evidence that the Health Unit Management Committee (HUMC) has been trained on stakeholder engagement and grievance management as per the circular on grievance management by MoGLSD

All facilities mentioned that this kind training has not happened yet

Oversight and support supervision

Evidence that HUMCs approved work plans and budgets in all facilities, the LGHT supervised and mentored all facilities for Data Quality Assurance (DQA), the LGHT supervised and mentored all facilities for the Expanded Program of Immunisation (EPI), and the LGHT discussed supervision findings and followed up on recommendations.

From the LG Health Officer, obtain and

- Obtain and review HUMC minutes to establish that they approved work plans and budgets

- Obtain and review LGHT supervision and mentorship reports

- Obtain and review LGHT Minutes

Sample one (1) Health Centre IV/District Hospital; and two (2) Health Centre IIIs

Verify if there is evidence that:

i. That HUMCs approved work plans and budgets in all facilities

ii. That LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)

iii. That LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)

iv. That the LGHT discussed supervision findings and followed-up on the recommendations made.

If (i) to (iv) complied with score 6 or else 0

There was evidence that

i.HUMCs approved work plans in Nawaikoke annual work plan on 13/3/24 and HUMC approved the workplan of namugongo HCIII on 13/3/24. However, the workplan for Bumanya was not available.

ii.LGHT supervised and mentored all facilities in relation to Data Quality Assurance (DQA)

Namugongo LGHT support on DQA was on 1/5/24

In Bumanya the. DQA was done on 15th/4/2024

iii.LGHT supervised and mentored all facilities in relation to Expanded Program of Immunization (EPI)

In Nawaikoke the LGDHT provided support to EPI services on 26/7/23

LGDHT provided support to Namugongo on EPI was on 21/3/24

iv.LGHT discussed supervision findings and followed-up on the recommendations made

The LGDHT provide integrated supportive supervision to Namugongo on 4/4/24

In Bumanya district integrated support supervision was done on 20th to 23rd and 27th to 30th March 2024

Evidence that the LG has submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months.

- Review HMIS monthly summaries
- Confirm with DHIS2 that summary data was submitted by the 14th of the preceding month

If the LG has submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months score 4 or else 0.

There was no evidence that the LG has submitted timely and complete HMIS 108 and 105 monthly summary data by the 14th day of the preceding months

Month	Completed 108 timely	105 timely	Completed 105
Jul/23	100% 80%	96%	80%
Aug/23	100% 80%	100%	80%
Sep/23	100% 80%	78%	80%
Oct/23	100% 80%	89%	80%
Nov/23	100% 80%	93%	100%
Dec/23	100% 100%	96%	100%
Jan/24	100% 100%	89%	100%
Feb/24	100% 90%	100%	100%
Mar/24	100% 100%	85%	100%
Apr/24	100% 90%	100%	90%
May/24	100% 80%	100%	100%
Jun/24	100% 100%	96%	100%

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				0
1	<p>a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.</p> <p>b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY</p> <p>c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY</p> <p>d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities</p> <p>e) Evidence that the water office followed up implementation</p>	<p>From the DWO:</p> <ul style="list-style-type: none"> • Obtain and review the BPR to identify the new water sources implemented in the previous FY. • Obtain and review the water quality analysis reports of the existing and new water facilities <p>Verify if the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually score 2 or else 0</p>	<p>There was no adequate evidence that the water officer performed routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.</p> <p>□ The Budget Performance Report (BPR) for FY 2023/24 indicated the following new water sources implemented:</p> <p>(i) Drilling of Boreholes (Hand Puzazmp) allocated to Bumanya (01), Budomero S/C (01), Namwiwa S/C (01), and Bukamba S/C (03).</p> <p>(ii) Phase I Construction of one solar-powered piped water supply system (Borehole-pumped) at Kisinda RGC in Kisinda S/C with 8 PSPs.</p> <p>□ The total number of existing safe water sources in Kaliro at the end of the Fourth Quarter of FY 2023/24 was 529 hand pumps and 2 PSPs, totalling 531 water sources.</p> <p>□ 20% of the existing water sources were 107 sources.</p> <p>□The following reports were availed at the DLG Water Sub-Department:</p> <p>(i) Water quality analysis report for Quarter One FY 2023/24 by the Senior Civil Engineer - Water (DWO) to CAO on 15th/12/2023, in a summary table form of 22 water sources with column entries of Sample Number, Sampling date, Source Name, Parish, S/C, Type of Source, Physical Description, Odour, Taste, Feecal Coliform Count, Turbidity, pH, Temperature and Remarks.</p> <p>(ii) Water quality analysis report for Quarter Two FY 2023/24 by the Senior Civil Engineer - Water (DWO) to CAO on 9th/01/2024, in a summary table form of 21 water sources with column entries of Sample Number, Sampling date, Source Name, Parish, S/C, Type of Source, Physical Description, Odour, Taste, Feecal Coliform Count, Turbidity, pH, Temperature and Remarks.</p> <p>(iii) Water quality analysis report for Quarter Three FY 2023/24 by the Senior Civil Engineer - Water (DWO) to CAO on 18th/04/2024, in a summary table form of 21 water sources with column entries of Sample Number, Sampling date, Source Name, Parish, S/C, Type of Source, Physical Description, Odour, Taste, Feecal Coliform Count, Turbidity, pH, Temperature and Remarks.</p> <p>(iv) Water quality analysis report for Quarter Four FY 2023/24 by the Senior Civil Engineer - Water (DWO) to CAO on 18th/07/2024, in a summary table form of 19 water sources with column entries of Sample Number, Sampling date, Source Name, Parish, S/C, Type of Source, Physical Description, Odour, Taste, Feecal Coliform Count, Turbidity, pH, Temperature and Remarks.</p>	

of recommended
remedial actions

□ The BPR for FY 2023/24 indicated water quality testing for old sources of 22 sources in the First Quarter, 21 sources in the Second Quarter, 20 sources in the Third Quarter, and 19 sources in the Fourth Quarter. The total number of sources tested in the year was 83, equivalent to 15.6% of existing water sources far above the required minimum of 20%.

□ **Since the Water Officer carried out routine water quality analysis for 83 existing water facilities, which is far below the expected 107 sources (20% of existing water sources) in the FY 2023/24, a score of zero (0) was entered.**

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.

b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY

c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY

d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities

e) Evidence that the water office followed up implementation of recommended remedial actions

From the DWO:

- Obtain and review the BPR to identify the new water sources implemented in the previous FY.

- Obtain and review the water quality analysis reports of the existing and new water facilities

Verify if the water officer conducted 100% quality analysis for new water sources in previous FY score 2 or else 0

There was evidence that the water officer conducted a 100% quality analysis for new water sources in the previous FY 2023/24.

From the BPR for FY 2023/24, the new water sources implemented in the previous FY (2023/24) included:

(i) Drilling and installation of 6 New Boreholes (Hand Pump) allocated to Bumanya (01), Budomero S/C (01), Namwiwa S/C (01), and Bukamba S/C (03).

(ii) Phase I Construction of one solar-powered piped water supply system (Borehole-pumped) at Kisinda RGC in Kisinda S/C with 8 PSPs.

All 6 new water facilities were tested for water quality and Certificates of Analysis from MWE Mbale Regional Water Quality Laboratory were seen for all the 6 boreholes, with sampling date of 9th/07/2024, Date Received of 10th/07/2024, and an Analysis Completion Date of 17th/07/2024:

(i) Lwamba Borehole, found in Lwamba Village, Bukamba Parish, Bukamba S/C; Lab Identifier Code: MBL 24/537.

(ii) Nabuzi Borehole, found in Nabuzi Village, Kiwanabuzi Parish, NamwiwaS/C; Lab Identifier Code: MBL 24/536.

(iii) Kisanga Borehole, found in Kisanga Village, Busereka Parish, Nawaikoke S/C; Lab Identifier Code: MBL 24/532.

(iv) Nabitende Borehole, found in Nabitende Village, Nabitende Parish, Budomero S/C; Lab Identifier Code: MBL 24/533.

(v) Mutumizi Borehole, found in Mutumizi Village, Nangala Parish, Bukamba S/C; Lab Identifier Code: MBL 24/534.

(vi) Kalalu I Borehole, found in Kalalu I Village, Kalalu Parish, Bumanya S/C; Lab Identifier Code: MBL 24/535.

Therefore, **the Water Officer conducted a 100% water quality analysis for the new water sources in the previous FY 2023/24, and a score of 2 was entered.**

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water

- Obtain and review the BPR to identify the new water sources implemented in the previous FY.

- Obtain and

There was evidence that the Kaliro DLG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY 2023/24.

(a) The BPR for FY 2023/24 is the Quarter 4 Progress Report for FY 2023/24, the new water sources implemented included 6 boreholes in:

(i) Lwamba Borehole, found in Lwamba Village, Bukamba

facilities annually.	review household sanitary survey reports for new piped water facilities.	Parish, Bukamba S/C.
b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY	Verify if the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY score 2 or else 0	(ii) Nabuzi Borehole, found in Nabuzi Village, Kiwanabuzi Parish, Namwiwa S/C. (iii) Kisanga Borehole, found in Kisanga Village, Busereka Parish, Nawaikoke S/C. (iv) Nabitende Borehole, found in Nabitende Village, Nabitende Parish, Budomero S/C. (v) Mutumizi Borehole, found in Mutumizi Village, Nangala Parish, Bukamba S/C. (vi) Kalalu I Borehole, found in Kalalu I Village, Kalalu Parish, Bumanya S/C; Lab Identifier Code: MBL 24/535. (vii) Also constructed in the FY 2023/24 was Phase I Construction of one solar-powered piped water supply system (Borehole-pumped) at Kisinda RGC in Kisinda S/C with 8 PSPs
c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY		
d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities		(b) Household Sanitary Baseline Survey Results for FY 2023/24, dated 22nd/09/2023, by Health Inspector - Water to CAO through the DWO. The Household sanitation and hygiene survey covered Kisinda Parish with 6 villages, Busulumba Parish with 7 villages and Nawandyo Parish with 4 villages in Kisinda S/C; Nabuzi Village in Kiwa Parish in Namwiwa S/C; Kalulu I Village in Kalalu Parish in Bumanya S/C; Nabitende Village in Nabitende Parish in Budomero S/C; and Bukamba S/C with Kisanga Village in Busereka Parish, Lwamba Village in Bukamba Parish and Mutumizi Village in Nangala Parish. Data collected included Number of Households, Population, Latrine Existing, Coverage (%), Hand Washing Facility, Drying Rack, Bathroom, and Refuse Pit. (c) Monitoring report for household sanitation and hygiene activities in areas where water and sanitation (WATSAN) activities were going to be carried out, dated 25th/10/2023, by Health Inspector - Water to CAO through the DWO. Data collected included Latrine coverage at baseline (%), Latrine coverage during the exercise (%), Hand Washing at Baseline (%), Hand Washing during the exercise (%), and Remarks. (d) Endline report for household sanitation and hygiene survey in areas where water and sanitation (WATSAN) activities were going to be carried out, dated 28th/11/2023, by Health Inspector - Water to CAO through the DWO. The Household sanitation and hygiene survey covered Kisinda Parish with 6 villages, Busulumba Parish with 7 villages and Nawandyo Parish with 4 villages in Kisinda S/C; Nabuzi Village in Kiwa Parish in Namwiwa S/C; Kalulu I Village in Kalalu Parish in Bumanya S/C; Nabitende Village in Nabitende Parish in Budomero S/C; and Bukamba S/C with Kisanga Village in Busereka Parish, Lwamba Village in Bukamba Parish and Mutumizi Village in Nangala Parish. Data collected included Latrine coverage at baseline (%), Latrine coverage during the exercise (%), Hand Washing at Baseline (%), Hand Washing during the exercise (%), and Remarks.
e) Evidence that the water office followed up implementation of recommended remedial actions		Therefore, it can be concluded that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY 2023/24, and a score of 2 was entered.

a) Evidence that the water officer carried out routine water	From the DWO: • Check and review
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There was evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, and LLGs on the results from water quality analysis for existing water facilities and

quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.	feedback reports on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities.	household sanitary surveys for the new water facilities.
b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY	Verify if the the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities score 2 or else 0.	(a) Report on Water Quality Analysis for the First Quarter of FY 2023/24, by the Senior Civil Engineer – Water (DWO) to CAO on 15th/12/2023, covering 22 water sources. Out of these, only two water sources tested in the First Quarter had a Feecal Coliform Count above zero (0): Namuhondo Deep Well (Borehole), found in Namuhondo Village, Gadumire Parish in Gadumire S/C had a Feecal Coliform Count of 2; and Kasuleta Shallow Borehole had Feecal Coliform Count of 3. The feedback from the Water Office to communities, WSCs, and LLGs on the results from water quality analysis for existing water facilities in the form of recommended action was to “boil the Water before domestic use or add Chlorine before use” for these two sources and “the recommended actions of outright domestic use” for the remaining water sources.
c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY		(b) Report on Water Quality Analysis for the Second Quarter of FY 2023/24, by the Senior Civil Engineer – Water (DWO) to CAO on 9th/01/2024, covering 21 water sources. All the 21 water sources tested in the Second Quarter had a Feecal Coliform Count of zero (o). The feedback from the Water Office to communities, WSCs, and LLGs on the results from water quality analysis for existing water facilities in the form of recommended action was for “Outright domestic use”.
d) Evidence that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities		(c) Report on Water Quality Analysis for the Third Quarter of FY 2023/24, by the Senior Civil Engineer – Water (DWO) to CAO on 18th/04/2024, covering 21 water sources. Out of these, only five water sources tested in the Third Quarter had Feecal Coliform Count above zero (0): Bundobya Deep Well (Borehole), found in Bundobya Village, Kasokwe Parish in Kasokwe S/C had Feecal Coliform Count of 4; Bwayuya CD Borehole, found in Bwayuya CD Village, Bwayuya Parish in Kasokwe S/C had Feecal Coliform Count of 3; Nakabale-Well Shallow Well, found in Nakabale-Well Village, Butajube Parish in Kasokwe S/C had Feecal Coliform Count of 32; Bulangila/ Busambeku Borehole, found in Bulangila/ Busambeku Village, Busanda Parish in Kasokwe S/C had Feecal Coliform Count of 3; and Namankanda Borehole, found in Namankanda Village, Nabikooli Parish in Namugongo S/C had Feecal Coliform Count of 2. The feedback from the Water Office to communities, WSCs, and LLGs on the results from water quality analysis for existing water facilities in the form of recommended action was to “boil the Water before domestic use or add Chlorine before use” for these five sources and “the recommended actions of outright domestic use” for the remaining water sources.
e) Evidence that the water office followed up implementation of recommended remedial actions		(d) Report on Water Quality Analysis for the Fourth Quarter of FY 2023/24, by the Senior Civil Engineer – Water (DWO) to CAO on 18th/04/2024, covering 19 water sources. Out of these, only eight water sources tested in the Fourth Quarter had a Feecal Coliform Count above zero (0): Walyabira Deep Well (Borehole), found in Walyabira Village, Nawaikoke Parish in Nawaikoke S/C had Feecal Coliform Count of 2; Jalaja Borehole, found in Jalaja Village, Nawaikoke Parish in Nawaikoke S/C had Feecal Coliform Count of 15; Nombe Deep Borehole, found in Nombe Village, Nawaikoke Parish in Nawaikoke S/C had Feecal Coliform Count of 2; Kanansyaike II Borehole, found in Kanansyaike II Village, Namawa Parish in Nawaikoke S/C had Feecal Coliform Count of 6; Nansololo T/C Borehole, found in Nansololo T/C, Nansololo Parish in Nansololo S/C had Feecal Coliform Count of 14; Beeda Lwaba Borehole, found in Beeda Lwaba, Bukamba Parish in Bukamba S/C had Feecal Coliform Count of 8; and Bukunya Borehole, found in Bukunya Village, Bukamba Parish in

Bukamba S/C had Faecal Coliform Count of 10. The feedback from the Water Office to communities, WSCs, and LLGs on the results from water quality analysis for existing water facilities in the form of recommended action was to “boil the Water before domestic use or add Chlorine before use” for these eight sources and “the recommended actions of outright domestic use” for the remaining water sources.

(e) As regards household sanitary surveys for the new water facilities, the Water Office provided feedback to the communities, WSCs, Water Boards, and LLGs in the following documents:

☛ Report following household sanitary baseline survey in the First Quarter of FY 2023/24 by the Health Inspector (HI) – Water to the CAO through the DWO, dated 19th/09/2023.

☛ Monitoring report for household sanitation and hygiene activities in areas where water and sanitation (WATSAN) activities were going to be carried out, dated 25th/10/2023, by Health Inspector - Water to CAO through the DWO.

☛ Endline report for household sanitation and hygiene survey in areas where water and sanitation (WATSAN) activities were going to be carried out, dated 28th/11/2023, by Health Inspector - Water to CAO through the DWO.

Therefore, **it was concluded that the Water Office provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities, and therefore a score of 2 was entered.**

1

a) Evidence that the water officer carried out routine water quality analysis (bacteriological and physical) for at least 20% of existing water facilities annually.

b) Evidence that the water officer conducted 100% quality analysis for new water sources in previous FY

c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY

d) Evidence that the Water Office

From the DWO:
Check for follow up reports on implementation of recommended remedial action
Verify that the water office followed up implementation of recommended remedial actions score 2 or else 0

There was evidence that the water office followed up implementation of recommended remedial actions.

The follow-up can be traced from the following Feedback reports and follow-up reports:

☛ Report following household sanitary baseline survey in the First Quarter of FY 2023/24 by the Health Inspector (HI) – Water to the CAO through the DWO, dated 19th/09/2023.

☐ July Monthly Monitoring report on water sources in Bukamba S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 31st/07/2023, in which 24 water sources were monitored.

☐ August Monthly Monitoring report on water sources in Kisinda S/C, Namwiwa S/C, Gadumire S/C, Bukamba S/C in Kaliro District by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 15th/08/2023, in which 42 water sources were monitored.

☐ September monthly follow-up report on water sources by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer-Water (DWO), dated 25th/09/2023.

☐ October monthly monitoring report on water sources in Namugongo S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 31st/10/2023 and covering 20 water sources.

☐ November monthly monitoring report on water sources in

2

provided feedback with action points for improvement to communities, WSCs, water Boards, and LLGs on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities

e) Evidence that the water office followed up implementation of recommended remedial actions

Buyinda S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 30th/11/2023 covering 31 water sources.

□ December monthly monitoring report on water sources in Bukamba S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 29th/12/2023 covering 15 water sources.

□ January monthly monitoring report on water sources in Kasokwe S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 31st/01/2024 covering 22 water sources.

□ February monthly monitoring report on water sources in Nawaikoke S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 28th/02/2024 and covering 15 water sources.

□ March monthly monitoring report on water sources in Namwiwa S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 29th/03/2024 and covering 20 water sources.

□ April monthly monitoring report on water sources in Bumanya S/C by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 28th/04/2024 and covering 25 water sources.

□ May monthly monitoring report on the new water sources drilled in FY 2023/24 in Kaliro District by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 15th/05/2024 and covering 6 new water sources. The findings during monitoring included functional water sources, facilities not fenced, WUCs not active, Dirty compounds, not collecting O&M fees, no drainage channel, and no trees and paspalum grass planted.

□ Follow-up report on the new water sources monitored in May 2024 in Kaliro District by the CDO-Water and Senior Environmental Officer to the CAO through the Senior Civil Engineer – Water (DWO), dated 14th/06/2024 and covering 6 new water sources. The findings during follow-up visits were functional water sources, WUC active, constructed fence, provided soak pit on the water sources, clean compounds, trees, and paspalum grass planted and no animals were found on the water sources.

Advised remedial actions that were followed up in the above reports included making WUC active, Constructing a Fence and Soak pit, Keeping the compound clean, Planting fruit trees and Paspalam on the compound, and keeping animals away from the water source.

Therefore, **the Water Office followed up implementation of recommended remedial actions and a score of 2 was entered.**

Access

Evidence that the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY

From the Ministry MIS for the previous FY and previous FY but one:

- Obtain and check data access to safe water in the previous FY but one and compare with safe water access in the previous FY

Verify if the population with access to safe water service is either above 70% or has increased between the previous FY one and the previous FY but one score 5 or 0

There was no evidence that the population with access to safe water service is either above 70% or has increased between FY 2022/23 and FY 2023/24.

From MWE MIS,

□The Rural Safe Water Coverage for Kaliro DLG at the end of the previous year (FY 2023/24) **was 48%**, which is far below the minimum allowable coverage of 70% to score.

□The Rural Safe Water Coverage for Kaliro DLG at the end of the previous year but one (FY 2022/23) **was 48%**.

□The population with access to safe water service for the previous FY 2023/24 was 48%, far below 70%, even though it had the same 48% in the last FY but one (FY2022/23).

□Therefore, **a zero (0) score was entered since it was below 70% and never increased.**

a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year

From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG); the AWP and budget for the current FY and reports to determine whether DWO allocated funds to LLGs that are underserved

Verify if the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

Evidence showed that the DWO had adequately prioritized at least 70% of the budget allocations for the current FY to LLGs that are under-served (based on the average district water coverage).

(i) From the MoWE MIS, The rural Safe Water Coverage (SWC) for Kaliro DLG at the end of the previous year (FY 2023/24) was 48%.

(ii) The AWP and Budget for the current FY 2024/25, submitted by CAO on 8th/07/2024 to MWE-PS, received by MWE Central Registry and approved by MWE RWSS Department on 10th/07/2024, indicated that the SWC average for Kaliro DLG was 48% with the following S/Cs having lower SWCs below that of the district average: Bumanya S/C with SWC of 34%; Budomero S/C with SWC of 32%; Kisinda S/C with SWC of 39%; Namwiwa S/C with SWC of 34%; and Bukamba S/C with SWC of 30%.

(iii) The AWP and budget for current FY 2024/25, submitted by CAO on 8th/07/2024 to MWE-PS, received by MWE Central Registry and approved by MWE RWSS Department on 10th/07/2024, showed that Kaliro DLG budgeted allocation of Water facilities as listed below:

☛ Construction of 6 Deep Borehole (Siting, Drilling, and Test-pumping, Platform casting, Hand pump installation) at a total cost of UGX154,800,000 with each borehole at a cost of UGX25,800,000, funded by DWSCG: The allocation of Deep boreholes to underserved S/Cs was: Bumanya S/C (02); Budomero S/C (01); Namwiwa S/C (01); and Bukamba S/C (01), equivalent to 5 out of 6 boreholes to under-served. Therefore, **of the total cost for deep borehole drilling, UGX129,000,000 was allocated to the under-served LLGs.**

☛ The construction of a piped water supply system (Borehole-pumped) in Kisinda S/C at GX499,452,382, funded by UglFT. Therefore, **the total cost was allocated to the under-served Kisinda S/C, equivalent to UGX499,452,382.**

☛ 24 Borehole rehabilitation, distributed at least two per each of the 11 S/Cs at a total cost of UGX64,317,176 of which the underserved got Bumanya S/C (02), Budomero S/C (02); Kisinda S/C (02); Namwiwa S/C (02); and Bukamba S/C (02), equivalent to **UGX26,798,823 as allocated to the under-served S/Cs.**

(iv) The total budget allocation for water facilities in the current FY 2024/25 is **UGX718,569,558**, of which only **UGX655,251,205** is to go to the under-served LLGs, equivalent to **91.2%** of the budget allocation. **This is far above the required prioritization of at least 70% and a score of 2 was entered.**

a) Evidence that the DWO has prioritized at least 70% of the budget allocations for the current FY to LLGs that are underserved (based on the average district water coverage) score 2 or else 0.

b) If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year

From MoWE MIS and the DWO obtain and review the district safe water coverage data, (disaggregated by LLG)

From the BPR of the previous FY ascertain whether the budgeted water projects were implemented.

Verify If at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous Financial Year score 3 or else 0.

There was adequate evidence that at least 70% of budgeted water projects were implemented in sub-counties with safe water coverage below the district average in the previous FY 2023/24.

(i) From the MoWE MIS, The rural Safe Water Coverage (SWC) for Kaliro DLG at the end of the previous year (FY 2022/23) was 48%.

(ii) The BPR for Previous FY 2023/24, which was also the Fourth Quarter Progress Report for the previous FY 2023/24, submitted by CAO on 8th/07/2024 to MWE-PS, received by MWE Central Registry on 10th/07/2024 and approved by MWE RWSS Department on 10th/07/2024, indicated the SWC of Kaliro DLG as 48% with the following S/Cs having lower SWCs below that of the district average: Bumanya S/C with SWC of 33%; Budomero S/C with SWC of 32%; Kisinda S/C with SWC of 46%; Namwiwa S/C with SWC of 34%; and Bukamba S/C with SWC of 32%.

(iii) The BPR for the previous FY 2023/24 showed that Kaliro DLG budgeted for and implemented the following water projects:

□ 6 Deep Borehole Drilling (Hand pump) with allocations of Deep boreholes to under-served S/Cs as: Bumanya S/C (01); Budomero S/C (01); Namwiwa S/C (01); and Bukamba S/C (03), **equivalent to 6 out of 6 boreholes to under-served LLGs.**

□ Construction of one solar-powered piped water supply system (Borehole pumped) at Kisinda RGC in Kisinda S/C with 8 PSPs, **of which All 8 PSPs are to the under-served LLGs.**

□ 24 Old Borehole rehabilitation, distributed as Bumanya S/C (02); Budomero S/C (02); Kisinda S/C (01); Namwiwa S/C (03) and Bukamba S/C (06), of which **14 were to the under-served S/Cs.**

□ Construction of 4-Stance lined VIP Public Latrine at Nansolo Trading Centre in Nansolo S/C; of which, **None went to under-served S/Cs.**

(iv) Therefore, the total budgeted and implemented water projects in sub-counties with safe water coverage below the district average in the previous FY 2023/24 was **28 out of 38 water projects, equivalent to 73.7% of the budgeted water projects allocation. This is above the required minimum of 70% expected to have been implemented in the sub-counties with SWC below the district average. A score of 3 was, therefore entered.**

Evidence that the LG has ensured that existing rural water facilities are functional.

From the Ministry MIS for the current FY:

- Obtain and check data on functionality of water facilities
- Sample 5 facilities to determine functionality of water facilities.
- If above 90% score 5
- Between 70% -89% score 2 or else 0

There was evidence that the LG had ensured that existing rural water facilities were functional.

(a) From the MoWE-MIS for the end of FY 2023/24, the Rural Functionality of the water facilities for Kaliro DLG **was 96%.**

(b) **Sample 1: Borehole: The Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C** was found functional.

(c) **Sample 2: Borehole: The Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C** was found functional.

(d) **Sample 3: Borehole: The Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C** was found functional.

(e) **Sample 4 and 5: Two PSPs out of 8 PSPs on the Kisinda Piped Water Supply System at Kisinda RGC in Kisinda S/C** with the Production Well drilled in FY 2022/23 and design of the system completed in the same FY. The Reservoir and its stand, Pump Station/House, Transmission pipeline, Distribution pipeline, and 8 PSPs were installed in FY 2023/24. Two PSPs were visited at Kisinda Health Center III and in the RGC and were all found functional.

(f) **Sample 6: 4-stance lined VIP latrine at Namukoge Trading Centre in Namukoge Parish, Namugongo S/C** was found functional.

Therefore, **all 5 sampled water facilities were found functional and the Rural Functionality of the water facilities for Kaliro DLG of 96% as per MoWE-MIS for the end of FY 2023/24 was confirmed to even be 100%. This is equivalent to the functionality of water facilities that is above 90% and therefore, a score of 5 was entered.**

Evidence that the LG has ensured that 80% water facilities have functional water & sanitation oversight committees

From the Ministry MIS for the current FY:

- Check data on functionality of water & sanitation committees
- From the sampled water facilities interview the caretaker and members of the user committees to determine whether the oversight committees are functional (e.g. collect O&M funds regularly with good record keeping, undertake minor repairs and maintaining adequate sanitation around the water source and receive and respond to the grievances. Score 5 or else 0

There was evidence that the LG had ensured that over 80% of water facilities had functional water and sanitation oversight committees.

(a) From the MoWE-MIS, the Functionality of Water and Sanitation Committees for Kaliro DLG at the end of the Previous FY 2023/24 was 100%.

(b) **Sample 1: Borehole: The Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C** was constructed on May 28th, 2024 in FY 2023/24 had a functional WSC of five members including Chairperson, Vice Chairperson, Secretary, Treasurer, and Mobilization member: WSC was trained, put fence and constructed a soak pit for spillover water from the borehole, meet once in 3 months and collect O&M fees of UGX5000 per household for 3 months to undertake minor repairs. The borehole is at a raised platform and its surrounding is properly drained.

(c) **Sample 2: Borehole: The Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C** was constructed on May 27th, 2024 in FY 2023/24 had a functional WSC of five members including Chairperson, Vice Chairperson, Secretary, Treasurer, and Mobilization member: WSC was trained, put fence, and soak pit on the borehole, meet once every month and collect O&M fees of UGX2000 per household per quarter to undertake minor repairs.

(d) **Sample 3: Borehole: Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C** had its WSC functional as they maintain the facility and its surrounding environment clean, charge O&M fees, planted mango trees around the source area, put a fence and soak away pit, keeps records and receive and respond to the grievances.

(e) **Sample 4 and 5: Two PSPs out of 8 PSPs on Kisinda Piped Water Supply System at Kisinda RGC in Kisinda S/C:** Two PSPs visited Kisinda Health Center III and in the RGC had their WSCs active and functional. The water system for Kisinda RGC with 8 PSPs had a functional Board to charge O&M fees, keep good records, undertake minor repairs, maintain adequate sanitation around the water source and pump house, and receive and respond to grievances.

Therefore, with 100% functional sampled water facilities, it was confirmed that the reported MoWE-MIS Functionality of Water and Sanitation Committees for Kaliro DLG at the end of the Previous FY 2023/24 of 100% was valid and it is 100% from the sampled facilities. Therefore, a score of 5 was entered.

Evidence that the LG has ensured that the installed water facilities provide water of adequate yield score

From the DWO:

- Obtain drilling/survey reports and check whether installed facilities meet the water quantity standards.
 - Sample 5 water facilities and determine whether the yield meets the design capacity as per the drilling and design reports
- If the sampled water facilities yield meets the design capacity score 5 or else 0

There was evidence that the LG had ensured that the installed water facilities provided water of adequate yield.

Sample 1: Borehole: The Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C has a design yield of at least 0.5 m³/h for point water source. Testing of yield using a 20 litre-Jerry-can was filled in 82 sec, 90 sec, and 80 sec, which was equivalent to an average yield of 0.859 m³/h. The tested yield of 0.859 m³/h meets the water quantity standard of 0.5 m³/h for a borehole and meets the design capacity as per the drilling and design report.

Sample 2: Borehole: The Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C has a design yield of at least 0.5 m³/h for a point water source. Testing of yield using a 20 litre-Jerry-can filled in 80 sec, 108 sec, and 95 sec, which was equivalent to an average yield of 0.775 m³/h. The tested yield of 0.775 m³/h meets the water quantity standard of 0.5 m³/h for a borehole and meets the design capacity as per the drilling and design report.

Sample 3: Borehole: The Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C has a design yield of at least 0.5 m³/h for point water source. Testing of yield using a 20 litre-Jerry-can filled in 92 sec, 87 sec, and 98 sec, which was equivalent to an average yield of 0.782 m³/h. The tested yield of 0.782 m³/h meets the water quantity standard of 0.5 m³/h for a borehole and meets the design capacity as per the drilling and design report.

Sample 4 and 5: The 2 PSPs sampled out of 8 PSPs on the Kisinda distribution piped water system sampled had good pressures and could fill the 20-litre jerry-can in 30 sec, 25 sec, and 28 sec, equivalent to an average discharge of 2.62 m³/h. This is a reasonable yield from a 45 m³ storage reservoir installed on a 12 m height stand. The tested yield of 2.62 m³/h meets the water quantity standard based on a production well minimum yield of 5 m³/h.

The yields obtained during the testing of sampled boreholes and the PSPs for the piped water supply system were in agreement with the capacities of the drilling and design reports and therefore, a score of 5 was entered.

Evidence that the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0

- From the DWO obtain information about downtime or hours of service of source or service (downtime should not exceed one week)

- Sample 5 water facilities and determine whether the water facilities provides water at all times

If the LG has ensured that the installed water facilities provide water service all the time score 5 or else 0

There was evidence that the LG had ensured that the installed water facilities provided water service all the time.

This was confirmed from the DWO reports and the following samples visited:

(a) **Sample 1: Borehole: Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C** has 12 hours of service as provided by the DWO. The downtime is about 12 hours. The sampled borehole has a downtime for recovery of 12 hours which is far less than the maximum allowable downtime of one week. **Therefore, the borehole can be classified as a water facility that provides water all the time.**

(b) **Sample 2: Borehole: Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C** has 12 to 14 hours of service as provided by the DWO. The downtime is about 12 to 10 hours. The sampled borehole has a downtime for recovery of 10 to 12 hours which is far less than the maximum allowable downtime of one week. **Therefore, the borehole can be classified as a water facility that provides water all the time.**

(c) **Sample 3: Borehole: Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C** has 14 hours of service as provided by the DWO. The downtime is about 10 hours. The sampled borehole has a downtime for recovery of 10 hours which is far less than the maximum allowable downtime of one week. **Therefore, the borehole can be classified as a water facility that provides water all the time.**

(d) **Sample 4 and 5: The 2 PSPs sampled out of 8 PSPs on the Kisinda distribution piped water system:** The DWO indicated that the Pumping from the Production well is for 8 hours a day this will fill up the storage tank. The downtime of 16 hours is for the recovery of the production well and this is far less than the maximum allowable downtime of one week. **Therefore, the 2 PSPs can be classified as water facilities that provide water all the time.**

Therefore, it can be concluded that **the LG ensured that the installed water facilities provided water service at all times, and a score of 5 was entered.**

Human Resource Management

Evidence that communities receive Backup technical support from the Water Office.

- From DWO field obtain monitoring reports, review and verify that communities received back-up technical support.

- Sample Water sources to ascertain that communities receive backup technical support.

If the communities received Backup technical support from the Water Office. Score 10 or else 0

There was evidence that communities received backup technical support from the Water Office.

(a) From the field monitoring reports below, the communities received backup technical support:

☞ Monitoring report for the Fourth Quarter FY 2023/24 by the AEO-Water to the CAO through the Senior Civil Engineer–Water (DWO), dated 28th/06/2024. In the report, 124 point water sources, 8 public sanitation facilities, and 7 piped water schemes were monitored.

☞ Monitoring report for the Third Quarter FY 2023/24 by the AEO-Water to the CAO through the Senior Civil Engineer–Water (DWO), dated 28th/03/2024. In the report, 108 point water sources, 8 public sanitation facilities, and 7 piped water schemes were monitored.

☞ Monitoring report for the Second Quarter FY 2023/24 by the AEO-Water to the CAO through the Senior Civil Engineer – Water (DWO), dated 28th/12/2023. In the report, 132 point water sources, 7 public sanitation facilities, and 2 piped water schemes were monitored.

☞ Monitoring report for the First Quarter FY 2023/24 by the AEO-Water to the CAO through the Senior Civil Engineer – Water (DWO), dated 29th/09/2023. In the report, 108 point water sources, 7 public sanitation facilities, and 6 piped water schemes were monitored.

(b) Field verification of the communities receiving Backup technical support from the Water Office was done on the following sampled water facilities:

(i) Sample 1: Borehole: Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C: The community confirmed that they received backup technical support from ADWO, CDO and Health Inspector from the District Water Office.

(ii) Sample 2: Borehole: Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C: The community confirmed that they received backup technical support from ADWO, CDO, and Health Inspector from the District Water Office.

(iii) Sample 3: Borehole: Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C: The community confirmed that they received backup technical support from ADWO, CDO, and Health Inspector from the District Water Office.

(iv) Sample 4 and 5: The 2 PSPs sampled out of 8 PSPs on the Kisinda distribution piped water system: The communities confirmed that they receive backup technical support from ADWO, CDO, and the Health Inspector from the District Water Office.

It was therefore concluded that communities receive Backup technical support from the Water Office, and a score of 10 was entered.

Evidence that the constructed water facilities have basic functional amenities.

From DWO:

- Sample 5 water sources to ascertain that the water facilities have fences, soak-away pits, storm water diversion channels and grass.
- For the piped water facility check for: i) Reliable water source and intake structure, (ii) storage tanks or reservoirs, (iii) reliable pumping system, (iv) piped networks, (v) tap stands /water kiosks.

If the sampled water facilities have the basic amenities Score 10 or else 0

There was sufficient evidence that the constructed water facilities had basic functional amenities.

The evidence was determined from the following sampled 5 water facilities:

(a) **Sample 1: Borehole: The Borehole with DWD 93167, located at Nabuuzi Village in Kiiwa Nabuuzi Parish in Namwiwa S/C** had a fence, a soak-away pit, planted grass and stormwater diversion channel or interceptor drain.

(b) **Sample 2: Borehole: The Borehole with DWD 93166, located at Kalalu 1 Village in Kalalu Parish in Bumanyo S/C** had a fence, a soak-away pit, planted grass and stormwater diversion channel or interceptor drain.

(c) **Sample 3: Borehole: The Borehole with DWD 93168, located at Nabitende Village in Nabitende Parish in Budomero S/C** had a fence, a soak-away pit, planted grass, and stormwater diversion channel or interceptor drain.

(d) **Sample 4 and 5: The 2 PSPs sampled out of 8 PSPs on the Kisinda distribution piped water system** had a reliable water source (which is a production well with DWD 93143 and a yield of 5 m³/h), is enclosed in a chain-link fence while the storage tank raised of 45 m³ on a 12 m reinforced metallic stand and the Pump house, are all enclosed in a chain-link fence with a good secure metallic gate. In the same enclosed fence is where the Solar panels were installed to ensure a reliable pumping solar system with 14 solar panels, a pipe network of transmission to the reservoir, and an 11.2 km distribution pipeline has 8 PSPs of which 2 PSPs were sampled and found to have soak-away pits. The Pump house area has a lightning arrester installed.

Since the sampled water facilities had basic amenities, then a score of 10 was entered.

Management of Financial Resources

- a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.
- b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter
- From the Planner obtain and review a copy of the sector AWP for previous FY and the progress report and check whether allocations and expenditures for the sector NWR grant were done as per the sub-programme guideline s.
- Verify if the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.
- There was evidence that the water officer allocated and spent the NWR grant in line with the sector grant & budget guidelines.**
- (i) From the Water Sector AWP for Kaliro DLG for the previous FY 2023/24 submitted by the CAO on 12/07/2023 to the PS of MWE and received by the MWE Central Registry and approved by MWE RWSSD on 12/01/2023, the NWR was UGX73,999,598 of which UGX35,458,841 (47.92%) were spent on mobilization.
- (ii) As per the sector grant and budget guidelines, at least 40% of the NWR budget should be spent on Mobilization.
- Therefore, since expenditure on mobilization was 47.92% of the NWR budget which is greater than the minimum required, the allocations and expenditures were done as per the sector guidelines. A score of 6 was entered.**

- a) Evidence that the water officer allocated and spent the NWR grant in line with the sub-programme grant & budget guidelines score 6 or else 0.
- b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter
- From MoWE:
- Obtain a schedule for submission of the LG reports and check whether the DWO submitted quarterly progress reports in time
- Verify if the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter score 4 or else 0
- There was no evidence that the Water Officer of Karilo DLG submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter.**
- (a)Quarter 1 Report to MWE on 25th/10/2023 (Deadline 10/10/2023) **Not OK**;
- (b)Quarter 2 Report to MWE on 10th/01/2024 (Deadline 10/01/2024) **It is OK**;
- (c)Quarter 3 Report to MWE on 9th/04/2024 (Deadline 10/04/2024) **It is OK**; and
- (d)Quarter 4 Report to MWE on 10th/07/2024. **It is OK.**
- Since the First Quarterly Report was submitted later than the 10th day of the first month of the subsequent quarter, it was concluded that the DWO of Kaliro DLG submitted quarterly progress reports out of time. Therefore, a score of zero (0) was entered.**

Environment, Social, Health and Safety

- Evidence that the LG conducted training and sensitisation of the water and sanitation committees on the protection measures, the
- From the District Water Office obtain and review
 - Water source protection plans for water sources constructed in
- There was evidence that the LG trained and sensitized the WSCs on the protection measures, the WSCs and communities to implement actions in water source protection plans for water sources constructed last FY, and the Community Development Office trained the WSCs on grievance management and stakeholder engagement.**
- (a) There was the Kaliro DLG, District Water Office report: A report following the sensitization of communities on critical

<p>WSCs and communities implemented actions in water source protection plans for water sources constructed last FY, and the LG Water Office and Community Development Office trained the Water User Committee on grievance management and stakeholder engagement.</p>	<p>the previous FY.</p> <ul style="list-style-type: none"> • Training reports for the water and sanitation committees on water source protection, GRM and stakeholder engagement. • Sample 5 water facilities to ascertain that water source protection measures were implemented • From the LG Water Department, obtain and review: Water sub-programme ABPR and check whether the LG has included status of implementation of water source protection plans 	<p>requirements, formation and training of WSCs in FY 2023/24, by the CDO-Water-Mobilization to CAO through the Senior Water Officer, dated 10th/11/2023, done for new boreholes in the villages of Nabuzi, Mutumizi, Lwamba C, Kisanga, Nabitende and Kalalu 1.</p>
	<p>(b) The following Minutes of meetings were provided:</p> <ul style="list-style-type: none"> ✍ Kaliro DLG, District Water Office Minutes for the training of Community members, WUCs and Kisinda Water Board on Management of Community Grievances arising from water supply facilities, held on 11th/03/2024 at Kisinda Trading Centre in Kisinda S/C with key relevant agenda items 3 on "Training on water source protection measures" and 4 on "Training on Grievance Management" ✍ Kaliro DLG, District Water Office Minutes for training of Community members and WUCs on Management of Bulago B Water Source that was held on 28th/06/2024 in Namwiwa S/C, with key relevant agenda items 3 on "Community complaints on Water Source", 4 on "Training of community and WUCs", and 5 on "Training on Grievance Management". ✍ Kaliro DLG, District Water Office Minutes for training of Community members and WUCs on grievance management for Kisanga, Lwamba C and Mutumizi water sources, held on 13th/05/2024 in Bukamba S/C with key relevant agenda items 4 on "Training on Grievance". ✍ Kaliro DLG, District Water Office Minutes for the training of Community members and WUCs on grievance management for Nabitende, Kalalu 1 and Nabuzi water sources, held on 14th/05/2024 with key relevant agenda items 4 on "Training on Grievance". <p>Check and verify</p> <p>i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures</p> <p>ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY.</p> <p>iii. Evidence that the LG Water Office and Community Development Office have trained the Water User</p>	<p>(b) The following Minutes of meetings were provided:</p> <ul style="list-style-type: none"> ✍ Kaliro DLG, District Water Office, a report by the CDO-Water-Mobilization to CAO through the DWO on 14th/05/2024 regarding a "Report on Grievance Training of WSCs and Community members in FY 2023/24". ✍ Kaliro DLG, District Water Office, Minutes for training of community members and WUCs on the results of water quality test for Kisanga, Mutumizi and Lwamba C water sources, held on 9th/07/2024 at Kisanga in Bukamba S/C with key relevant agenda items 3 on "Water Source Protection Measures", 4 on "Training on Grievance Management", and 5 on "Water quality test analysis results". <p>(c) There were water source protection plans for water sources constructed last FY 2023/24 that the WSCs implemented for the following water facilities:</p> <ul style="list-style-type: none"> ✍ Kisinda piped water system in Kisinda Parish, Kisinda S/C, signed by LCI Chairperson and dated 20th/05/2024. ✍ Kisanga Borehole in Busereka Parish, Bukamba S/C, signed by LCI Chairperson and dated 31st/10/2024. ✍ Mutumizi Borehole in Nangala Parish, Bukamba S/C, signed by LCI Chairperson and dated 25th/09/2023. ✍ Nabitende Borehole in Nabitende Parish, Budomero S/C, signed by LCI Chairperson and dated 31st/10/2023. ✍ Nabuzi Borehole in Kiwa Nabuzi Parish, Namwiwa S/C, signed by LCI Chairperson and dated 25th/09/2023. ✍ Lwamba C Borehole in Bukamba Parish, Bukamba S/C, signed by LCI Chairperson and dated 30th/10/2023. ✍ Kalalu Borehole in Kalalu Parish, Bumamnya S/C, signed

Committee on grievance management and stakeholder engagement

If (i) to (iii) met score 10 or else 0

by LCI Chairperon and dated 30th/10/2023.

(d) There were also monthly monitoring reports on water sources in the S/Cs by the CDO-Water-Mobilization (ADWO-Mobilization) to CAO through the Civil Engineer-Water (DWO) for FY 2023/24:

☞ Bumanya S/C covering 25 water sources, dated 28th/04/2024,

☞ Namwiwa S/C covering 20 water sources, dated 29th/03/2024,

☞ Nawaikoke S/C covering 15 water sources, dated 28th/02/2024,

☞ Kasokwe S/C covering 23 water sources, dated 31st/01/2024,

☞ Bukamba S/C covering 15 water sources, dated 29th/12/2023,

☞ Buyinda S/C covering 31 water sources, dated 30th/11/2023,

☞ Namugongo S/C covering 20 water sources, dated 30st/10/2023,

☞ S/Cs in Kaliro District, covering 108 water sources, dated 29th/09/2023.

☞ S/Cs in Kaliro District, covering 42 water sources, dated 15th/08/2023.

☞ S/Cs in Kaliro District, covering 24 water sources, dated 31st/07/2023.

(e) The grievance log as seen from the Grievance Log Book with the FY 2023/24 included the following details:

(i) No. 11, dated 8th/2/2024, Complaint/issue: Delay of works to drill the Water Source in Kisanga village, Busereka Parish, Bukamba S/C: The LC III Chairperson reported that the contractor had failed to start drilling the water source and the community were threatening to demonstrate. Action taken: The District Grievance Redress Committee (DGRC) sat on 15th/2/2024 and resolved that the contractor speed up the drilling process. Responsible persons: Water Office and the Contractor.

(ii) No. 12, dated 29th/2/2024, Complaint/issue: Delay of works of Phase 1 Kisinda Piped Water System. One community member reported that the contractor had delayed finishing the works, the Trading Centre had not been connected with water i.e. no Public Taps (PSPs), and which village will be connected. The action was taken: The District Grievance Redress Committee (DGRC) sat on 4th/3/2024 and resolved that the contractor speed up the works and also resolved that the Water Office conduct a community meeting in Kisinda. Responsible persons: Water Office and the Contractor.

(iii) No. 13, dated 8th/2/2024, Complaint/issue: Delay of works to connect water to Namukooge Trading Centre in Namwiwa S/C. Community members reported that the Water Office had delayed connecting water in the Namukooge Trading Centre and yet people and yet people had paid a connection fee of UG100,000. Action taken: The District Grievance Redress Committee (DGRC) sat on 7th/3/2024 and resolved that the Water Office connect water to those who applied and paid the connection fees of UGX100,000.

Responsible persons: DWO and the Contractor.

(iv) No. 14, dated 31st/5/2024, Complaint/issue: Non-payment of food supplied to contractor. The owner of Catering Services reported that food supplied to the contractor who drilled Kalalu 1 water source in Kalalu Parish, Bumanya S/C failed to pay for the services rendered. Action taken: The District Grievance Redress Committee (DGRC) sat on 7th/3/2024 and resolved that the contractor settle the food debt to the services provided. Responsible persons: DWO and the Contractor.

(f) It was then verified from the all field sampled facilities that:

(i) The LG conducted training and sensitization of water and sanitation committees on the protection measures.

(ii) The WSCs and the communities implemented actions in water source protection plans for water sources constructed last FY 2023/24.

(iii) The LG water Office and CDO trained the WSCs on grievance management and stakeholder engagement.

Therefore, **since all the conditions of (f) (i) to (iii) were met, then a score of 10 was entered.**

Oversight and support supervision

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter

b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

From the district water office:

- Obtain the list of water facilities in the LG

- Obtain and review the monitoring plans previous FY

- Check the monitoring reports of each project and establish whether the water officer monitored the WSS projects and public sanitation facilities (including ESHS aspects, water quality .).

If the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter score 10 or else 0

There was evidence that the water officer monitored 100% of public sanitation facilities and at least 25% of water supply facilities per year in FY 2023/24.

□ From the list of water facilities in the Assets registry for Kaliro DLG, the total number of existing safe water sources in Kaliro at the end of Quarter 4 of the FY 2023/24 was 529 Hand pumps and 2 PSPs or Public Taps, equivalent to a total of 531 Sources.

□ 25% of the existing water sources was equivalent to 133 sources.

□ The following monitoring reports which are also included in the Software report parts of the DWO progress Reports, were availed at the Local Government Water Office:

(a) Monitoring report for the First Quarter of FY 2023/24, dated 29th/09/2023, in which 108 point water sources, 7 Public Sanitation facilities and 6 piped water schemes were monitored.

(b) Monitoring report for the Second Quarter of FY 2023/24, dated 28th/12/2023, in which 132 point water sources, 7 Public Sanitation facilities and 2 piped water schemes were monitored.

(c) Monitoring report for the Third Quarter of FY 2023/24, dated 28th/03/2024, in which 108 point water sources, 8 Public Sanitation facilities and 7 piped water schemes were monitored.

(d) Monitoring report for the Fourth Quarter of FY 2023/24, dated 28th/06/2024, in which 124 point water sources, 8 Public Sanitation facilities and 7 piped water schemes were monitored.

(e) Sanitation facilities were monitored during the conduction of the Sanitation Surveys to update the sanitation situation in the district and as one of the six basic requirement for qualifying to install safe water facilities for the community.

□ In the FY 2023/24, a total of 472 point water sources, all 8 (100%) Public Sanitation facilities and all 7 piped water schemes were monitored, equivalent to 90.2% of water supply facilities, far above 25% required minimum to score. A Score of 10 was entered. Therefore, it was concluded that **all public sanitation facilities and 472 water supply facilities** were monitored more than the minimum of 133 (25% of existing water facilities) in a year. **108 water facilities** were monitored **in Quarter 1**, **132 water facilities** were monitored **in Quarter 2**, **108 water supply facilities** were monitored **in Quarter 3** and **124 water supply facilities** were monitored **in Quarter 4**. Therefore, **a score of 10 was entered.**

a) Evidence that the water officer has monitored 100% of public sanitation facilities and at least 25% of water supply facilities per quarter

From the DWO, obtain the DWSCC minutes, DWO progress reports and AWP and check whether key issues discussed in DWSCC were

There was evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.

(a) The DWO Quarterly Progress Reports are listed as:

(i) Submission of Quarter 1 progress report for FY 2023/24 by CAO on 20th/10/2023 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 25th/10/2023.

<p>b) Evidence that the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.</p>	<p>from the quarterly monitoring exercises.</p> <p>Check whether remedial actions were incorporated in the AWP.</p> <p>If the findings from monitoring were discussed with the DWSCC and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented.</p>	<p>(ii) Submission of Quarter 2 progress report for FY 2023/24 by CAO on 9th/01/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 10th/01/2024.</p> <p>(iii) Submission of Quarter 3 progress report for FY 2023/24 by CAO on 9th/04/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 9th/04/2024.</p> <p>(iv) Submission of Quarter 4 progress report for FY 2023/24 by CAO on 8th/07/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 10th/07/2024.</p> <p>(b) The Minutes of the DWSCC were as listed below:</p> <p>□ Kaliro DLG Water and Sanitation Coordination Committee Meeting held on 30th/08/2023 at Kaliro District Health Board Room: Agenda Item 5 and Min5/DWSCC 8/2023 on “Presentation from the Water Engineer”. Kisinda Water Supply was not completed and 24 boreholes from the monitoring that were found non-functional, were to be rehabilitated as follows: Bukamba S/C (05), Bumanya S/C (02), Buyinda S/C (01), Gadumire S/C (02), Budomero S/C (02), Kisinda S/C (01), Kasokwe S/C (04), Namugongo S/C (02), Namwiwa S/C (03), Nansololo S/C (01), and Nawaikoke S/C (04). Buyinda RGC Sanitation Facility needed emptying while the Kisinda RGC Sanitation Facility had broken down.</p> <p>Issues identified and remedial actions proposed:</p> <p>(i) Inactive WUC and lack of fence and soak pit on the water source, dirty compound, animal grazing on the water source:</p> <p>Remedial actions: Making WUCS active by reforming and retraining WUCs on their roles and responsibilities; Constructing fence and soak pit within 2 weeks; Keeping the compound clean; Planting fruit trees and paspalum on the compound; and keeping animals away from the water source. These remedial actions were included in the previous AWP 2023/24, in which case were wholly or partially implemented and are also included in the AWP for the current FY 2024/25.</p> <p>(ii) Handling community grievances that arise from the community.</p> <p>Remedial actions: Training of Water Boards, WUCs, and Grievance Committees and Community Members. Training is included in the previous AWP 2023/24, in which case it was wholly or partially implemented and is also included in the AWP for the current FY 2024/25.</p> <p>(iii) Management of piped water schemes and WUCs as the communities do not respect them as seen in Namukooge, Kisinda, Bulumba, and Namwiwa.</p> <p>Remedial actions: Continuous supervision and retraining of the Water Board Members, WUCs; Handing over piped water systems to Eastern Umbrella, and putting O&M fees for public latrine users. These remedial actions and aspects were included in the previous AWP 2023/24, in which case they were wholly or partially implemented and are included in the AWP for the current FY 2024/25.</p> <p>(iv) Protect the environment and the water sources.</p> <p>Remedial actions: Continuously encourage communities to plant trees so that they can restore the environment and also plant grass (paspalum) to control soil erosion at different institutions and homes. These remedial actions were included in the previous AWP 2023/24, in which case they</p>
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were wholly or partially implemented and are also included in the AWP for the current FY 2024/25.

(v) Increasing breakdown of water sources.

Remedial actions: Continuous sensitization and training of community members and WUCs on water source protection measures. Additionally, rehabilitation of the non-functional borehole water sources should be done. These remedial actions were included in the previous AWP 2023/24, in which case they were wholly or partially implemented and are also included in the AWP for the current FY 2024/25.

(vi) The need to properly manage water sources.

Remedial actions: To continuously supervise water sources and WUCs, plant trees and grass around the water source, and encourage consumers to pay O&M fees. The remedial aspects are included in the AWP for the current FY 2024/25.

□ Kaliro DLG Water and Sanitation Coordination Committee Meeting held on 15th/12/2023 at Kaliro District Health Board Room: Agenda Item 5 and Min5/DWSCC 12/2023 on "Presentation from the Water Engineer". Kisinda Water Supply was not completed and 24 boreholes from the monitoring that were found non-functional, were to be rehabilitated. Buyinda RGC Sanitation Facility needed emptying while the Kisinda RGC Sanitation Facility had broken down.

Kaliro DLG Water and Sanitation Coordination Committee Meeting held on 30th/03/2024 at Kaliro District Health Board Room: Agenda Item 5 and Min5/DWSCC 3/2023 on "Presentation from the Water Engineer". Kisinda Water Supply was not completed and 24 boreholes from the monitoring that were found non-functional, were to be rehabilitated. Buyinda RGC Sanitation Facility needed emptying while the Kisinda RGC Sanitation Facility had broken down. These remedial actions were included in the previous AWP 2023/24, in which case they were wholly or partially implemented and are also included in the AWP for the current FY 2024/25.

□ Kaliro DLG Water and Sanitation Coordination Committee Meeting held on 28th/05/2024 at Kaliro District Health Board Room: Agenda Item 5 and Min5/DWSCC 5/2023 on "Presentation from the Water Engineer". Kisinda Water Supply was not completed and 24 boreholes from the monitoring that were found non-functional, were to be rehabilitated. Buyinda RGC Sanitation Facility needed emptying while the Kisinda RGC Sanitation Facility had broken down. Amongst the remedial actions for the broken Kisinda RGC Sanitation facility is the construction of another facility that is included in the AWP for the current FY 2024/25.

□ Therefore, **there was evidence of the findings from monitoring discussed with the DWSCC, and among other agenda items key issues identified from quarterly monitoring of water facilities and recommended corrective actions from monitoring were implemented, and a score of 10 was entered.**

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Local Government has in the previous FY trained all micro-scale irrigation beneficiary farmers on good field management practices, and the farmers are implementing these practices	<p>From the SAE, obtain and review the list of farmers that benefited from micro-scale irrigation funds in the previous FY</p> <p>Sample at least 5 beneficiary farmers.</p> <p>Visit the Sampled farmers to establish, if they are implementing at least four (4) of the following practices:</p> <p>Trenching</p> <p>Mulching</p> <p>weeding,</p> <p>manuring,</p> <p>thinning,</p> <p>spacing,</p> <p>soil and water conservation</p> <p>If the farmer practices at least any four of the above practices score 10 else 0</p>	<p>As per the activity report on crop sector development dated 28th June 2024, beneficiary farmers were trained on the following agronomic practices; use of improved planting materials, use of right planting spaces, pest and disease control, use of fertilizers and organic manure, practice intercropping and cover cropping to control weeds, use of minimum tillage to conserve soil moisture etc.</p> <p>During field visit, the five sampled farmers (Alileki David, Mugendawara Hamis, Eremye David, Namukose Caroline and Nampogo Mathias) were practicing at least four of the following methods; mulching, trenching, manuring, weeding, crop spacing and thinning.</p>	10

Access

2	Evidence that the LG has achieved MSI MAAIF installation targets in the previous FY.	<p>From MAAIF obtain the installation targets for the LG.</p> <p>From the MIS and SAE, obtain the list of completed installations in the previous FY and compare with the target.</p> <p>If the LG has achieved MSI MAAIF installation targets in the previous FY. Score 8 or else 0</p>	<p>In the previous FY, DLG was given 25 MSI equipment installation target by MAAIF. So as per the list of the beneficiary farmers availed for previous FY, only six MSI equipment installations were made.</p> <p>Therefore, the DLG did not achieve the MSI MAAIF installation target</p>	0
3	Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one	<p>From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.</p> <p>Calculate the percentage increase for micro-scale irrigation grant beneficiaries</p> <p>If increase in micro-scale irrigation grant beneficiaries by 20% score 4 or else 0</p>	<p>As per the report availed on acreage of land under irrigation for FY 2022-2023, land under beneficiary farmers was 10 acres. Also, for FY 2023-2024, land under beneficiary farmers was 22.5 acres.</p> <p>Therefore, increase in irrigated land for beneficiary farmers was by 125%</p>	4
3	Evidence that the LG has realized an Increase in acreage of land under irrigated agriculture between the previous FY and the previous FY but one	<p>From the MIS and SAE, obtain and review data on irrigated land for the last two FYs.</p> <p>Calculate the percentage increase for micro-scale irrigation grant non-beneficiaries.</p> <p>If increase in non-Micro-scale irrigation grant beneficiaries by 10% score 2 or else 0.</p>	<p>As per the report availed on acreage of land under irrigation for FY 2022-2023, there was no irrigated land (0 acres of land) under non beneficiary farmers. Also during FY 2023-2024 land under non beneficiary farmers was 20 acres.</p> <p>% increase = $((20 - 0) / 0) * 100$, although the calculation is undefined but land increased from 0 acres to 20 acres.</p>	2

Evidence that the LG has established and run Farmer Field Schools (FFS) as per the guidelines:

- Eligible number of participants (20 -30 farmers)
- Farmers in a radius of 15km of the FFS.
- Inclusion of male, female, and youth farmers.

From the DPO, obtain and review reports on FFS to determine whether they are established and run as per the guidelines.

Sample farmer field schools to verify that they comply with the guidelines:

i. Eligible number of participants (20 -30 farmers)

ii. Not more than 15km from the FFS.

iii. Inclusion of male, female, and youth farmers.

If all above complied with score 6 or else 0.

The DLG did not establish FFS, hence no reports on the establishment and functionality of FFS. MAAIF delayed to provide timely training to the LG on establishment of FFS, so LG did not have the knowledge to establish FFS in the previous FY.

Efficiency

Evidence that farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY

- From the DPO, obtain the list of beneficiary micro-scale beneficiary farmers.

- Sample and visit 5 farmers and check their records for the last two FYs to determine the percentage increase in yield

If the farmers who received and are currently utilizing MSI facilities have registered an increase in crop yield between the previous FY but one and the previous FY by 10% score 10 or else 0

The beneficiary farmers who were visited availed the crop yield records as shown below;

1. Alileki David; in FY 2022-2023, under rain fed farming he harvested 750kgs of dried coffee beans from 3 acres of land. In FY 2023-2024, using irrigation system he harvested 1,133kgs of dried coffee beans from the same area. Therefore, the increase in coffee yield was by 51%

2. Mugendawara Hamis, in FY 2022-2023, under rain fed farming he harvested 35 basins (525kgs) of tomatoes from an acre of land. In FY 2023-2024, using irrigation system he harvested 61 basins (915kgs) of tomatoes from an acre of land. Note. A basin of tomatoes was considered to be equivalent to 15kgs. Therefore, the increase in tomato yield was by 74.3%.

3. Eremye David in FY 2022-2023, under rain fed farming he harvested 815kgs of pasture (silage for animals) from 2.5 acres of land. In FY 2023-2024, using irrigation system he harvested 1,120kgs of silage from the same area. Therefore, the increase in silage yield was by 37.4%

4. Namukose Caroline, in FY 2022-2023, under rain fed farming he harvested 609kgs of tomatoes from an acre of land. In FY 2023-2024, using irrigation system he harvested 1,134kgs of tomatoes from an acre of land. Therefore, the increase in tomato yield was by 86.2%.

5. Nampogo Mathias, in FY 2022-2023, under rain fed farming he harvested 969kgs of cabbage from an acre of land. In FY 2023-2024, using irrigation system he harvested 1,355kgs of cabbage from an acre of land. Therefore, the increase in cabbage yield was by 39.8%.

Therefore, all the five sampled farmers registered more than 10% increase in crop yield.

Evidence that the SAE has provided technical support and mentoring to extension workers in the LLG in MSI component

- From SAE obtain and review the supervision and mentoring reports
- Interview extension workers in a sample of 5 LLGs to verify the support provided

If SAE has provided technical support and mentoring to extension workers in the LLG in MSI component score 10 or else 0.

According to a report on farm visit by Agricultural extension workers dated 13th January 2024, Agricultural Officers were trained on; available MSI technologies such as drip irrigation system, sprinkler system and rag hose systems. They were also trained on the use of soil moisture meter for measuring amount of moisture in the soil.

It was confirmed from extension staffs (Wanyana Babra, Musenero Paul, Kwenyonya Alice, Mukembo Julius, Nakitandwe Betty) that several trainings were done. E.g. the use of IrriTrack App for capturing farmer's details during farm visits, awareness raising on MSI program (irrigation technologies available, farmer EOIs for MSI, co-funding etc.

Management of Financial Resources

Evidence that the LG has appropriately allocated the micro-scale irrigation grant between capital development and complementary services, the development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training, and budget allocations have been made towards complementary services in line with the sub-programme guidelines

From the planner's office obtain and review: The budget performance report and AWP to establish whether the micro-scale irrigation grant has been used as per guidelines.

Verify if:

i. The LG has appropriately allocated the micro-scale irrigation grant between capital development (micro-scale irrigation equipment (75%) and complementary services (25%)

ii. The development component of MSI grant has been used on eligible activities (procurement and installation irrigation equipment including accompanying supplier manuals and training

iii. The budget allocations have been made towards complementary services in line with the sub-programme guidelines i.e. maximum 25% for enhancing LG capacity to support integrated agriculture and minimum of 75% for enhancing farmer capacity for uptake of MSI

If (i) to (iii) met
score 10 or else 0

The budget performance report for previous FY was not availed during the assessment, so it was very difficult to confirm if MSI grant has been used as per the guidelines.

Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation, the LG has utilized the farmer co-funding following MSI guidelines in the previous FY and that co-funding funds were reflected in the LG budgets for the coming FY

From the SAE obtain and review the beneficiary project file to determine the projected farmers' contribution and review the receipt to verify actual amount paid by the farmer.

From the beneficiary project files, five farmers who co-funded fully were; Nampogo Mathias (6,107,500/-), Namukose Caroline (6,203,915/-), Eremye David (6,144,290/-), Tayoleke Wilberforce (6,400,000/-) and Mumbogwe Kakuba (6,256,120/-).

Total amount co-funded was 31,111,825/-, hence co-funding was fully met before equipment installation.

From district planner obtain and review the budget performance report to verify that farmers co-funding has been allocated and utilized as per the guidelines.

However, the budget performance report for previous FY was not availed during the assessment, it was difficult to understand if farmer co-funding was utilized as per the MSI guidelines. Similarly, co-funding details were not captured in MIS.

Verify if:

i. Evidence that the LG has ensured that farmers meet their co-funding IN FULL before equipment installation

ii. Evidence that the LG has utilized the farmer co-funding following MSI guidelines (to scale-up acquisitions of MSI equipment of other new farmers) in the previous FY

iii. Evidence that co-funding funds were reflected in the LG budgets for the coming FY

If (i) to (iii) met score 10 or else 0

Environment, Social, Health and Safety

Evidence that the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers

From the Natural Resource department/ Environment officer, obtain and review environment monitoring and compliance reports to determine whether the SAE ensured that farmers conduct:

- a) Proper water conservation; and
- b) Proper agrochemicals and management of resultant chemical waste containers.

Sample and visit 5 farmers and verify that farmers practice proper water conservation and agro-chemicals management as well as management of resultant chemical waste containers.

If the LG has monitored environment irrigation impacts quarterly e.g. efficiency of system in terms of water conservation, use of agro-chemical waste containers among the beneficiary farmers score 5 or else 0

The DLG did not conduct Environmental and Social Monitoring of MSI equipment quarterly. Only two reports dated 14th August 2023 (Quarter one) and 27th June 2024 (quarter four) were availed. The two reports mainly highlighted that the wastes were poorly managed since there were no waste bins at the beneficiary farms. Furthermore, it was recommended in the reports that the beneficiary farmers should be sensitized on pesticide and herbicide management.

However, during beneficiary farmer visits it was established that farmers had no gazetted areas of disposing agro-chemical wastes, chemical containers and no sign posts indicating areas of waste disposal.

Evidence that the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to

From the Designated Grievance Redress Officer obtain and review the Log of grievances and check whether grievances were recorded, investigated and responded

If the LG has established a mechanism of addressing micro-scale irrigation grievances : micro-scale irrigation grievances have been reported in line in line with the LG grievance redress framework, recorded, investigated and responded to, score 5 or else 0

The DLG had grievance redress mechanism displayed on the District notice boards. Similarly, LLGs (Kaliro town council, Kasokwe, Buyinda and Bulamba sub-counties had the grievance redress mechanism displayed on notice boards.

Although there was MSI grievance address mechanism, no grievance was reported during previous FY.

Oversight and support supervision

11

Evidence that the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation)

- From SAE obtain and review the quarterly monitoring reports for the previous FY to establish the number of MSI equipment that were monitored

- Sample and visit 5 farmers and verify what is in the reports.

If the LG has monitored on a quarterly basis all installed MSI equipment (key areas to include: functionality of the equipment, adherence to ESHS, adequacy of water source, efficiency of MSI in terms of water conservation) score 10 or else score 0

As per the MSI quarter one, two and three monitoring reports, three MSI demonstration equipment (Alileki David, Mugendawara Hamis and Kihuluka Eric) which were installed during 2022-2023 FY were monitored. The equipment were functional, water sources (underground wells) were adequate, and farmers were adopting soil and moisture conservation methods..

As per the quarter four report, the three MSI demonstration sites were also monitored. The equipment were functional and had adequate sources of water. Furthermore, six MSI equipment were installed (one was a demonstration and five were co-funded). The equipment were all functional with adequate water sources.

The five sampled beneficiary farmers (Alileki David, Mugendawara Hamis, Eremye David, Namukose Caroline and Nampogo Mathias), had their equipment monitored by SAE, DPO and PAO. The equipment were all functional and had adequate water sources.

10

Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest, the LG has entered up to-date LLG information into the MIS, the LG has prepared quarterly reports using information compiled from LGs in the MIS, and the information in the MIS on the status of installation matches with the physical reports and data on the ground.

If (i) to (iv) met score 10 or else 0

- From the MIS and SAE obtain and review quarterly supervision and monitoring reports to determine whether they are compiled and cover LLG irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest

- From the MIS report determine whether up to-date LLG performance information is submitted

Check and verify if

i. Evidence that the LG collects information quarterly on newly irrigated land, functionality of irrigation equipment installed, provision of complementary services and farmer expression of interest.

ii. Evidence that the LG has entered up to-date LLG information into the MIS

iii. Evidence that the LG has prepared quarterly reports using information compiled from LGs in the MIS

iv. Evidence that the information in the MIS on the status of installation matches with the physical reports and data on the ground.

If (i) to (iv) met score 10 or else 0

As per the MSI quarter one report, 201 farmer EOLs were received, 18 farm visits conducted, awareness raising was conducted in 15 LLGs (number of awareness attendees not shown). As per the quarter two report, 208 farmer EOLs were received, 23 farm visits conducted and awareness raising was conducted in 15 LLGs (number of attendees not shown). As per the quarter three report, 222 farmer EOLs were received. 30 farm visits were conducted, awareness raising was also conducted in 15 LLGs (number of awareness attendees not shown).

As per the quarter four report, 238 farmer EOLs were received, 37 farm visits were conducted, awareness raising was conducted in 15 LLGs (number of awareness attendees not shown). A total of six MSI equipment were installed. these figures are commutative.

The MIS was opened and findings were as follows; 241 farmer EOLs, 37 farm visits, 1,026 awareness raising attendees, and four MSI equipment installed.

Therefore, number of awareness raising attendees shown in the report (15 LLGs) did not match with 1,026 in MIS. Also the number of MSI equipment installed shown in the report (06) did not match with the four seen in the MIS.

This therefore implied that DLG did not enter up to date LLG information into MIS.

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
1	Evidence that the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY	<p>From MAAIF obtain and review: (i) the LG targets for the farmer and farmers institution training for the previous FY; and (ii) quarterly agriculture extension grant report to establish the number and nature of farmer and farmer's institutional capacity building conducted.</p> <p>From the DPO obtain and review: the training needs assessment report, training schedule, and quarterly reports for the previous FYs to verify that the LG:</p> <ul style="list-style-type: none"> • Conducted capacity needs assessment of farmers • Delivered training to a set number of farmers • Availled knowledge products to farmers e.g. brochures, informative videos, flyers, manuals. <p>From the sampled farmers' institutions (farmer field schools) ascertain that they were trained by:</p> <ul style="list-style-type: none"> • Interviewing the farmers on whether the training was conducted and the training content • Reviewing the 	<p>A review of the consolidated Annual Work Plan(AWP), quarterly reports, and the Q4 PBS performance reports submitted it was not established whether the LG met the targets.</p> <p>The details set out in the AWP did not provide for the farmer and farmer's institutional training while the Q4 report recorded that 1300 farmers had been trained.</p>	0

knowledge products
shared

- Reviewing the visitors book to confirm the extension worker's visit.

If the Production Department has trained and met MAAIF farmer and farmer's institutional training targets for the previous FY score 5 or else 0

Evidence the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY.

From MAAIF obtain the quarterly Agriculture extension grant reports submitted by LGs.

From DPO, Obtain and review quarterly reports of the previous FY to establish the number of farmers reached and supported by extension officers in the following areas:

- Enterprise selection,
- Value chain production,
- Harnessing post-harvest handling,
- Market linkages, processing and value addition,
- Pest and disease surveillance

Calculate the percentage increase between the previous FY but one and the previous FY.

If the LG has increased the Percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY but one score 5 or else 0.

A review of the consolidated Annual Work Plan(AWP), quarterly reports, and the Q4 PBS performance reports submitted it was not established whether the LG increased the percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY.

The AWP had a target of training one hundred fifty(150) farmers in growing cashew nuts. A review of the Q4 report Pg.48, the documented outputs included 108 field visits made, 24 monitoring/ sensitization visits made, transport facilities serviced, and 3 irrigation demo sites operationalized, 1300 farmers trained. None of these could be found in the AWP therefore rendering it difficult to make comparisons with the performance in FY 2022/23.

Evidence that LG collects and submits agricultural data and statistics on acreage and production, and submits reports to MAAIF using tools

i. Daily Capture fisheries/aquaculture

ii. Monthly livestock

iii. Crop Seasons

iv. Entomology reports

From DPO obtain and review the following reports

a) Capture fisheries/aquaculture

b) Monthly livestock

c) Crop Seasons

d) Entomology reports

Verify if this data is collected and submitted to MAAIF (evidence of stamped copy).

Score 5 if any of the above reports are compiled and submitted or else 0.

Kaliro DLG collected agricultural data and statistics on acreage and production for FY 2023/23 as reviewed in soft copy but was not submitted to MAAIF with evidence of stamped copy as per the assessment manual requirements.

The data covered the district profile, staffing, District HQ facilities, weather information, food security information, AEG/PMG funds, agricultural advisory services, demonstrations conducted, crop performances and output, major income-generating crops, major crop pests and disease; priority livestock enterprises, ownership of livestock, beef cattle, farmers benefiting from livestock technologies/inputs/equipment, marketing of animals and animal products; major diseases, disease control, fish farming, and fisheries resources management; entomology management. However, the following sub-program (s) data was submitted to MAAIF by email, namely aquaculture- as seen in a printout of a submitted email dated 14th May 2024.

Evidence that the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance

From DPO obtain and review the quarterly performance report to determine whether the respective units within the department conducted pests, vector and disease surveillance in the previous FY.

From the clerk to council obtain and review council minutes to verify whether reports on pests, vector and disease were presented to the relevant committee of the Council and the actions taken by council on the reports of surveillance to reduce and control pests, vectors and diseases

If the LG has conducted surveillance on pest and disease occurrence and taken corrective actions based on findings from the surveillance score 5 or else 0

Kaliro DLG conducted surveillance on pest and disease occurrence and recommended corrective actions and were followed through in the subsequent quarters during the year under review as seen in the following quarterly reports:

1. Pest and disease surveillance report Q1 FY 2023/24 dated 30th September 2023/2024. Cases of armyworm, coffee twig borers, dodder etc were reported.
2. Pest and disease surveillance report Q2 FY 2023/24 dated 28th December 2023.
3. Pest and disease surveillance report Q3 FY 2023/24 dated 28th March 2024.
4. Pest and disease surveillance report Q4 FY 2023/24 dated 28th June 2024.
5. Livestock sector investigation and field observation report dated 12th October 2023 where three outreaches were undertaken in Bumanya, Kasokwe SC, and Nawaikoke TC. In Bumanya SC at Buloma village, there was a spike in disease revealing tick bone diseases. Samples were taken to the lab and vaccinations were conducted thereafter.

Access

Evidence that LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

From the DPO, obtain and review the inventory of 'Results demonstration' and trial sites.

From the list obtained, sample at least 2 demonstration sites to ascertain whether

- The demonstration site is functional and in good condition.
- Farmer visits took place by reviewing the visitors' book
- Attendance sheets to verify participation in the training

If the LG has functional results demonstration and trial sites, has conducted farmer training at each of these sites, and farmers have utilized these sites for learning purposes in previous FY score 6 or else 0

Evidence of Kaliro DLG having functional results demonstration and trial sites with farmer training conducted at each site was established through field visits. The LG has four (4) results demonstration and trial sites as seen in the list provided by DPO's Office.

The assessor visited two out of the four demonstration sites by LLG hereunder;

(a) **Kasokwe Sub County(visited)** - Banana and coffee demonstration with micro scale irrigation showcasing dri, drag hose methods, hosted by Mugendawala Hamis. Beneficiary farmer Deborah Mpagi was interviewed and confirmed she had been trained on the site by the LLG Agricultural Officer Ms.Barbra Wanyana on how to use irrigation as part of the climate-smart agricultural techniques.

2. **Kaliro Town Council(visited):** - Banana and horticulture site hosted by Alireki David

3. Bukumankoola Sub County - Banana and horticulture hosted by Alerike David

4. Iziinga SC - Banana and horticulture hosted by Kihuruka Erick

5. District HQ - Maize, Haas avocado, and horticulture hosted by the District Production Office.

Evidence that the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment)

From the DPO, obtain and review the registry/database of the key players and service providers to verify if the database is existent and includes the service providers where farmers can obtain services. The list should among others include:

- Research organizations,
- Profile of genuine agro-dealers, agro-processors,
- Private extension service providers, and
- Agriculture finance institutions and insurance, in the LG.

From the register, verify whether it is up-to-date by reviewing new entries made in the previous FY.

Interview the sampled farmers to verify that the list was publicized.

If the Production Department has collected, compiled and publicized up-to-date data and information on key players/service providers (updated one quarter before the assessment) score 6 or else 0.

Kaliro DLG collected, and compiled data and information and publicized on key players/service providers.

The reviewed list dated 5th August 2024, comprised ten (10) agro-input dealers by business name, LLG, and contact as shown hereunder. It was found publicized at the DPO's NoticeBoard and Kasokwe Subcounty Notice Board during the field visits.

Kaliro TC:

1. Amon and Sons
2. Bamukisa agro input
3. Walujjo and Sons
4. Bwatti Enterprises
5. Tek Agro Enterprises
6. Bulamogi Agro Vet

Namwiwa TC:

7. Musana Agro

Bumanaya TC:

8. Saturday Agro
9. Zaina Agro

Buyinda TC:

10. Elisa Agro

Evidence that the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together.

From the DPO, obtain and review reports on awareness events such as agricultural shows and exhibitions that bring together farmers and other sub-programme players/actors together to verify:

- Theme of the event
- When the event took place
- Where it took place
- The targeted participants
- The participants that attended
- Exhibition photographs and pictures

If the LG organized awareness events during the previous FY such as agricultural shows, exhibitions, and farmer field days aimed at bringing farmers and other sub-programme actors together score 8 or else 0.

During the FY under review, a review of the AWP and Q4 PBS report revealed that **Kaliro DLG did not budget for and consequently never organized awareness events.**

Human Resource Management

Evidence that the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY

From the PHRO, obtain and review the personnel files of extension workers to verify recruitment of extension workers

From the DPO and PHRO Obtain the staff list to verify the deployment of extension staff per LLG.

If the LG ensured at least one extension worker was deployed in each of the LLG during the previous FY score 5 or else 0

Kaliro DLG met the requirements of at least one extension worker deployed in each of the LLGs during the FY under review. The LG has fifteen (15) LLGs. The staff files provided for review by the PHRO and Central Registry show that extension workers were recruited while the DPO Staff List as of 1st July 2023 shows that there were thirty-five extension staff deployed across the 15 LLGs. E.g. during the filed visits Ms. Barbra Wanyana -Agricultural Office Kasokwe SC was found deployed in the LLG as seen physically, through activity reports reviewed and the notice board.

Evidence that the extension workers are providing extension services in the LLGs where they are deployed

Sample and visit at least two LLGs

- Review the notice board to verify the names of extension workers in the LLG
- Review the attendance book
- Review the quarterly reports submitted by the extension workers in the sampled LLG

If the extension workers are providing extension services in the LLGs where they are deployed score 5 or else 0.

During the assessment two LLGs namely Kasokwe SC and Kaliro TC were sampled and **extension workers were found providing extension services in the LLGs where they are deployed** as shown hereunder:

(a) Kasokwe SC – Ms Wanyana Barbara - Agricultural Officer was displayed on the staff list at the noticeboard and visited Mr. Mugendawala Hamis (Buyodi Demonstration Farm) on 22nd October 2024 as seen in the visitors' book. The four-quarter reports of her activities were reviewed and verified by interviewing a beneficiary farmer Deborah Mpagi, who confirmed having attended a Climate Smart Agriculture training organised by the extension staff.

(b) Training schedule for farmers at lower LLGs by District Crop Staff dated 30th June 2023.

10	<p>Evidence that the LG has facilitated, and equipped extension staff with basic equipment in the previous FY</p>	<p>From the DPO obtain the annual budget performance reports to verify that resources were allocated and utilized for buying equipment and tools for production staff.</p> <p>Obtain the asset register to confirm the equipment allocated to extension services</p> <p>From the sampled LLG, interview the extension staff to verify whether they have the basic equipment including; motorcycles, tablets/phones, tools, and extension kits.</p> <p>If the LG has facilitated, and equipped extension staff with basic equipment in the previous FY score 5 or else 0.</p>	<p>A review of the Annual Work Plan(AWP) and budget performance reports Kaliro DLG provided for equipping its extension staff with basic equipment in the previous FY as follows:</p> <p>a) Procurement of outboard engine 25HP to support the reduction of illegal fishing activities in Lake Nakuwa(UGX. 20,000,000/=) delivered on 20th September 2024 as found in the asset register.</p> <p>b) Procurement office furniture for the Animal Husbandry Officer (UGX. 3,000,000/=) delivered on 18th June 2024 as found in the asset register.</p>	5
11	<p>Evidence that LG has provided capacity building to extension workers</p>	<p>From the DPO, obtain and review the training needs assessment reports, training programs and training reports to verify whether the extension staff were provided with capacity building through; training programs, exchange visits, learning tours, and field visits to research centers, among others</p> <p>If the LG has provided capacity building to extension workers score 5 or else 0.</p>	<p>Kaliro DLG provided capacity building to extension workers evidenced as follows:</p> <p>(a) Cross-learning visit report to Nwoya District Local Government dated 12th July 2024. The team included the D/CAO, Secretary Production, DPO, all crop sector, livestock and entomology staff. The sites visited included Kampa feeds and Kange integrated fish farm.</p> <p>(b) Report on a benchmarking visit to Bugiri District dated 22nd July 2024. The team included the fisheries staff who visited the Wakawaka landing site and Pearl agri-business and skilling centre.</p>	5

Management and functionality of amenities

12	<p>Evidence that public production facilities are functional and have proper management structures</p> <p>From the DPO Obtain a list of public production facilities these include but are not limited to, communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes.</p> <p>Sample and visit at least one facility to establish functionality.</p> <p>If the public production facilities are functional and have proper management structures score 5 or else 0</p>	<p>Kaliro DLG public production facilities were not functional and no proper management structure at the sampled and visited site was found. The following lists of production facilities were reviewed:(a) List of eleven (11) fish landing sites with the Fish Landing Committee compositions dated 18th January 2024 and (b) Kaliro livestock sector infrastructure and functional status as of March 2024. It had 11 cattle dips, 4 milk plants, and 1 cattle market. The slaughter slab in Kaliro TC was sampled and visited it was found in poor hygienic condition with the floor littered with blood.</p>	0
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Operation, maintenance and management of production facilities (e.g. communal watering facilities, markets, value addition centers, fish landing sites, slaughter slabs, community bulking stores, dip tanks, cattle crushes)

Evidence that the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training

From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities.

At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided

At the sampled facilities verify the functionality of the management structures through; reviewing the minutes of the committee, the business of the committee members, and subscriptions among others

If the LG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training score 5 or else 0

Evidence that Kaliro DLG had provided technical support on O&M and management of the agricultural infrastructural facilities to the beneficiaries of these facilities through training was not establishable as no training report for the site sampled and visited was available.

The slaughter slab in Kaliro TC was sampled and visited it was found in poor hygienic condition with the floor littered with blood indicating poor management of the facility.

Management of Financial Resources

Evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY

From the Planner obtain the Annual work plan, budgets, and budget performance report of the previous FY to verify whether the production department budget and expenditures complied with the guidelines.

If the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY score 10 or else 0.

A review of the Guidelines for Agro-Industrialisation Programm Conditional Grants to Local Governments FY 2023/24, Annual Work Plan and Budget Performance reports revealed that **Kaliro DLG did not adhere to the MAAIF planning and budgeting guidelines** during the previous FY as illustrated hereunder:

(a) Recurrent expenditure items like fuel and vehicle servicing were budgeted under development expenditure.

Environment, Social, Health and Safety

a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0

From the LG Agricultural Office, obtain and review;

- LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place

Kaliro DLG put in place measures to include smallholder farmers among the beneficiaries of agricultural services, as seen in the Minutes of the Crop Sector Meeting Held on 11th August 2023 at the Production Department. MIN 05/KLR/CRP/08/2023: Seed Distribution mainly required the extension workers to ensure seeds are distributed with special consideration for young male and female and smallholder farmers utilising the PDM guidelines as the practice had been to give commercial farmers only.

b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0

If the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0

c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0

15	<p>a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0</p> <p>b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0</p> <p>c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0</p>	<ul style="list-style-type: none"> • From the LG Agricultural Office, obtain and review; • LG AWP to establish that measures to include small holder farmers among the beneficiaries of agricultural services are in place • Details of beneficiaries of agricultural services to ascertain that (small holder farmers, young women and young farmers) are accessing services <p>If the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0</p>	<p>Kaliro DLG put in place measures to include smallholder farmers among the beneficiaries of agricultural services as seen in the Minutes of the Crop Sector Meeting Held on 11th August 2023 at the Production Department. MIN 05/KLR/CRP/08/2023: Seed Distribution required extension workers to ensure seeds are distributed with special consideration for young male and female and smallholder farmers utilising the PDM guidelines as the practice had been to give commercial farmers only as seen in the seed distribution list.</p>	2
15	<p>a) Evidence that the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0</p> <p>b) Evidence that the LG has implemented measures to ensure that young women and young farmers (18-35 years) are accessing services score 2 or else 0</p> <p>c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0</p>	<ul style="list-style-type: none"> • From the LG Agricultural Office, obtain and review; • Reports to ascertain that farmer groups are trained in grievance management and stakeholder engagement • Reports to ascertain that farmer groups are trained in the management of agro-chemicals <p>Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0</p>	<p>There was evidence of farmer training in stakeholder engagement and the management of agrochemicals from the review. A review of the Minutes of the crop sector meeting held on 11th August 2023 at the Production Department, MIN 06/KLR/CRP/08/20: GRIEVANCE MANAGEMENT, the meeting resolved to train farmers during field verification visits in the LLGs for the year under consideration revealed that farmer groups were trained in grievance management.</p>	2

Transparency, oversight, reporting and accountability

Evidence that the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services.

From the Clerk to Council office, obtain and review multi-stakeholder monitoring reports for extension services and agricultural projects to ascertain that the key stakeholders including RDC, C/P LCV, CAO Secretary for Production, Production Committee, DPMO & Subject Matter Specialists (SMSs) and NGOs participated in the multi-stakeholder monitoring.

If the LG has conducted multi-stakeholder monitoring of Agricultural Extension Services score 7 or else 0

Kaliro DLG conducted multi-stakeholder monitoring of Agricultural Extension Services as evidenced hereunder:

(a) A review of the Quarter Four Stakeholders Monitoring Report FY 2023/2024 dated 28th June 2024 prepared by the DPO, shows that a joint technical and political team from the district comprising the CAO, LCV Chairperson, RDC, Secretary Production, Internal Auditor, PAS and CFO conducted a supervision and monitoring visit to sub-counties and a few farmers who benefited from PDM and Oil seed programmes.

Evidence that the DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0

From DPO obtain and review the monitoring and supervision reports, and training/mentoring report to verify if DPO provided support supervision to the LLG extension workers.

At the sampled LLGs obtain and review the training reports, feedback notes and recommendations from DPO to the extension staff to verify the support provided.

The DPO has supported, supervised, mentored, and provided technical to the agriculture extension workers score 7 or else 0.

A review of the activity report of the DPO for Q4 FY 2023/24, indicates the **DPO undertook Monitoring and Supervision of Production and Marketing Departmental field activities**. Thirty-three visits were targeted and achieved in all the LLG during the quarter. Highlights included:

(a) Attendance of staff at the LLGs had improved,

(b) Extension staff submitted quarterly reports to their respective SACAOs and DPO, and

(c) Entomology sector improved greatly and farmers have been enabled to adopt modern farming techniques.

The field visit to the sampled LLG as found at Kasokwe SC, the Ms. Wanyana Barbra -Agriculture Officer was found with all the quarterly reports for the year under review.