



LGMSD 2024/25

Namayingo
District

(Vote Code: 594)

Assessment

Scores

PMs and Indicators to Incentivise Delivery of Quality and Usable Visible Outputs (Infrastructure Assets)	44%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Education Services	38%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Health Services	52%
PMs and Indicators to Incentivise Delivery of Accessible, Quality and Efficient Water and Sanitation Services	91%
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	93%

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><i>From the PDU Register and Budget performance report, the following 29No. infrastructure projects were undertaken during the previous FY 2023/24;</i></p> <ol style="list-style-type: none"> 1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C. 2. Roof change at Bumalenge and Singila HCII 3. Repair and maintenance of 2 GAVI Boats 4. Construction of a water borne Toilets at Buyinja HC IV - OPD 5. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s 6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C 7. Construction of three 5 stance VIP latrines in RGCs 8. Drilling and platform casting of 5 deep Boreholes in selected sub counties 9. Spring Protection 10. Construction of Piped Water Supply System (Phase one) 11. Procurement and installation of 2 big gates one medium gate and Security guard house 12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office 13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools. 14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch) 15. Design, supply and installation of irrigation equipments under micro-scale irrigation program 16. Procurement of borehole spare parts under water sector 17. Supply of murram, gravel and culverts for Simase swamp - Bukana - Watega Road 18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road 19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road 	15

20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road
21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road
22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road
23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road
24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road
25. Supply of murram, gravel and culverts for Lutolo - Busiro Road
26. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)
27. Supply of murram, gravel and culverts for Namayingo - Syanyonja Road
28. Supply of murram, gravel and culverts for Bumoli - Mukorobi - Malendere - Lumboka Road
29. Nairobi-Tanganyika-Mawa Road

Of the projects above undertaken during the FY 2023/24, 6No.projects were sampled from each subprogram under (1) Education, (2) Water, (1) micro-scale irrigation, (0)Production-no project executed, (1) Health, and (1) project was sampled from the Roads sub program. These projects include:

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.
2. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
3. Drilling and platform casting of 5 deep Boreholes in selected sub-counties
4. Construction of Piped Water Supply System (Phase one)
5. Design, supply and installation of irrigation equipments under micro-scale irrigation program for Lot 6
6. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

All the sampled projects were scrutinized for compliance to approved designs and layouts plus the District Engineer, District water officer and Senior Agricultural Engineer's adherence to the designs during implementation as below;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

There was evidence of standard designs and layouts on file, As regards the field observations, implementation was done in conjunction with the BOQ and designs despite absence of the lightening arresters which the DE had communicated to the contractor as a fix prior to issuance of the certificate.

2. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C- NAMA/904/Wrks/23-24/00007.

There was evidence of approved standard classroom block layouts and designs on file (DWG No. CMU/BE/2CRM/20/01). Classroom block constituted of a sound plastered brickwall external and internal partition walling structure, Roof structure in treated timber and covered by gauge 28 Roofing sheets c/w plastic fascia boards. There was evidence of an access ramp, 14No. metal casement windows, 1No. blackboard and soft pin board per classroom, 2 no. metal cased access doors. The verandah posts had however been replaced with concrete columns through the District Engineer`s instruction. Painting works, splash apron and screed floor finishes had also been completed as per the scope.

3. Drilling and platform casting of 6 deep Boreholes in selected sub-counties- NAMA/904/Wrks/23-24/00006.

There was evidence of well designs on file. Borehole drilling, equipping and slab casting were implemented as per the designs. There was evidence of Borehole equipping and the associated slab & overflow/waste water channel.

4. Construction of Piped Water Supply System (Phase one)- NAMA/904/Wrks/23-24/00021.

Implementation was ongoing at the time of assessment. There was evidence of approved designs and layouts both on file and at the active construction site. At the time of assessment, the contractor was progressing smoothly in line with the provisions of the designs.

5. Design, supply and installation of irrigation equipments under micro-scale irrigation program

There was evidence of design schematics submitted by the pre-qualified contractor M/S Techford contractors and suppliers. Implementation had been done as per the design and comprises of submersible solar water pump, solar panels and mounting structures, electrical accessories, pipe network and the associated sprinklers.

6. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

Executed with support from framework contracted suppliers of the specific materials and road components based on call off orders. Based on visual inspection a drive along the road, the 14Km stretch is motorable and consists of a normal crown camber to side drains, offshoots, evidence of gravelling, grading and compaction. Implementation was informed by the road conditional survey report prepared by the district engineer.

Given that there was 100% compliance of the 6No. sampled infrastructure projects above, the LG meets the requirements of the performance indicator.

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

From the PDU Register and Budget performance report, the following 29No. infrastructure projects were undertaken during the previous FY 2023/24;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.
2. Roof change at Bumalenge and Singila HCII
3. Repair and maintenance of 2 GAVI Boats
4. Construction of a water borne Toilets at Buyinja HC IV – OPD
5. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s
6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
7. Construction of three 5 stance VIP latrines in RGCs
8. Drilling and platform casting of 5 deep Boreholes in selected sub counties
9. Spring Protection
10. Construction of Piped Water Supply System (Phase one)
11. Procurement and installation of 2 big gates one medium gate and Security guard house
12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office
13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools.
14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)
15. Design, supply and installation of irrigation equipments under micro-scale irrigation program
16. Procurement of borehole spare parts under water sector
17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road
18. Supply of murram, gravel and culverts for

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Namayingo - Bukeda - Tangayika - Buyondo Road

19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road

20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road

21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road

22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road

23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road

24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road

25. Supply of murram, gravel and culverts for Lutolo - Busiro Road

26. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

27. Supply of murram, gravel and culverts for Namayingo - Syanyonja Road

28. Supply of murram, gravel and culverts for Bumoli - Mukorobi - Malendere - Lumboka Road

29. Nairobi-Tanganyika-Mawa Road

A sample size of 6 infrastructure projects were assessed through visual inspection to check for existence and magnitude of any defects:

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

Minor cracks observed on the floor screed at the access ramp and splash apron.

2. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C- NAMA/904/Wrks/23-24/00007.

No substantial defects observed at this facility.

3. Drilling and platform casting of 6 deep Boreholes in selected sub-counties- NAMA/904/Wrks/23-24/00006.

No substantial defects observed at the borehole points.

4. Construction of Piped Water Supply System (Phase one)- NAMA/904/Wrks/23-24/00021.

Not applicable to this project as its still in progress.

5. Design, supply and installation of irrigation equipments under micro-scale irrigation program

Minor rust points observed on the solar panel support structure.

6. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

The road section was generally motorable however, **minor corrugations had developed at some sections.**

Usable

3

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

From the list of 29 projects implemented during FY 2023/2024 by the PDU Register and Budget performance report, the following (6 no. sample) projects that were undertaken during the previous FY 2023/24 were sampled and visited for visual assessment to check for functionality, and usage of basic amenities:

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

The structure consisted of usable amenities like the access ramp, finished floor, installed solar power connection and the well secured/enclosed and ventilated rooms to serve the facilities intended purpose though not yet operational-pending commissioning by the DHO.

2. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C-NAMA/904/Wrks/23-24/00007.

The basic amenities for this structure included ramps for access, provision of enclosed classroom space for learners, blackboards, door and windows and the facility was already in use and serving as planned..

3. Drilling and platform casting of 6 deep Boreholes in selected sub-counties-NAMA/904/Wrks/23-24/00006.

soak aways, borehole guard rail structures, and the necessary borehole equipping are the major amenities required. The boreholes were in good condition and serving the communities albeit the struggle with hard water.

4. Construction of Piped Water Supply System (Phase one)- NAMA/904/Wrks/23-24/00021.

Not applicable to this project as its still in progress.

5. Design, supply and installation of irrigation equipment under micro-scale irrigation program

The associated basic amenities include submersible water pumps, overhead water supply reservoirs, pipework, sprinkler and drag horse components. The system was in a healthy condition and was serving as intended.

6. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

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The road section was generally motorable and is serving its intended purpose. Among others, the basic amenities are a motorable pavement surface, sufficient camber and side drains/off shoots.

100% of the sampled projects complied with the requirements of the performance measure.

Human Resource Management

4

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:
Districts	
i. Chief Finance Officer	Appointment letters for all HoDs
ii. District Planner	Review the payroll to establish that the recruited staff accessed the most recent payroll.
iii. District Engineer	If 100% of the above positions are filled score 6
iv. District Natural Resources Officer	If 80 – 99% of the above positions are filled score 4
v. District Production Officer	If below 80% of the above positions are filled score 0
vi. District Commercial Officer	
vii. District Community Development Officer	
viii. District Health Officer	
ix. District Education Officer	

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

1. **67% (6 out of 9) of all HoD positions were substantively filled,**
2. All HoD were deployed retrospectively, and
3. All HoD appeared on the Payroll for November 2024
4. All HOD were appraised in FY2023/24

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

Evidence

i. Chief Finance Officer- Mr. Oguttu Paul was substantively appointed on Promotion on 28 June 2017 under Minute Number NDSC 40.1/2017. Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Evidence of Appraisal for FY2023/24 on 28 June 2024.

ii. District Planner- Mr Mangeni Martin is the Planner who was appointed in Acting Position of District Planner on 29 June 2022 under Minute No. NDSC/6/43/2022/5
Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Evidence of Appraisal on 28 June 2024.

iii. District Engineer- Mr. Kirya Godfrey who is the Senior Engineer was appointed in Acting Position of District Engineer on 29 June 2022 under Minute No. NDSC/6/43/2022/6. Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 1 July 2024.

iv. District Natural Resources Officer- Mr. Busagwa Alex was substantively appointed on Accelerated Promotion on 29 June 2022 under Minute No. NDSC/5/43/2022/2. Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 17 July 2024.

v. District Production Officer- Dr Batwala Steven

was substantively appointed on Promotion on 09 April 2019 under Minute No. NDSC/98/2019 (4) Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 27 June 2024.

vi. District Commercial Officer- Mr. Odako Zadok was substantively appointed on Accelerated Promotion on 29 June 2022 under Minute No. NDSC/5/43/2022/1 Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 25 June 2024

vii. District Community Development Officer- Ms. Nandudu Betty Mubiita was substantively appointed on Promotion on 1 April 2015 under Minute No. NDSC 246/20215 (1) Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 28 June 2024.

viii. District Health Officer- Dr Magoola Patrick was substantively appointed on Promotion on 21 March 2018 under Minute No NDSC/62/2018. Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction dated 8 January 2024. Appraisal for FY2023/24 on 25 June 2024

ix. District Education Officer- Mr. Ouma Godfrey Hasibate is the Senior Inspector of Schools on Assignment of Additional Duties of District Education Officer on 10 June 2024. Appeared in the Payroll for December 2024 report date 17 December 2024. Posting Instruction (Retrospectively Signed) dated 8 January 2024. Appraisal for FY2023/24 on 25 June 2024.

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	Appointment letters for all HoDs
iii. City Engineer	
iv. City Natural Resources Officer	Review the payroll to establish that the recruited staff accessed the most recent payroll.
v. City Production Officer	
vi. City Commercial Officer	If 100% of the above positions are filled score 6
vii. City Community Development Officer	If 80 – 99% of the above positions are filled score 4
viii. City Physical Planner	
ix. City Health Officer	If below 80% of the above positions are filled score 0
x. City Education Officer	

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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	If 100% of the above positions are filled score 6
vi. Principal Commercial Officer	If 80 – 99% of the above positions are filled score 4
vii. Principal Community Development Officer	If below 80% of the above positions are filled score 0
viii. Medical Officer of Health Services	
ix. Principal Education Officer	

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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	

0

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

1. **93% (66 out of 71) of all critical staff positions were substantively filled,** and
2. All critical staff appeared on 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- Ms. Kakai Harriet was substantively appointed on Transfer and Promotion on 3 August 2015 under Minute No. NDSC 305/2015 (iii) Appeared in the Payroll for December 2024 report date 17 December 2024.

ii. Principal Human Resource Officer- Mr. Wasswa Umar Kyebagulo was substantively appointed on Promotion and Transfer on 5 April 2023 under Minute No. 0304/NDSC/2023/3a(1) Appeared in the Payroll for December 2024 report date 17 December 2024.

iii. Principal Human Resource Officer (Secretary DSC) - Mr. Wasswa Umar

- viii. Water Officer
- ix. Senior Inspector of Schools
- x. Labour Officer
- xi. Senior Assistant Secretaries (SAS)
- xii. Senior Assistant Town Clerks
- xiii. Parish chiefs

Kyebagulo who is the Principal Human Resource Officer is the Acting Secretary to DSC

iv. Senior Environment Officer- Mr. Musa Discharchi is the Environment Officer on Assignment of Additional Duties of Senior Environment Officer on 2 October 2023.

Appeared in the Payroll for December 2024 report date 17 December 2024.

v. Senior Land Management Officer- Ms Mutesi Minsa was substantively appointed on Promotion on 27 June 2018 under Minute No. NDSC/73/2018 (i) Appeared in the Payroll for December 2024 report date 17 December 2024.

vi. Principal Internal Auditor- Mr. Oundo Samuel Maganga is the Internal Auditor on Assignment of Additional Duties of Principal Internal Auditor on 258 March 2023. Appeared in the Payroll for December 2024 report date 17 December 2024.

vii. Senior Agriculture Engineer- Mr. Osinya Fredrick was substantively appointed on 08 October 2019 under Minute No. NDSC/122/2019/6(1) Appeared in the Payroll for December 2024 report date 17 December 2024.

viii. Water Officer- Mr. Wabusa Joshua was substantively appointed on Transfer on 7 October 2021 under Minute No. NDSC/005/2021/007 (7) Appeared in the Payroll for December 2024 report date 17 December 2024.

ix. Senior Inspector of School – Mr. Ouma Godfrey Hasibate was substantively appointed on Promotion on 28 June 2017 under Minute No. NDSC/40.9/2017 Appeared in the Payroll for December 2024 report date 17 December 2024.

x. Labor Officer- Mr. Bwire David was substantively appointed on Promotion on 7 December 2021 under Minute No. NDSC 004/11/2021 (xi) Appeared in the Payroll for December 2024 report date 17 December 2024.

xi. Senior Assistant Secretaries (SAS) – 8 SAS substantively appointed. Appeared in the Payroll for December 2024 report date 17 December 2024.

xii. Senior Assistant Town Clerks- 1 out 3 Substantively appointed. Appeared in the Payroll for December 2024 report date 17 December 2024.

xiii. Parish Chiefs- All 50 Parish Chief substantively appointed. Appeared in the Payroll for December 2024 report date 17 December 2024.

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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	

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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	If 100% of the above positions are filled score 2 or else score 0
vi. Labour Officer	
vii. Principal Assistant Town Clerks	
viii. Town Agents	

<p>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>	<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 Reports (Project Briefs, ESIA, Screening reports) to determine whether they were undertaken timely • ESMPs for projects (At least 3 projects) <p>Check and verify if the LG conducted and used the results of the reconnaissance and/or technical investigations (where required) to:</p> <p>i. Prepare tender documents/BoQs for all infrastructure projects that are responsive to the standard drawings and/or customized technical designs (before advertising);</p> <p>ii. Ensure that the requisite Environment ESHS</p>	<p>6-i</p> <p><i>A total of 29No. infrastructure projects were undertaken during the previous FY 2023/24</i></p> <ol style="list-style-type: none"> 1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C. 2. Roof change at Bumalenge and Singila HCII 3. Repair and maintenance of 2 GAVI Boats 4. Construction of a water borne Toilets at Buyinja HC IV – OPD 5. Construction of (3) 5 stance lined pit latrines at,Bagana p/s, Bungecha p/s and Bumalenge p/s 6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C 7. Construction of three 5 stance VIP latrines in RGCs 8. Drilling and platform casting of 5 deep Boreholes in selected sub counties 9. Spring Protection 10. Construction of Piped Water Supply System (Phase one) 11. Procurement and installation of 2 big gates one medium gate and Security guard house 12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office 13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools. 14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch) 15. Design, supply and installation of irrigation equipments under micro-scale irrigation program 16. Procurement of borehole spare parts under water sector 17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road 18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road 19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road 20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road 21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road 22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road
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assessments have been undertaken (before preparing BoQs) (Screening for all projects, Project Briefs and Environmental Social Impact Assessment where applicable)	23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road
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	24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road
	25. Supply of murram, gravel and culverts for Lutolo – Busiro Road
	26. Supply of murram, gravel and culverts for Bumalenge – Matolo-Buraba Road in Sigulu subcounty (14KM)
	27. Supply of murram, gravel and culverts for Namayingo – Syanyonja Road
	28. Supply of murram, gravel and culverts for Bumoli – Mukorobi – Malendere – Lumboka Road
	29. Nairobi-Tanganyika-Mawa Road
	<i>Of these, 18No. projects were for repair/maintenance works and projects under force</i>
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	<i>account. The remaining 11 were new projects and projects undergoing completion, these required</i>
	<i>site reconnaissance and investigations to inform the designs and costing i.e.:</i>
v. Ensure that the cost estimates are consistent with the customized designs.	1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.
	2. Construction of a water borne Toilets at Buyinja HC IV – OPD
	3. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s
If the LG has met (i) to (v) score 6 or else 0	4. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
	5. Construction of three 5 stance VIP latrines in RGCs
	6. Drilling and platform casting of 5 deep Boreholes in selected sub counties
	7. Construction of Piped Water Supply System (Phase one)
	8. Procurement and installation of 2 big gates one medium gate and Security guard house
	9. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)
	10. Design, supply and installation of irrigation equipments under micro-scale irrigation program for Lot 6
	11. Procurement of borehole spare parts under water sector
	Only 36% <i>[Drilling and platform casting of 5 deep Boreholes in selected sub counties, Design, supply and installation of irrigation equipment under micro-scale irrigation program for Lot 6, Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C, Construction of Piped Water</i>

Supply System (Phase one)] of the 11 projects had site reconnaissance and geo-technical investigation reports on file at the time of assessment.

6-ii: The LG screened proposed projects for environmental and climate change impacts risks in the previous financial year, including:

1. Proposed Construction of a Two (2)- Classroom Block at Nasinu Primary School. Screening form prepared and signed by the SEO and PCDO on 21/08/2023;
2. Proposed Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C. Screening form prepared and signed by the EO and DCDO on 05/09/2023; and
3. Proposed Construction of a Mini Solar-Powered Piped Water Supply System for Bumalenge in Sigulu S/C. Screening form prepared and signed by the SEO and CDO on 22/08/2023.

6-iii: The status of incorporation of ESHS requirements identified in the ESMPs of the sampled projects in the schedule of requirements, specifications of the bidding/contractual documents and BoQs is as follows:

Construction of a Two (2)- Classroom Block at Nasinu Primary School. Bidding/contractual document of Procurement Reference No. Nama 904/wrks/2023-2024/00007 and of total bid price UGX 91,952,455/=. Therein is:

1. Code of Ethical Conduct for Contractor's Personnel under which is a commitment to address environmental and social risks related to the works.
2. Environment, health and safety management under which the Contractor commits to perform project works with extensive emphasis on care of the environment throughout the project areas and works.
3. Under the Resources: Personnel section are the academic and professional qualifications of the key safeguards' officers.

However, there was NO integration of ESHS safeguards in the Bill of Quantities (BoQs) of the project.

Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C. Bidding/contractual document of Procurement Reference No. Nama 904/wrks/23-24/00033. Total amount of bid UGX 115,434,980/=. Therein is:

1. Code of Ethical Conduct for Contractor's Personnel under which is a commitment to address environmental and social risks related to the works.

2. Environment, health and safety management under which the Contractor commits to perform project works with extensive emphasis on care of the environment throughout the project areas and works.
3. Under the Resources: Personnel section are the academic and professional qualifications of the key safeguards' officers.

However, there was NO integration of ESHS safeguards in the Bill of Quantities (BoQs) of the project.

Proposed Construction of a Mini Solar-Powered Piped Water Supply System for Bumalenge in Sigulu S/C. Bidding/contractual document of Procurement Reference No. Nama 904/WRKS/2023-2024/00021. Total amount of bid UGX 293,987,556/=. **Therein is NO integration of ESHS safeguards in the bidding/contractual documents.**

The BoQs for the project shows integration of ESHS safeguards as follows: Description: General Items is Item No. A281- Environment and Social Issues: Provide for environment and social mitigation measures during execution of the project, costed at UGX 1,000,000/=

6-iv

BOQs and specifications for the 11No. infrastructure projects under consideration were derived from standard and customized designs. Absence of any record of variation costs is **justification for no omissions** made during the preparation of these tender documents.

6-v

All the cost estimates included in the BOQs for the 11No. infrastructure projects were **scrutinized for consistence with the standard/ customized drawings and these were found to align.**

With reference to the above analysis, the LG does not meet requirements for this performance measure

Procurement

7

Evidence that the LG maintained a complete project file for each infrastructure project implemented in the previous FY. The procurement file should have and adhere to standards on the following: (or as amended to the PPDA guidelines on procurement records 2024)

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

- i. Contracts Committee Composition. The Contracts Committee must be formally and properly constituted.

From the PDU, Procurement files for all the Capital infrastructure projects implemented in the FY 23/24 were obtained and scrutinized for compliance with the PPDA guidelines on procurement records thus the subsequent requirements of the performance measure.

There was **evidence of a consolidated procurement work plan for the FY 23/24 approved by the CAO M/S. Namayega Edith on 13/July/2023 on file.**

The PDU kept complete procurement files for the implemented capital projects. However, there was **no evidence of**

0

ii. Approved Procurement Plan;	procurement files leading to issuance of framework contracts for the Force account Road maintenance projects. Details of the documents for some sampled projects that were included in the approved procurement plan for FY 23/24 are as follows:
iii. Initiation of procurement	
iv. Contracts Committee approval of the procurement method, bidding document, evaluation committee and shortlist of providers where applicable;	1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.-NAMA 904/WRKS/23-24/00033
v. Bidding document and any amendments or clarifications	A contracts Committee that consisted of six people who were the chairperson (Wasswa Umar), the secretary (Ojiambo Foustine) and four committee members (Wandera Geoffrey, Mukyala Constance, Dembe Daniel, Auma Brenda) , A record of the 7th Contracts Committee meeting held on 30th January 2024 for approval of procurement, Initiation of tender on 14th Feb 2024, A copy of the published advertisement of shortlist issued on 11/03/24, A record of issuance of bidding document with 2 potential bidders on 27 Feb 2024 using LGPP Form 6, A record of receipt of bids as issued on 27th Feb 2024 using Form 9, A record of opening of bids as issued on 27th Feb 2024 using LGPP Form 10, 2 copies of bids was received, An evaluation meeting was held and evaluation and Ms. Rivaflo Investment Ltd emerged the best evaluated bidder under (MIN 04/NDCC/08-03/2-23)-b , Correspondences between the procuring and disposing entity and the bidder(s): None were recorded except the letter of bid acceptance and Acceptance letter by bidder.
vi. Copy of the published advertisement of shortlist	construction of a two classroom blocks at Nasinu primary school in Namayingo T/C- NAMA 904/WRKS/23-24/00007
vii. Record of issuance of bidding document	A contracts Committee that consisted of six people who were the chairperson (Wasswa Umar), the secretary (Ojiambo Foustine) and four committee members (Wandera Geoffrey, Mukyala Constance, Dembe Daniel, Auma Brenda) , A record of the 7th Contracts Committee meeting minute (MIN/DCC/06/2023) held on 30th January 2024 for approval of procurement, Initiation of tender on 14th Feb 2024, A copy of the published advertisement of shortlist issued on 11/03/24, A record of issuance of bidding document with 2 potential bidders on 27 Feb 2024 using LGPP Form 6, A record of receipt of bids as issued on 27th Feb 2024 using Form 9, A record of opening of bids as issued on 27th Feb 2024 using LGPP Form 10, 2 copies of bids was received, An evaluation meeting was held and evaluation and Ms. Yoki General safe travels emerged the best evaluated bidder under (05/DCC/03-10/23-24 (C)) , Correspondences between the procuring and disposing entity and the bidder(s): None were recorded except the letter of bid acceptance and Acceptance letter by bidder.
viii. Record of receipt of bids	
ix. Record of opening of bids	
x. Copies of bids received	
xi. Evaluation meetings and evaluation report	
xii. Notice of best evaluated bidder	
xiii. Submission of contract to the Solicitor General for clearance where applicable	
xiv. Approval by Solicitor General where applicable	
xv. Contract and amendments thereto as per format/requirement including Contractor's ESMP	
xvi. Contract Committee minutes relating to the procurement	
xvii. Correspondences between the procuring and disposing entity and	2. Drilling and platform casting of 5 deep Boreholes in selected sub-counties- NAMA 904/WRKS/23-24/00006

the bidder(s)

xviii. Evidence of resolution of grievance or complaints (if any)

Score 2 if all documents are available otherwise score 0 if incomplete.

people who were the chairperson (Wasswa Umar), the secretary (Ojiambo Foustine) and four committee members (Wandera Geoffrey, Mukyala Constance, Dembe Daniel, Auma Brenda) , A record of the 7th Contracts Committee meeting minute (MIN/DCC/06/2023) held on 30th January 2024 for approval of procurement, Initiation of tender on 14th Feb 2024, A copy of the published advertisement of shortlist issued on 11/03/24, A record of issuance of bidding document with 2 potential bidders on 27 Feb 2024 using LGPP Form 6, A record of receipt of bids as issued on 27th Feb 2024 using Form 9, A record of opening of bids as issued on 27th Feb 2024 using LGPP Form 10, 2 copies of bids was received, An evaluation meeting was held and evaluation and Ms. Rivaflo Investment Ltd emerged the best evaluated bidder under (05/DCC/03-10/23-24 (b)) , Correspondences between the procuring and disposing entity and the bidder(s): None were recorded except the letter of bid acceptance and Acceptance letter by bidder.

Construction of Piped Water Supply System (Phase one)- NAMA 904/wrks/23-24/00021

A contracts Committee that consisted of six people who were the chairperson (Wasswa Umar), the secretary (Ojiambo Foustine) and four committee members (Wandera Geoffrey, Mukyala Constance, Dembe Daniel, Auma Brenda) , A record of the contracts Committee meeting during her sitting on 7/03/24 under MIN 04/08-03/NDCC/24 (a) for approval of procurement, Initiation of tender on 22nd Jan 2024, A copy of the published advertisement of shortlist issued on 11/03/24, A record of issuance of bidding document with 2 potential bidders on 09 Feb 2024 using LGPP Form 6, A record of receipt of bids as issued on 9th Feb 2024 using Form 9, A record of opening of bids as issued on 09th Feb 2024 using LGPP Form 12, 2 copies of bids was received, Solicitor general`s clearance requested vide CAO`s letter on 25/03/24 An evaluation meeting was held and evaluation and Ms. Abayaku general services ltd emerged the best evaluated bidder with contract signing done on 02nd April 2024

3. Design, supply and installation of irrigation equipment under micro-scale irrigation program for lots 13, 17 and 19

A contracts Committee that consisted of six people who were the chairperson (Wasswa Umar), the secretary (Ojiambo Foustine) and four committee members (Wandera Geoffrey, Mukyala Constance, Dembe Daniel, Auma Brenda) , A record of the 7th Contracts Committee meeting minute (MIN/DCC/06/2023) held on 30th January 2024 for approval of procurement, Initiation of tender on 14th Feb 2024, A copy of the published advertisement of shortlist issued on 20/05/24, A record of issuance of bidding document with 2 potential bidders on 27 Feb 2024 using LGPP Form 6, A record of receipt of bids as issued on 27th Feb 2024 using Form 9, A record of opening of bids as issued on

27th Feb 2024 using LGPP Form 10, 2 copies of bids was received, An evaluation meeting was held and evaluation and Ms. Techford contractors and suppliers ltd emerged the best evaluated bidder for Lots 13,17 and 19 under (04/NDCC/08-03/23-24 (g). Contract signing done 27/05/24.

4. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

*There were **no files pertaining to the procurement of the associated framework contractors at the time of assessment.***

Due to this shortfall, the LG did not fully meet the requirements of this performance measure.

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.

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

A comparison between the planned and actual timelines yielded 100% (6 of 6) of the Sampled projects deviating from the planned procurement schedule.

Therefore, the LG didn't adhere to the requirements of this performance measure.

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

Planned Bid opening/closure date was 20th Oct, 2023 as per the approved procurement plan contrary to the actual date of 27/02/24.

2. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C- NAMA/904/Wrks/23-24/00007.

Planned Bid opening/closure date was 26th July, 2023 as per the approved procurement plan contrary to the actual date of 27th Feb. 2024.

3. Drilling and platform casting of 6 deep Boreholes in selected sub-counties- NAMA/904/Wrks/23-24/00006.

Planned award notification date was 17th August, 2023 as per the approved procurement plan contrary to the actual date of 11th March. 2024

4. Construction of Piped Water Supply System (Phase one)- NAMA/904/Wrks/23-24/00021.

Planned date to have evaluation report approved by the CC was 03rd August, 2023 as per the approved procurement plan contrary to the actual date of 7th March. 2024

5. Design, supply and installation of irrigation equipments under micro-scale irrigation program

Planned award notification date was 17th August, 2023 as per the approved procurement plan contrary to the actual date of 20th May. 2024

6. Supply of murram, gravel and culverts for Bumalenge - Matolo-Buraba Road in Sigulu subcounty (14KM)

No basis for comparison as there were no procurement files at the time of assessment.

Contract management

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

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

All the 29 No. infrastructure projects constructed by the LG during the FY 23/24 were assessed and project management files scrutinized for presence of compulsory approvals;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

fixtures)	From LG Engineer obtain project management files.	2. Roof change at Bumalenge and Singila HCII
b) Evidence that the Project Manager during project implementation wrote site instructions and the contractor implemented these site instructions	Check for <ul style="list-style-type: none"> • Compulsory approvals Verify if compulsory approvals were issued score 2 else score 0	3. Repair and maintenance of 2 GAVI Boats
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		4. Construction of a water borne Toilets at Buyinja HC IV – OPD
d) Evidence that the Project Manager after practical completion: (for completed projects) paid the retention fund to the contractor after the Defects Liability Period		5. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s
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		6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
		7. Construction of three 5 stance VIP latrines in RGCs
		8. Drilling and platform casting of 5 deep Boreholes in selected sub counties
		9. Spring Protection
		10. Construction of Piped Water Supply System (Phase one)
		11. Procurement and installation of 2 big gates one medium gate and Security guard house
		12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office
		13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools.
		14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)
		15. Design, supply and installation of irrigation equipments under micro-scale irrigation program
		16. Procurement of borehole spare parts under water sector
		17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road
		18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road
		19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road
		20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road
		21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road
		22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road
		23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road
		24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road
		25. Supply of murram, gravel and culverts for Lutolo – Busiro Road
		26. Supply of murram, gravel and culverts for

Bumalenge – Matolo-Buraba Road in Sigulu subcounty (14KM)

27. Supply of murram, gravel and culverts for Namayingo – Syanyonja Road

28. Supply of murram, gravel and culverts for Bumoli – Mukorobi – Malendere – Lumboka Road

29. Nairobi-Tanganyika-Mawa Road

There were no records pertaining any of the compulsory approvals on file.

Therefore the DLG failed to meet the requirement for this performance measure

9

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

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

All the 29 No. infrastructure projects constructed by the LG during the FY 23/24 were assessed and project management files scrutinized for presence of written site instructions;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

2. Roof change at Bumalenge and Singila HCII

3. Repair and maintenance of 2 GAVI Boats

4. Construction of a water borne Toilets at Buyinja HC IV – OPD

5. Construction of (3) 5 stance lined pit latrines at,Bagana p/s, Bungecha p/s and Bumalenge p/s

6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C

7. Construction of three 5 stance VIP latrines in RGCs

8. Drilling and platform casting of 5 deep Boreholes in selected sub counties

9. Spring Protection

10. Construction of Piped Water Supply System (Phase one)

11. Procurement and installation of 2 big gates one medium gate and Security guard house

12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office

13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools.

14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)

15. Design, supply and installation of irrigation equipments under micro-scale irrigation program

16. Procurement of borehole spare parts under water sector

17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road

2

the client, and
Completion certificates
were issued to the
contractor

18. Supply of murram, gravel and culverts for
Namayingo - Bukeda - Tangayika - Buyondo Road

19. Supply of murram, gravel and culverts for
Bukeda -Bujwanga -Simase - Lufudu Road

20. Supply of murram, gravel and culverts for
Lutolo - Buchunia - Lugala Road

21. Supply of murram, gravel and culverts for
Namayingo - Buswale - Kitodha Road

22. Supply of murram, gravel and culverts for
Isinde - Luwerere - Mutumba - Dohwe Road

23. Supply of murram, gravel and culverts for
Namayingo-Maruba- Road

24. Supply of murram, gravel and culverts for
Namayingo - Dohwe - Maruba Road

25. Supply of murram, gravel and culverts for
Lutolo - Busiro Road

26. Supply of murram, gravel and culverts for
Bumalenge - Matolo-Buraba Road in Sigulu
subcounty (14KM)

27. Supply of murram, gravel and culverts for
Namayingo - Syanyonja Road

28. Supply of murram, gravel and culverts for
Bumoli - Mukorobi - Malendere - Lumboka Road

29. Nairobi-Tanganyika-Mawa Road

*There was evidence of site instructions issued by
the clerks of works and District engineer on
record at the time of assessment.*

*Therefore the DLG meets the requirements for
this performance measure*

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.

The LG prepared snag lists for the different project completions. there are records associated with follow ups for closure prior to payment and issuance of partial completion certificates.

Final Completion Certificates including approvals from Environment Officer and DCDO were not applicable as the projects were still in Defects Liability Period.

The LG meets the requirements of this performance measure.

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

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

A review of retention payments to contractors in FY 2023/24 revealed that ***the DLG issued Final Completion Certificates but the Senior Environment Officer and District Community Development Officer approved the completed works to ensure that environmental and social issues were addressed after payment was made to***

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 LG Engineer obtain project management files.

Check for

- 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

Contractors for some 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 the requirements for this performance measure.

Evidence

Construction of Gender & Disability Sensitive and Climate Resilience Empitable 5 Stance VIP Latrine at Syabalubi Primary School by Balweta General Services (U) Limited

- Final Completion Certificate completed by District Engineer on 24 May 2023. Retention Payment Certificate Certified by DE on 27 May 2024. Completion Report on Works dated 16 May 2024.

- Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer completed on 25 June 2024

- Request for Retention Payment of UGX 3,500,000 made on 08 February 2024 and Paid on 26 June 2024 EFT13148917

Construction of a 3-Stance Pit Latrine and Installation of a Mobilet at Buduma P/S in Bukana Sub County by Naboro Ventures Limited

- Final Completion Certificate was completed by the District Engineer on 18 February 2023. Retention Certificate certified by DE on 06 June 2024

- Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer completed on 26 June 2024

- Request for Retention Payment of UGX 2,050,000 made on 29 May 2024 and Paid on 26 June 2024 EFT13116080

Construction of a 2 Classroom Block at Hohoma Primary School by Yoki General Enterprises Limited

- Final Completion Certificate completed by District Engineer on 30 July 2023. Inspection Report dated 29 May 2024 signed by Asst Engineering Officer

- No Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer completed on 26 June 2024

- Request for Retention Payment of UGX 4,595,114 made on 23 May 2024 and Paid on 26 June 2024 EFT 13147679

Construction of a 5 Stance Lined Latrine at

Lwangosia Primary School by Naboro Ventures Limited

- Final Completion Certificate completed by District Engineer on 24 May 2023. Retention Payment Certificate certified by DE on 22 January 2024. Completion Report on 30 January 2024
- Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer on 30 January 2024
- Request for Retention Payment of UGX 1,484,732 made on 22 January 2024 and Paid on 21 February 2024 EFT10513978

Construction of a Classroom Block at Isinde Primary School by Mumago Constructors & Technical Engineers Ltd

- Final Completion Certificate completed by the District Engineer on 27 May 2023. Retention Payment Certificate certified by DE on 05 December 2023
- ***Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer on 17 June 2024 after payment was made to the Contractor on the 12 February 2024.***
- Request for Retention Payment of UGX 4,590,820 made on 17 November 2023 and ***Paid on 12 February 2024 EFT 10435286***

Construction of a 2 Classroom Block at Bulagaye Primary School by Hoyo Twins Limited

- Final Completion Certificate completed by the District Engineer on 30 June 2023. Retention Payment Certificate certified by DE on 12 January 2024. Completion Report dated 15 January 2024
- ***Environment and Social Certification Forms signed by the District Environment Officer and District Community Development Officer on 17 June 2024 after payment was made to the Contractor on 07 February 2024***
- Request for Retention Payment of UGX 6,000,000 made on 12 June 2023 and ***Paid on 07 February 2024 EFT10400031***

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.

- Meeting Schedules
- Minutes of site meeting
- Minutes of project handover to the client
- Final Completion Certificate including approvals from Environment Officer and DCDO.

Verify if:

- 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
- Completion certificates were issued to the contractor

Score 2 if all requirements are met; otherwise, score 0.

For the infrastructure projects constructed by the LG during the FY 23/24, thorough scrutiny was done for presence of completion certificates, progress meetings and projects' handovers to clients.

Reference to the project files, **there was evidence of progress site meetings through site meeting minutes including attendance lists.**

Also, there was **evidence that the LG issued out substantial completion certificates** for projects still within DLP.

There was evidence on record that the **contractors wrote completion reports** detailing the status of the project at handover stage.

The LG did not issue the **final completion certificates as they did not apply to projects within DLP.**

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

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

From LG Engineer

All the infrastructure projects constructed by the LG during the FY 23/24 were assessed and project management files scrutinized for presence of joint measurement sheets for admeasure able projects, quality and quantity verification for lumpsum projects;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.

the Project Manager and the contractor before works are certified.	obtain project files	2. Roof change at Bumalenge and Singila HCII
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	Check for <ul style="list-style-type: none"> • Evidence of joint measurement sheet/work verification 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. Score 2 if the requirements were met; otherwise, score 0.	3. Repair and maintenance of 2 GAVI Boats
c) Evidence that the project was implemented as per work schedule and completed within original completion date		4. Construction of a water borne Toilets at Buyinja HC IV – OPD
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).		5. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s
		6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
		7. Construction of three 5 stance VIP latrines in RGCs
		8. Drilling and platform casting of 5 deep Boreholes in selected sub counties
		9. Spring Protection
		10. Construction of Piped Water Supply System (Phase one)
		11. Procurement and installation of 2 big gates one medium gate and Security guard house
		12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office
		13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools.
		14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)
		15. Design, supply and installation of irrigation equipments under micro-scale irrigation program
		16. Procurement of borehole spare parts under water sector
		17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road
		18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road
		19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road
		20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road
		21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road
		22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road
		23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road
		24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road
		25. Supply of murram, gravel and culverts for Lutolo – Busiro Road
		26. Supply of murram, gravel and culverts for

Bumalenge – Matolo-Buraba Road in Sigulu subcounty (14KM)

27. Supply of murram, gravel and culverts for Namayingo – Syanyonja Road

28. Supply of murram, gravel and culverts for Bumoli – Mukorobi – Malendere – Lumboka Road

29. Nairobi-Tanganyika-Mawa Road

There was **evidence of joint measurement sheets on file as attachments backing up IPCs prior to approval of payments.**

There was evidence that the LG carried out and filed a **record of material quality tests as verification for quality of the deliverables** prior to payments.

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

- 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. Score 2 if the requirements were met; otherwise, score 0.

A review of the DLG's payments to Contractors for investment projects constructed by the DLG in FY 2023/24 indicated that no advance payments were paid to contractors prior to the commencement of works.

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

Evidence

All goods, services, and works procured locally by the DLG do not have provisions for advance payment. The Seed Secondary School Project implemented by the DLG in FY2023/24 was in the second year of implementation. All payments were made after a certificate of works completed was certified by the District Engineer i.e.

- Buhemba Seed Secondary School
- Remodeling of Dohwe HC II - OPD Structures in Buhemba SC
- Remodeling of Mulombi HC II - OPD Structures in Mutumba S/Cs
- Roof Change at Bumalenge HCII
- Roof Change at Singila HCII
- Construction of Water Borne Toilets at Buyinja HC IV – OPD
- Construction of (3) 5 Stance Lined Pit Latrines at Bugana P/S
- Construction of (3) 5 Stance Lined Pit Latrines at Bungecha P/S
- Construction of (3) 5 Stance Lined Pit Latrines at Bumalenge P/S
- Construction of a Two Classroom Block at Nasinu Primary School in Namayingo Town Council
- Construction of Piped Water Supply System (Phase one)

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

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

All the infrastructure projects constructed by the LG during the FY 23/24 were assessed and project management files scrutinized for presence of Work schedules;

1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.
2. Roof change at Bumalenge and Singila HCII
3. Repair and maintenance of 2 GAVI Boats
4. Construction of a water borne Toilets at Buyinja HC IV – OPD
5. Construction of (3) 5 stance lined pit latrines

or provision of a performance and advance payment guarantee before obtaining advance payment	compared to actual completion date.	at,Bagana p/s, Bungecha p/s and Bumalenge p/s
c) Evidence that the project was implemented as per work schedule and completed within original 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.	6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C 7. Construction of three 5 stance VIP latrines in RGCs 8. Drilling and platform casting of 5 deep Boreholes in selected sub counties 9. Spring Protection 10. Construction of Piped Water Supply System (Phase one) 11. Procurement and installation of 2 big gates one medium gate and Security guard house 12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office 13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools. 14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch) 15. Design, supply and installation of irrigation equipments under micro-scale irrigation program 16. Procurement of borehole spare parts under water sector 17. Supply of murram, gravel and culverts for Simase swamp - Bukana -Watega Road 18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road 19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road 20. Supply of murram, gravel and culverts for Lutolo - Buchunia - Lugala Road 21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road 22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road 23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road 24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road 25. Supply of murram, gravel and culverts for Lutolo - Busiro Road 26. Supply of murram, gravel and culverts for Bumalenge – Matolo-Buraba Road in Sigulu subcounty (14KM) 27. Supply of murram, gravel and culverts for Namayingo – Syanyonja Road 28. Supply of murram, gravel and culverts for Bumoli – Mukorobi – Malendere – Lumboka Road
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).		

There was **no trace of work schedules in the project files obtained**, hence **no basis for verification of timelines**.

Hence the LG not meeting the requirements of this performance measure.

10

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:	All the infrastructure projects constructed by the LG during the FY 23/24 were assessed and project management files scrutinized for updated work schedules and contract variations;
	From LG Engineer obtain project files	1. Remodeling of Dohwe HC II - OPD Structures in Buhemba S/C.
	Check for	2. Roof change at Bumalenge and Singila HCII
	• Work Schedule	3. Repair and maintenance of 2 GAVI Boats
b) Evidence of either no advance payment or provision of a performance and advance payment guarantee before obtaining advance payment	• When payment was made as compared to invoice date	4. Construction of a water borne Toilets at Buyinja HC IV - OPD
	• Original and amended contract where there is a variation.	5. Construction of (3) 5 stance lined pit latrines at, Bagana p/s, Bungecha p/s and Bumalenge p/s
c) Evidence that the project was implemented as per work schedule and completed within original completion date	Verify if the:	6. construction of a two classroom blocks at Nasinu primary school in Namayingo T/C
	i. That the LG developed a work schedule, displayed it and reported on physical progress as per the work schedule.	7. Construction of three 5 stance VIP latrines in RGCs
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).	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)	8. Drilling and platform casting of 5 deep Boreholes in selected sub counties
	Score 2 if the requirements (i) and (ii) were met; otherwise, score 0.	9. Spring Protection
		10. Construction of Piped Water Supply System (Phase one)
		11. Procurement and installation of 2 big gates one medium gate and Security guard house
		12. Renovation and minor repairs of the Finance & Planning boardroom & Service Commission Office
		13. Emptying and face lifting of latrines at Nasinu, Gorofa & Bungecha Primary Schools.
		14. Bridging of Nalyoba - Nairobi - Tanganyika (Nalyoba - Nairobi stretch)
		15. Design, supply and installation of irrigation equipments under micro-scale irrigation program
		16. Procurement of borehole spare parts under water sector
		17. Supply of murram, gravel and culverts for Simase swamp - Bukana - Watega Road
		18. Supply of murram, gravel and culverts for Namayingo - Bukeda - Tangayika - Buyondo Road
		19. Supply of murram, gravel and culverts for Bukeda -Bujwanga -Simase - Lufudu Road
		20. Supply of murram, gravel and culverts for

Lutolo - Buchunia - Lugala Road

21. Supply of murram, gravel and culverts for Namayingo - Buswale - Kitodha Road

22. Supply of murram, gravel and culverts for Isinde - Luwerere - Mutumba - Dohwe Road

23. Supply of murram, gravel and culverts for Namayingo-Maruba- Road

24. Supply of murram, gravel and culverts for Namayingo - Dohwe - Maruba Road

25. Supply of murram, gravel and culverts for Lutolo – Busiro Road

26. Supply of murram, gravel and culverts for Bumalenge – Matolo-Buraba Road in Sigulu subcounty (14KM)

27. Supply of murram, gravel and culverts for Namayingo – Syanyonja Road

28. Supply of murram, gravel and culverts for Bumoli – Mukorobi – Malendere – Lumboka Road

29. Nairobi-Tanganyika-Mawa Road

*There was **no evidence that the LG prepared and updated work schedules to report physical site progress**, hence no basis for verification of timelines.*

*There was **no record on the available files relating to any variation orders** hence no possible contract variations.*

*Due to the shortfall on preparation and updating work schedules, **the LG did not meet the requirements of this performance measure.***

Effective mobilisation and management of financial resources

11

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,

- Calculate the percentage increase in OSR,
- Ascertain the percentage of the mandatory LLG share of local revenues during the previous financial year,
- Calculate the percentage of the LLG remitted

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

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:

1. There was an increase of 61% in OSR (i.e. more than 5%) from FY 2022/23 to FY 2023/24
2. The DLG remitted the mandatory LLG share of local revenues during FY 2023/24 as stipulated in the Local Government Act CAP 243 Section 85.
3. The DLG remitted the LLG share of local revenues during FY 2023/24 within 10 workings days after the cash limit release

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

Evidence

1) Increase/ (Decrease) in OSR.

Submission of Annual Financial Statements Report FY2023/2024 Received by the Office of the Auditor General on 30 August 2024 Page 10

2

remitted.

OSR FY 2023/24

Verify if:

Taxes UGX 137,466,375

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%

Non Tax Revenue Non Exchange UGX 205,798,444

Non Tax Revenue Exchange UGX 390,000

Total UGX 343,654,819

OSR FY 2022/23

Taxes UGX 162,644,500

Non Tax Revenue Non Exchange UGX 8,909,581

Non Tax Revenue Exchange UGX 34,000,000

Total UGX 205,554,081

Increase/(Decrease) in OSR was OSR (FY2023/24-FY2022/23)/FY 2022/23= (343,654,819-205,554,081)/ 205,554,081= 61%

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.

2) Sharable Local Revenue Collected by HLG on behalf of LLG and Remitted to the LLG FY 2023/24

Total LST Collected FY2023/24 was UGX 123,186,250

LST Collected & Retained by HLG UGX 27,690,250

LST Collected by HLG on Behalf of Town Councils UGX 14,841,050. Remitted to the Town Councils was UGX 14,841,050 i.e. 100% with the LLGs reimbursing HLG 35%

LST Collected by HLG on Behalf of Sub Counties UGX 80,654,950. Remitted to Sub Counties was UGX 80,654,950 i.e. 100% with the LLGs reimbursing HLG 35%

3) Approved Cash Limit Releases of Local Revenue and Remittance to LLGs

Cash limit for local revenue was approved on 8 November 2023. Remitted 16 November 2023. Remitted within 10 working days

Cash limit for local revenue was approved on 09 February 2024 Remitted 12 February 2024. Remitted within 10 working days

Cash limit for local revenue was approved on 4 March 2024. Remitted 11 March 2024. Remitted within 10 working days

Cash limit for local revenue was approved on 13 March 2024. Remitted 20 March 2024. Remitted within 10 working days

Cash limit for local revenue was approved on 24 June 2024. Remitted on 24 June 2024. Remitted within 10 working days

12	Evidence that the LG used all the development grants as per the grant guidelines and the eligible items in the respective investment menu score 2	Obtain Budget performance reports from the Chief Finance Officer to ascertain the Development grants transferred to LGs during the previous FY	A review of the DLG's Budget Performance reports/ financial statements and Grant guidelines for FY 2023/24 confirmed that <i>all development grants for FY 2023/24 were not used as per the grant requirements and eligible items in the respective investment menu.</i>
		From the budget website and/or MDAs obtain and review the respective grant guidelines focusing on the Investment Menu	<u>Evidence</u> <u>1. District Discretionary Equalisation Development Grant 31-o/w District DDEG - Local Government Grant - UGX 170,912,000</u>
		Determine whether all development grants in the previous FY were spent on the eligible items in the respective investment menu.	Infrastructure Projects - UGX 120,428,000 i.e. 70% at minimum of 70% allowed by Grant
		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.	<ul style="list-style-type: none"> • Other Structures - Construction Works UGX 37,000,000 • Building and Facility Maintenance - Civil Works UGX 15,000,000 • Non Residential Buildings - Other Construction Works UGX 25,985,000 • Property Management - Processing Land Titles UGX 20,000,000 • Building and Facility Maintenance - Fumigation UGX 9,564,000 • Furniture and Fixtures - Desks UGX 12,879,000
			Investment Servicing and Monitoring- UGX 16,795,000 i.e. 10% above the maximum of 10% allowed by Grant
			<ul style="list-style-type: none"> • Travel Inland - Allowances UGX 3,000,000 • Travel Inland - Allowances UGX 12,595,000 • Travel Inland - Allowances UGX 1,200,000
			<u>Data Collection- UGX 8,547,000 i.e. 5% at the 5% maximum allowed by Grant</u>
			<ul style="list-style-type: none"> • Workshops, Meetings, Seminars - Training (Data Collection and Analysis) UGX 3,000,000 • Travel Inland - Allowances UGX 2,000,000 • Travel Inland - Expenses UGX 3,547,000
			<u>Performance Improvement - UGX 16,595,000 i.e. 10% at the 10% allowed by the Grant</u>
			<ul style="list-style-type: none"> • Workshops, Meetings, Seminars - Training (Others) UGX 5,000,000 • ICT - Assorted Computer Consumables UGX 2,400,000 • Other ICT Equipment - Purchase UGX 6,000,000 • Travel Inland - Expenses UGX 3,195,000
			<u>Assessment of LLG - UGX 8,547,000 i.e. 5%</u>

at the 5% maximum allowed by Grant

- Workshops, Meetings, Seminars - Training (Others) UGX 1,500,000
- Travel Inland - Expenses UGX 7,047,000

2. District Discretionary Equalisation Development Grant 192-o/w District DDEG - EU Additional Funds UGX 226,005,000

**Infrastructure Projects UGX 160,015,000
i.e. 71% above the minimum of 70% allowed by the Grant**

- Buyinja HCIV Building and Facility Maintenance - Maintenance, Repair and Support Services UGX 76,000,000
- Mulombi HCII Building and Facility Maintenance - Maintenance, Repair and Support Services UGX 80,000,000
- Non Residential Buildings – Other Construction Work UGX 4,015,000

Recurrent Activities UGX 43,490,000 i.e. 19% below the 20% allowed by the Grant

- Workshops, Meetings, Seminars - Training (Others) UGX 8,000,000
- Workshops, Meetings, Seminars - Training (Others) UGX 25,990,000
- Vehicle Maintenance - Service, Repair and Maintenance UGX 9,500,000

Investment Servicing and Monitoring UGX 22,500,000 i.e. 10% at the 10% allowed by the Grant

- Travel Inland – Allowances UGX 3,000,000
- Travel Inland - Allowances UGX 15,000,000
- Workshops, Meetings, Seminars -Training (Information Technology) UGX 1,500,000
- Workshops, Meetings, Seminars -Training (Bench Marking) UGX 2,000,000
- Media – Adverts UGX 1,000,000

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

- Namayingo DLG Printing – IDs UGX 4,350,000
- Bujwanga HCII Property Management - Processing Land Titles UGX 5,500,000
- Sigulu HCIII Property Management - Processing Land Titles UGX 8,000,000
- Buchumba HCII Property Management - Processing Land Titles UGX 5,500,000
- Namayingo DLG Feasibility Studies or Screening of Projects UGX 2,783,000

- Namayingo DLG Monitoring and Supervision of Development Projects UGX 6,576,000
- Bumalenge HCII Building and Facility Maintenance - Maintenance Costs UGX 28,500,000
- Singila HCII Building and Facility Maintenance - Maintenance, Repair and Support Services UGX 28,500,000
- Dohwe HCII Building and Facility Maintenance - Maintenance, Repair and Support Services UGX 52,868,000
- Namayingo DLG Water Vessels Maintenance - General Maintenance UGX 8,453,000
- Namayingo DLG Vehicle Maintenance - Service, Repair and Maintenance UGX 15,000,000

4- Programme Conditional Grant - Development 154-o/w Education Development- UGIFT Seed Secondary Schools UGX 1,015,632,000

Capital Investments UGX 952,850,000 i.e. 94% below the minimum of 95% allowed

- Non Residential Buildings - Schools UGX 952,850,000

Investment Service Costs UGX 62,782,000 i.e. 6% above the maximum of 5% and UGX 50,000,000 allowed

- Monitoring and Supervision of Capital Works UGX 50,782,000
- Travel Inland - Allowances UGX 12,000,000

5- Programme Conditional Grant - Development 155-o/w Education Development - Formerly SFG UGX 207,298,000

Capital Investments UGX 188,000,000 i.e. 91% below the minimum of 95% allowed

- Non Residential Buildings - Schools UGX 34,000,000
- Non Residential Buildings - Schools UGX 32,000,000
- Non Residential Buildings - Schools UGX 92,000,000
- Non Residential Buildings - Schools UGX 30,000,000

Investment Service Costs UGX 19,298,000 i.e. 9% above the maximum of 5% allowed

- Monitoring and Supervision of Capital Works UGX 15,298,000
- Environmental Impact Assessment - Capital Works UGX 4,000,000

6- Programme Conditional Grant - Development 193-Works and Transport -

**Rehabilitation Development Grant UGX
1,000,000,000**

***Road Rehabilitation Works UGX
820,910,000 i.e. 82% below the minimum
85% allowed***

- Roads and Bridges - Maintenance UGX
820,910,000

***Operational Expenses UGX 179,090,000 i.e.
18% above the maximum 15% allowed***

***• Administrations UGX 20,000,000 i.e. 2%
below the maximum of 3% allowed***

- o Travel Inland – Allowances UGX 20,000,000

***• Repairs and Maintenance UGX
159,090,000 i.e. 16% above the 10%
maximum allowed***

- o Vehicle Maintenance - Motor Vehicle Spare
Parts UGX 10,290,000

- o Machinery and Equipment - Maintenance,
Repair and Support Services UGX 100,000,000

- o Other Transport Equipment - Others UGX
48,800,000

**7- Programme Conditional Grant -
Development 186-o/w Piped Water Sub
Grant UGX 297,183,000**

***New Capital Developments UGX
230,613,000 i.e. 78% below the 85%
minimum allowed***

- Mini-piped water scheme in Sigulu Sub County
Other Structures UGX 230,613,000

***Investment Servicing Costs UGX 66,570,000
i.e. 22% above the maximum 15% allowed***

- Feasibility Studies or Screening of Projects UGX
47,000,000

- Monitoring, Supervision and Appraisal,
Sensitizations for Piped Water Supply System
UGX 15,570,000

- Travel Inland - AIDs Prevention Trips UGX
4,000,000

**8- Programme Conditional Grant -
Development 187-o/w Rural Water &
Sanitation Sub Grant- UGX 537,912,000**

***New Capital Investments i.e. UGX
369,465,000 i.e. 69% above the minimum of
65% allowed***

- District Headquarters Other Structures -
Construction Works UGX 17,500,000

- Latrines in Three RGCs Non Residential
Buildings - Contractor UGX 112,000,000

- Borehole Drilling UGX 150,000,000

- Payment of Retention for FY 2022/23 UGX

59,065,000

- Siting and Drilling Supervision UGX 18,900,000
- Spring Well Protection UGX 12,000,000

Rehabilitation of Water Facilities UGX 90,065,000 i.e. 17% below the maximum 25% allowed

- Borehole Spare Parts for Rehabilitation UGX 50,000,000
- Rehabilitation of Old Water Sources (Labour) UGX 16,000,000
- Supervision of Borehole Drilling & Rehabilitation UGX 24,065,000

Investment Servicing Costs UGX 78,382,000 i.e. 14% above the maximum 10% allowed

- Commissioning and Launch of Projects Travel Inland - Dignitaries UGX 12,000,000
- Condom distribution at WASH sites/meetings Travel Inland - AIDs Prevention Trips UGX 1,000,000
- Sensitize communities on O&M of public latrines Non Residential Buildings - Consultancy UGX 4,960,000
- Borehole assessment for Rehabilitation Water – System Fixtures, Fittings and Maintenance UGX 20,880,000
- ESIA for Piped Water Scheme Other Structures - Water Reticulation UGX 6,000,000
- Water Quality Testing for Old Water Sources UGX 20,542,000
- ESIA for Borehole Drilling and Rehabilitation UGX 13,000,000

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

- Sanitation and Hygiene Promotion Travel Inland - Backstopping Trips 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 officer.

From CFO, Obtain

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 and submitted an annual Audit Plan and all Quarterly Internal Audit reports for FY 2023/24 within two months after the end of the quarter,
2. The DLG PAC discussed internal audit issues for FY 2023/24 and reported the outcomes of their discussions to the District Chairperson and the Minister of Local Government, **however, no evidence was adduced at the time of assessment to confirm that PAC discussed external**

0

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.

audit issues FY2022/23, and

3. The DLG provided evidence that 93% of 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 were resolved.

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

Namayingo District Local Government Annual Audit Work Plan 2023-2024 Produced on 23 March 2023. Received by the Office of the Internal Auditor General on 29 June 2023.

b. Quarterly Internal Audit Reports produced

Q1 FY 2023/24

- Quarterly Internal Audit Report for Namayingo District Local Government for First Quarter 2023/2024 Produced on 15 October 2023. Received by District Chairperson on 15 October 2023 and Ministry of Local Government Registry on 08 December 2023. 5 Previous issues and 8 current issues. The report was produced within 2 months after the end of the Quarter.

Q2 FY 2023/24

- Internal Audit Report for Namayingo District Local Government for Second Quarter 2023/2024 Produced on 29 January 2024. Received by the District Speaker on 29 January 2024 and Ministry of Local Government Registry on 23 February 2024. 6 previous issues and 6 current issues. The report was produced within 2 months after the end of the Quarter.

Q3 FY 2023/24

- Internal Audit Report for Namayingo District Local Government for Third Quarter 2023/2024 Produced on 15 April 2024. Received by the District Speaker on 15 April 2024 and Ministry of Local Government Registry on 29 May 2024. 6 previous issues and 4 current issues. The report was produced within 2 months after the end of the Quarter.

Q4 FY 2023/24

- Internal Audit Report for Namayingo District Local Government for Fourth Quarter 2023/2024 Produced on 15 July 2024. Received by District Speaker on 15 July 2024 and Ministry of Local Government Registry on 30 August 2024. 4 previous issues and 4 current issues. The report was produced within 2 months after the end of the Quarter.

2- Discussions of Internal and External Audit Reports FY 2023/24 and FY2022/23, respectively by DPAC

Q1 FY2023/24

- Public Accounts Committee Meeting Held on 5 March 2024 at the Finance Board Room. Public Accounts Committee Report for Namayingo District for the Review of First Quarter Report for FY 2023/25024 Received by District Speaker and Office of the Minister of Local Government on 01 April 2024.

Q2 FY2023/24

- Minutes of Public Accounts Committee Meeting Held on 5 March 2024 in the Education Board Room MIN 4/03/PAC/2023: Examining Second Quarter Audit Report for FY 2023/2024. Public Accounts Committee Report for Namayingo District for the Review of Second Quarter Report for FY 2023/25024 Received by Office of the Minister of Local Government on 24 October 2024

Q3 FY2023/24

- Minute of Public Accounts Committee Meeting Held on 3 October 2024 at the Finance Board Room Min 4/10/PAC/2024 Examining Audit Report for Third Quarter 2023/2024/Responses from the Invited Officers. Public Accounts Committee Report for Namayingo District for the Review of Third Quarter Report for FY 2023/2024 Received by Office of the Minister of Local Government on 01 November 2024

Q4 FY2023/24

- Minutes of Public Accounts Committee Meeting Held on 4 October 2024 at the Finance Board Room Min 4/10/PAC/2024 Examining Audit Reports for Fourth Quarter 2023/2024/ Responses from Invited Officers. Public Accounts Committee Report for Namayingo District for the review of the Third and Fourth Quarter Report. Received by Office of Minister of Local Government on 04 November 2024.

External Audit Report FY2022/23

- ***PAC minutes discussing External Audit Report FY2022/23 was not provided at the time of assessment.***

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

- Responses on Internal Audit Report for 4th Quarter 2022/23 dated 28 August 2023 (Not signed by CAO) 31 issues identified were & 30 issues addressed
- Responses to the Auditor General Report for the Year Ended 30 June 2023 dated 19 March 2024. Received by Office of the Auditor General 22 March 2024. i.e. 25 issues were identified and 22 resolved

Percentage of issues resolved = total no of issues resolved/total no of issues *100= 52/56*100= 93%

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 implemented as reported. If ALL the mitigation measures were implemented in 100% of the projects sampled score 2 or else 0.	<p>The ESMPs for all projects screened in the previous FY at the LG were prepared and costed:</p> <ol style="list-style-type: none"> 1. ESMP for “Proposed Construction of a Two (2)- Classroom Block at Nasimu Primary School.” project is dated 21/07/2023 and signed by the Environment Officer (EO). 2. ESMP for “Proposed Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C” project is dated 21/07/2023 and signed by the Environment Officer (EO). 3. ESMP for “Proposed Construction of Piped Water System (Phase one) in Sigulu S/C” project was prepared as part of the ESIA (Project brief) of this project submitted to the NEMA in October 2023. <p>The status of reporting of ESMP Implementation of the projects screened in the previous FY at the LG is as follows:</p> <ol style="list-style-type: none"> 1. There were Three (3) E&S Mitigation Monitoring Reports for the “Construction of a Two (2)- Classroom Block at Nasimu Primary School” project, dated 23/03/2024, 26/10/2023 and 20/06/2024, and signed by the Environmental Officer. 2. There were Two (2) E&S Mitigation Monitoring Reports for the “Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C” project, dated 23/03/2024 and 26/10/2023, and signed by the Environmental Officer. 3. There was One (1) E&S Mitigation Monitoring Report for the “Proposed Construction of Piped Water System (Phase one) in Sigulu S/C” project, dated 20/06/2024 and signed by the Environmental Officer. <p>The status of the Project Safeguards Clearance Reports for the projects is as follows:</p> <ol style="list-style-type: none"> 1. Construction of a Two (2)- Classroom Block at Nasimu Primary School. E&S Certification forms prepared and signed by the SEO and CDO on 18/06/2023. 2. Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C. E&S Certification forms 	0
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prepared and signed by the SEO and CDO on 16/10/2024.

3. Construction of Mini Solar-powered Piped Water System (Phase one) in Bumalenge, Sigulu S/C. E&S Certification forms prepared and signed by the SEO and CDO on 21/06/2024.

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

1. There was inadequate implementation of mitigation measures in the ESMP for the "Construction of a Two (2)- Classroom Block at Nasimu Primary School."- **Apart from installation of ramps, there was no grassing, no trees planted, no lightening conductor installed, and no water harvesting system as prescribed in the ESMP.**
2. There was inadequate Implementation of mitigation measures in the ESMP for the "Remodeling of Dohwe Health Centre II (OPD) in Buhemba S/C". **Apart from tree planting and site landscaping, there was no grassing around the constructed facility, no reporting on safety safeguards to validate their implementation, no installation of lightening arrestors, and no installation of water harvesting system.**
3. There was inadequate Implementation of mitigation measures in the ESMP for the "Construction of a Mini Solar-Powered Piped Water Supply System for Bumalenge in Sigulu S/C". **Construction activities are ongoing at the site but there was inadequate PPE to the workers; the site wasn't cordoned off (site is regularly accessed by unauthorized persons including children); there was no reporting on community sensitization about the project to validate implementation of the social safeguard as prescribed in the ESMP.**

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

A review of infrastructure projects constructed by the DLG in FY2023/24, confirmed that **not all projects implemented in FY 2023/24 had proof of land ownership/ right of way.**

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

Evidence

- Buhemba Seed Secondary School- Title in the names of Namayingo District Local Government (Buhemba High School) Plot 324, Block 7 at Buwongo East (1.2710 Hectares) registered on 5 December 2023
- Remodeling of Dohwe HC II - OPD Structures in Buhemba SC- Title in the names of Namayingo District local Government (Dohwe Health Centre II) Plot 253, Block 7 at Dohwe West Village (0.3000 Hectares) registered on 14 July 2022

0

or the Institution
score 2

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

- Remodeling of Mulombi HC II - OPD Structures in Mutumba S/Cs- Title in the names of Namayingo District Local Government (Mulombi Health Centre II) Plot 254, Block 7 at Mulombi "B" Village (0.5830 Hectares) registered on 15 July 2022

- ***Roof Change at Bumalenge HCII- No evidence of ownership adduced at the time of assessment***

- ***Roof Change at Singila HCII-No evidence of ownership adduced at the time of assessment***

- Construction of a Water Borne Toilets at Buyinja HC IV - OPD- in the names of Namayingo District Local Government (Buyinja Health Centre IV) Block (Road) 7 Plot 105 at Namayingo East (1.4060 Hectares) registered on 14 October 2015

- ***Construction of (3) 5 Stance Lined Pit Latrines at,Bagana P/S - No evidence of ownership adduced at the time of assessment***

- ***Construction of (3) 5 Stance Lined Pit Latrines at,Bungecha P/S- No evidence of ownership adduced at the time of assessment***

- ***Construction of (3) 5 Stance Lined Pit Latrines at,Bumalenge P/S- No evidence of ownership adduced at the time of assessment***

- ***Construction of a Two Classroom Block at Nasinu Primary School in Namayingo Town Council- No evidence of ownership adduced at the time of assessment***

- Construction of Piped Water Supply System (Phase one)- Agreement between the family of Okeyo and the DLG 100x100 Feet witnessed by LC 1 Chairperson Butanira Village, Bumalenge Parish

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 LG had approved stakeholder engagement plans (SEPs):

1. Approved Stakeholder Engagement Plan (SEP) for Construction of Microscale Irrigation Schemes, dated 03/07/2023.
2. Approved Stakeholder Engagement Plan (SEP) for Construction of a Two (2)- Classroom Block at Nasinu Primary School in Namayingo Town Council, dated 01/10/2023.

Stakeholder Engagement Plans (SEPs) implementation were conducted as exemplified in the reports:

1. Report on Awareness Raising on UGIFT Microscale Irrigation Program of Farmers at Parish Level in Buhemba Sub county, dated 16/08/2023.
2. Report on Farmer Awareness Raising on Microscale Irrigation Program for Communities in Selected Parishes, dated 21/08/2023.
3. Report on Stakeholders Awareness Creation about the Construction of a Two (2)- Classroom Block at Nasinu Primary School, dated 14/12/2023.

Evidence that GRCs at project level are existent, functional and that the communities/workers have been sensitized about their existence and are using them

Review the GRCs at various projects to establish

i. They are as constituted as per the circular issued by MoGLSD in July 2023

ii. Evidence that grievances are recorded

iii. Evidence that the grievances that were received were acted upon

iv. Evidence that the GRC activities are funded

v. Evidence that the community/workers have been sensitized about the existence of the GRC

vi. Evidence that the GRCs have been trained on their roles and responsibilities

If the requirement (i) to (vi) above are complied with score 2 or else 0.

It was established from the interaction with the grievances management focal person at the LG that:

1. There were No grievance redress committees (GRCs) at the projects.
2. There were No grievance registers at the project.
3. There were No minutes of the GRC meetings at the projects.
4. There were No trainings of the GRCs at the projects.
5. There were No trainings of the community/projects' workers at the projects.
6. There was No funding of the GRC activities at the projects.

Transparency, oversight, reporting and accountability

The LG shared key information with and responded to the issues raised by the councilors and citizens

From Clerk to Council find minutes of Council discussing the LG assessment report.

A review of DLG's Council minutes, noticeboards, reports of barazas, and visits to projects implemented by the DLG in FY2023/24 substantiated that:

Sample 5 sites to establish display of relevant information

From the LG Planner, obtain minutes of Baraza and attendance lists to establish issues discussed

Radio Program Recordings

Obtain from the CFO the charge policy.

Check display of tax information on public notice boards

Verify that:

1. ***The DLG did not share LGMSD PA results for 2023 with citizens showing size of the development grants gained or lost as a result of the DLG's performance in LGMSD PA 2023.***
2. The DLG Council discussed the LG Performance Assessment results for 2023 and made resolutions for the Accounting Officer to implement concerning the assessments.
3. The DLG did not place site boards on all construction sites displaying information regarding procurement and contract management.
4. The DLG conducted discussions with the public providing feedback on the status of activity implementation for FY2023/24
5. The LG made publicly available information on tax rates, procedures for collection and appeal, and amounts collected during FY 2023/24 showing how it was used.

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

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

Evidence

1) Publicizing the LGMSD PA results for 2023 showing the size of the development grants gained or lost based on performance results with the citizens

The DLG intimated that the LGMSD PA Results for 2023 were publicized on their website i.e: <http://www.namayingo.go.ug> . However, review of the website only showed LGMSD PA Results for 2021/22.

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

Minute of Namayingo District Council Meeting Held on 30 August 2024. MIN 08/08/NDC/2024: Presentation and Discussion of the National Assessment Results

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

- Construction of 2 Classroom Block at Nisinu – Site Board was found at the Project Site

- ***Remodeling of the OPD at Dohwe - No Site Board found at the Project Site***

- Drilling and Platform Casting of 5 Boreholes in selected Sub Counties- Site Board was found at the Project Site

- Construction of Piped Water Supply System (Phase One) at Siguru Island – Site Board was found at the Project Site

- Procurement and installation of Micro Scale Irrigation Equipment - Site Board was found at the Project Site

- Bumalenge- bulaba road - Site Board was found at the Project Site

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

Budget Conference FY2024/25 was conducted on 2 November 2023 in the District Council Hall. Participants included District Chairperson, the Resident District Commissioner, The Speaker and Deputy Chief Administrative Officer, District Councillors, Chairpersons of LLGs Members of Civil Society Organizations, Elders, Religious Leaders, and Media VIDE: Namayingo District Budget Conference Report 2024/25

5) Publicizing information on tax rates, collection procedures, procedures for appeal; amounts collected during FY 2023/24, and how it was used.

The DLG publicized this information on the Finance and Planning Noticeboard

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 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

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 did not mentor all LLGs FY2023/24 nor were all the reports of support supervision visits discussed by the TPC, and used by the DLG to make recommendations for corrective actions and follow-ups.***
2. The **Namayingo 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: *Namayingo Town Council: Internal assessment scored 87%, while LGMSD IVA scored 84%, resulting in a variance of -3%; Buswale Sub County: Internal assessment scored 96%, while LGMSD IVA scored 94%, resulting in a variance of -2%; Buyinja Sub County: Internal assessment scored 97%, while LGMSD IVA scored 93%, resulting in a variance of -4%; Mutumba Sub County: Internal assessment scored 79%, while LGMSD IVA scored 73%, resulting in a variance of -6%.*
3. 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 did not comply with requirement (1) above for this performance measure.

Evidence

1) Reports of Mentoring LLGs and Discussions of Supervision Support Reports of LLG by TPC

Mentoring of LLGs was only conducted in Q2 & Q3 (only 4 out of 11 LLGs) FY2023/24

- Training Report of Parish Chiefs for Data Collection to Update the Statistical Abstract 2023 dated 2 January 2024. Training was organised on 23 December 2023. Objectives- Clarify the rationale of data collection for uniform application of methodology, and motivate data collectors to ensure good overall quality of data collection. Attendees- Parish Chiefs.

- Report on Community Breeding Training of Four Livestock Staff and Synchronization of cows for Artificial Insemination in 5 Lower Government of Lolwe Sigulu, Buswale, Banda, Mutumba and Bakana dated 14 March 2024

DLG discussed 2 out of 4 Support Supervision Reports FY 2023/24

- Minutes for the District Technical Planning Committee for the Month of 24 May 2024 in the

complied with score 2 or else 0 Finance & Planning Board Room
Min.6DTPC/5/2024: Presentation and Discussion of Mentoring Reports by Health and Production and Planning Department.

- Minutes for the District Technical Planning Committee Meeting for the month of June Held on 20 June 2024 in the Finance Board Room.

2) Credibility of LLG PA 2023 reported by the DLG

Results of LLG Assessments for 2024

DLG own overall results for all LLGs reported in OPAM =86%

LLG results verified by the LLG IVA = 86%

Difference= 86%-86%= 0 i.e. within +/-10% (Credible)

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

Minutes of the District TPC Meeting of November, 2024 Held on 9 December 2024 in the District Council Hall Min.09/DTPC/11/2024: Presentation and Discussion of Internal Assessment Report for HLG by Chairperson Assessment Committee i.e. Majority of Departments had scored below average. It was resolved that Planner re-builds the Capacity of HoDs and Sector Heads to familiarize them with the new manual.

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

Therefore, the DLG did not comply with the requirements (1), (2), and (3) for this performance measure.

Evidence

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

- Minute of the District TPC Meeting of October 2023, Held on 17 October 2023 in the District Council Hall. Min.05/DTPC/10/2023: Presentation and Discussion of FY2023/24 Q1 Performance Reports by both LLGs and HLG. Physical Progress of Development Projects discussed included payment of the first certificate for Buhemba Seed Secondary School and 5 Stance Pit Latrine and Installed Mobilelets at Buduma PS. **No Q1 status**

0

of finances discussed.

- Minute of the District TPC Meeting of January 2024 in the Finance and Planning Board Room Held on 25 January 2024. Min.06/DTPC/01/2024: Presentation and Discussion of Q2 Performance Highlights for FY 2023/24 by Departments and LLGs i.e. 1st Payment to Contractor for Construction of Buhemba Seed Secondary School, constructed 5 Stance Pit Latrine and Installed Mobilelets at Buduma PS. ***No Q2 status of finances discussed.***

- Minute of the District TPC Meeting of April, 2024 Held in the District Court Hall on 18 April 2024 Min05/DTPC/4/2024: Presentation and Discussion of Q3 FY2023/24 Quarterly Reports by both HLG & LLG. Receipts in the Quarter UGX 3.6billion i.e. 139% of annual budget. Paid Contractor for Dohwe HCIII OPD Construction, Constructed 5 Stance Pit Latrine at Bungecha, Bumalenge, Bugana, Majoga, 1 Mini-Piped Water Scheme Constructed.

- Minute of the District TPC Meeting of August, 2024 Held on 21 August 2024 in the District Council Hall. Min.07/DTPC/08/2024: Presentation & Discussion of 2023/24 Annual Performance Reports with emphasis on Capital Projects i.e. Capital Projects implemented 2 Stance Lined Pit Latrine at Buyinja S/C complete at UGX 12.65m. ***No Q4 status of finances discussed***

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

No Evidence that Quarterly Financial and Physical Progress Reports covering all Development Projects 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

- Social Service Committee Meeting Held on 12 December 2023 in the Finance Board Room. Min 04/NAM-SSC/12/2023: Presentation and Discussion of the First Quarter Departmental Performance Report for FY 2023/2024. ***No discussions on finances nor physical progress reports presented***

- Minutes of Finance, Planning, Investment and Administration Committee Meeting Held on 13 December 2023 in the Education Board Room MIN 04/NAM-FPIA/12/2023: Presentation and Discussion of First Quarter Departmental Performance Reports the FY 2023/2024

Q2 FY 2023/24

No evidence provided for discussion of Q2 FY2023/24 Financial and Physical Progress Reports.

Q3 & Q4 FY 2023/24

- Social Service Committee Meeting Held on 3 September 2024. MIN 03/NAM-SSC/09/2024: Presentation and Discussion of the Third and Fourth Quarter Departmental Performance Reports FY2023/2024

- Minutes of Works, Water and Technical Committee Meeting Held on 5 September 2024 in the Office of the Finance Board Room. MIN 03/NAM-WWTC/09/2024: Presentation and Discussion of Departmental Performance Reports for Third and Fourth Quarter for the FY2023/2024

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 Records for PLE 2022 and 2023:</p> <p>PLE 2022: Div. 1 - 254; Div.2 - 1,567; Div. 3 - 894; Div. 4 - 589 [Total: 3,304]; Div. U - 891; Div. X - 61; [Total: 4,256 - 61 (Div. X) = 4,195]. Giving a pass rate of 78.8%.</p> <p>PLE 2023: Div. 1 - 268; Div.2 - 1,582 [Total: 1,850]; Div. 3 - 921; Div. 4 - 515 [Total: 3,286]; Div. U - 469; Div. X - 32; [Total: 3,787 - 32 (Div. X) = 3,755]. Giving a pass rate of 87.5%.</p> <p>This indicated an increase of 8.7% points in performance.</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 Records for PLE 2023:**

PLE 2023: Div. 1 - 268; Div.2 - 1,582 [**Total: 1,850**]; Div. 3 - 921; Div. 4 - 515 [Total: 3,286]; Div. U - 469; Div. X - 32; [**Total: 3,787 - 32 (Div. X) = 3,755**]. Giving a **pass rate of 49.3%**.

This indicated a **pass rate of 49.3%** between grades 1 and 2 which is **above the recommended rate of 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 Records for PLE 2022 and 2023:**

PLE 2022: Div. 1 - 254; Div.2 - 1,567; Div. 3 - 894; Div. 4 - 589 [**Total: 3,304**]; Div. U - 891; Div. X - 61; [**Total: 4,256 - 61 (Div. X) = 4,195**]. Giving a pass rate of 78.8%.

PLE 2023: Div. 1 - 268; Div.2 - 1,582 [Total: 1,850]; Div. 3 - 921; Div. 4 - 515 [**Total: 3,286**]; Div. U - 469; Div. X - 32; [**Total: 3,787 - 32 (Div. X) = 3,755**]. Giving a pass rate of 87.5%.

This indicated **an increase of 8.7% points in performance.**

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 2 or else score : 0

According to **UNEB PLE results and LG Education Department Records for PLE 2023:**

PLE 2023: Div. 1 - 268; Div.2 - 1,582 [Total: 1,850]; Div. 3 - 921; Div. 4 - 515 [**Total: 3,286**]; Div. U - 469; Div. X - 32; [**Total: 3,787 - 32 (Div. X) = 3,755**]. Giving a pass rate of 49.3%.

This indicated a **pass rate of 87.5%** between grades 1 and 4 which is **above the recommended rate of 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 2 or else score : 0

According to **UNEB PLE results and LG Education Department Records for PLE 2022 and 2023:**

PLE 2022: Div. 1 - 254; Div.2 - 1,567; Div. 3 - 894; Div. 4 - 589 [**Total: 3,304**]; Div. U - 891; Div. X - 61; [**Total: 4,256 - 61 (Div. X) = 4,195**]. Giving a pass rate of 78.8%.

PLE 2023: Div. 1 - 268; Div.2 - 1,582 [Total: 1,850]; Div. 3 - 921; Div. 4 - 515 [**Total: 3,286**]; Div. U - 469; Div. X - 32; [**Total: 3,787 - 32 (Div. X) = 3,755**]. Giving a pass rate of 87.5%.

This indicated **an increase of 8.7% points in performance.**

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 records of 2023 and 2024**, enrollment of **2023** had **26,240 boys** and 27, 693 girls [Total: 53942] and in **2024**, there were **27,878 boys** and 30,556 girls [Total: 58,434].

The boys' enrollment increased by 6.2% [1,638 boys].

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 records of 2023 and 2024**, enrollment **of 2023** had 26,240 boys and **27, 693 girls** [Total: 53942] and in **2024**, there were 27,878 boys and **30,556 girls** [Total: 58,434].

The girls' enrollment increased by 10.3% [2,863 girls].

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 records of 2023 and 2024**, enrollment of **SNE learners in 2023** was **262** and in **2024** was **477**.

The SNE learners' enrollment increased by 82.1% [215 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 records of 2023 and 2024**, enrollment of 2023 had **2,945 boys** and 2,241 girls [Total: 53942] and in **2024**, there were **3,210 boys** and 2,148 girls [Total: 58,434].

The **boys' enrollment increased by 9.0% [265 boys]**.

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 records of 2023 and 2024**, enrollment of **2023** had 2,945 boys and **2,241 girls** [Total: 53942] and in **2024**, there were 3,210 boys and **2,148 girls** [Total: 58,434].

The **girls' enrollment decreased by 4.1% [93 girls]**.

4	<p>Evidence that the total secondary school enrolment over the previous two academic years is either above 70% or increased by 5%</p>	<ul style="list-style-type: none"> • 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. <p>If the number of SNE enrolment increased over the previous two academic years Score 2 or else score: 0</p>	<p>According to EMIS data and LG Education Department records of 2023 and 2024, there was no enrollment of SNE learners captured in 2023 and in 2024.</p> <p>It was therefore difficult to calculate the enrollment increase or decrease.</p>	0
5	<p>Evidence that the monthly average learner attendance for government aided primary 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 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 <p>Verify if the monthly average learners' attendance is above 90% score 4 or else 0</p>	<p>According to LG Education Department there were no records on learners' monthly average attendance for the years 2023 and 2024. However, according to primary schools [Buswale and Hohoma] sampled and visited, they had learners' attendance in registers though not analyzed.</p> <p>So, in the absence of data for other 82 primary schools, it was difficult to calculate the annual monthly average attendance for the district.</p>	0
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 LG Education Department there were no records on learners' monthly average attendance for the years 2023 and 2024. However, according to Kifuyo secondary school sampled and visited, had learners' attendance in registers though not analyzed.</p> <p>So, in the absence of data for the other 06 secondary schools, it was difficult to calculate the annual monthly average for the district.</p>	0

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>P.1 class of 2022 had 7,807 boys and 7,435 girls [Total: 15,242]. According to EMIS data and LG Education Department records for 2023 and 2024, data had not been disaggregated into classes from P.1 to P.7. However, the primary schools [Buswale and Hohoma] sampled and visited had enrollment for 2022, 2023, and 2024 for classes P.1 to P.7.</p> <p>So, in the absence of enrollment for classes P.1 to P.7 for the other 82 primary schools, it was difficult to calculate the progression rate.</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 records for 2023 and 2024, data had not been disaggregated into classes from P.1 to P.7. However, the primary schools [Buswale and Hohoma] sampled and visited had enrollment for 2022, 2023, and 2024 for classes P.1 to P.7.</p> <p>So, in the absence of enrollment for classes P.1 to P.7 for the other 82 primary schools, it was difficult to calculate the progression rate.</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 learners in P6 progressed to P7 Score 2 or else score: 0</p>	<p>According to EMIS data and LG Education Department records for 2023 and 2024, data had not been disaggregated into classes from P.1 to P.7. However, the primary schools [Buswale and Hohoma] sampled and visited had enrollment for 2022, 2023, and 2024 for classes P.1 to P.7.</p> <p>So, in the absence of enrollment for classes P.1 to P.7 for the other 82 primary schools, it was difficult to calculate the progression rate.</p>	0

8	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>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 the Acting DEO, the LG Education Department could not trace statistical forms for 2018. However, the LG registered 1,664 boys and 1,434 girls [Total:3,098] for PLE 2024.</p> <p>In the absence of baseline data of 2018, it was difficult to calculate the completion rate for both boys and girls.</p>	0
8	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>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 the Acting DEO, the LG Education Department could not trace statistical forms for 2018. However, the LG registered 1,664 boys and 1,434 girls [Total:3,098] for PLE 2024.</p> <p>In the absence of baseline data of 2018, it was difficult to calculate the completion rate for boys.</p>	0
8	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>From the EMIS/ LG Education Office, obtain and review then calculate percentage of completion</p> <p>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.</p>	<p>According to the Acting DEO, the LG Education Department could not trace statistical forms for 2018. However, the LG registered 1,664 boys and 1,434 girls [Total:3,098] for PLE 2024.</p> <p>In the absence of baseline data of 2018, it was difficult to calculate the completion rate for girls.</p>	0

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.

According to **LG Education Department consolidated staff list and payroll of November 2024**, the teachers were

accurately deployed as per staffing norms of MoES, and the two documents were displayed at both the district notice board and the notice boards of the primary schools [Buswale and Hohoma] sampled and visited, and talking to each other.

Teachers Wanyama Ponsiano Alex [Headteacher], Ouma Ronald [Deputy], Nandago Rachael, and other 12 teachers at Buswale P/S, and teachers Ssooka Wilson [Headteacher], Muhenyisa Isaac, Ouma Henry Oguti, and other 07 teachers at Hohoma P/S were physically existing.

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 LG Education Department consolidated staff list and payroll of November 2024, the teachers were deployed, and the two documents were displayed at the district notice board but not displayed at the notice board of Kifuyo SS. Teachers Isaac Olumbe Misihe [Ag. Headteacher], Waiswa Elukana, Wafula Ronald, and other 26 teachers were physically existing.</p> <p>So, failure of the secondary school to display staff list denies the LG the score.</p>	0
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 LG Education Department there were no records on teachers' monthly average attendance for the years 2023 and 2024. However, according to primary schools [Buswale and Hohoma] sampled and visited, they had teachers' attendance captured in arrival books and attendance charts though not analyzed.</p> <p>So, in the absence of data for other 82 primary schools, it was difficult to calculate the annual monthly average attendance for the district.</p>	0

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 TELA utilization analysis of terms 1/2024 and 2/2024**, the LG had utilization rates **of 57% and 43% respectively**. Implying that, the LG had **an average utilization rate of 50% which is the recommended rate**.

ii. According to **departmental minutes of meetings held on 14/07/2023, 20/10/2023, and 27/01/2024** and **Inspection minutes of meetings held on 02/10/2023 and 30/01/2024**, the LG Education Department discussed and evaluated the staffing gaps, transfers, abscondment cases, unattendance of teachers identified and nature of punitive measures taken and follow up of cases identified.

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 LG Education Department there were no records on teachers' monthly average attendance for the year 2024. However, according to Kifuyo secondary school sampled and visited, it had teachers' attendance captured in arrival books though not analyzed.</p> <p>So, in the absence of data for the other 06 secondary schools, it was difficult to calculate the annual monthly average attendance for the district.</p>	0
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 primary schools sampled and visited, Buswale had deployed in classes P.1 to P.3 two teachers per class against 232, 238, and 198 learners respectively. While Hohoma P/S had deployed one teacher in each of the classes P.1 to P.3 against 262, 130, and 127 learners respectively.</p> <p>As per findings at Hohoma P/S, it implies that some schools in the LG do not deploy additional teachers at the lower classes where big enrollments are.</p>	0

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

According to **a report dated 13/07/2024, on 09/07/2024 LG Education Department, conducted a workshop on the teaching of upper primary classes** whose attendance list was in place

Management and functionality of amenities

16

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

Although a total of UGX. 36,488,075/= was presented as maintenance grant used for FY 2023/2024, there was no evidence adduced on how the schools that benefited were selected, no field appraisal reports were presented and the names of the schools that benefited were not revealed, neither the evidence of the contractors who carried out the renovations and evidence of payments.

So, in the absence of data listed above, it was difficult to assess this indicator.

0

- 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

The sub-programme performance reports presented were dated 06/11/2023 for quarter 1 [which contradicted with the date on which quarter 1 report should have been presented], quarter 2 report was dated 07/05 2023 [this date should have referred to a report for FY 2022/2023]; report for quarter 3 was not presented, and the report for quarter 4 was dated 09/08/2024 had no information to this effect.

Equally, there were no EFT vouchers presented to ascertain that work was done and contactors were paid to prove utilization of the funds.

Monitoring and Inspection

17

- 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

84/84 [100%] schools had submitted reports which were not compliant to the Budgeting and Implementation guidelines as per MoES which was difficult to identify the activities on which money was spent. The two schools [Buswale and Hohoma] sampled and visited had accountabilities in place for terms 3/2023 [audited] and for terms 1/2024 and 2/2024 [not audited] implying that activities were not yet verified whether they conform to the guidelines.

0

Management of Financial Resources

18	<p>a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines</p> <p>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.</p>	<p>From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division</p> <p>From the LG Education department, obtain and review:</p> <p>Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes</p> <p>If the LG used 100% of inspection funds to conduct inspection as per guidelines score 3 or else score: 0</p>	<p>The LG Education Department received a total of UGX. 34,576,000/=. EFT vouchers were not presented as evidence of payments in compliance to the guidelines. The sub-programme performance reports presented were dated 06/11/2023 for quarter 1 [which contradicted with the date on which quarter 1 report should have been presented], quarter 2 report was dated 07/05 2023 [this date should have referred to a report for FY 2022/2023]; report for quarter 3 was not presented, and the report for quarter 4 was dated 09/08/2024 had no all information to this effect.</p> <p>However, inspection reports dated 20/12/2023, 05/05/2024, and 12/08/2024 were in place but not evident enough to prove use of funds.</p> <p>So, it was difficult to find out whether the inspection funds were utilized according to guidelines.</p>	0
18	<p>a) Evidence that the LG used 100% of inspection funds to conduct inspection as per guidelines</p> <p>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.</p>	<p>From the LG Finance department obtain financial records to establish when and the amounts transferred to the Inspection division</p> <p>From the LG Education department, obtain and review:</p> <p>Sub-programme performance reports to ascertain whether the grant was used to improve learning outcomes</p> <p>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.</p>	<p>The sub-programme performance reports presented were dated 06/11/2023 for quarter 1 [which contradicted with the date on which quarter 1 report should have been presented], quarter 2 report was dated 07/05 2023 [this date should have referred to a report for FY 2022/2023]; report for quarter 3 was not presented, and the report for quarter 4 was dated 09/08/2024 had no all information to this effect.</p>	0

Environment, Social, Health and Safety

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

According to schools [Kifuyo SS, Buswale P/S, and Hohoma P/S] sampled and visited:

i. Schools were using electricity and there was an energy saving stove at Kifuyo SS.

ii. Waste was being sorted according to non-biodegradable and biodegradable.

iii. Schools had trees in place and effort to plant more trees was witnessed although community animals are a problem to the trees and green belts in the compounds.

iv. At Kifuyo SS there was tap water. At the primary schools there were boreholes as sources of water and tanks for harvesting water.

v. Schools had several clubs in place, but the environmental club was common to all, and they were in charge of planting more trees.

vi. All schools had changing rooms for the girl learners and had containers in which to place the sanitary pads before final disposal.

The LG was compliant to the measures stated.

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

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

The LG did not adduce evidence in respect of the requirements of the indicator. So, it was difficult to score this indicator.

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

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 encompassed among others the following; proper preparation of schemes of work, lesson plans, lesson observation, time-table implementation, pupil and staff attendance, deployment of teachers across grades; continuous assessment of learners, learning environment)

Letters from DES acknowledging receipt of inspection reports.

Obtain and review the school inspection and training reports to determine

- 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.

According to **inspection reports dated 20/12/2023, 05/05/2024, and 12/08/2024**, the LG identified **gold mining, fishing, absence of midday meals to learners, parents' attitude to education, community attitudes, boarder trade, and rice growing to a certain extent, as issues hampering learning outcomes at school level.**

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.

According to **segmented termly workplans dated 10/09/2023, and 04/06/2024 presented**, the identified specific activities of concentration were **tracking assessment records, teacher registration and confirmation, gaps in staffing, tracking attendance of teachers and learners, dissemination of inspections reports to SMCs and parents, support SMCs offer to schools, marking learners' work, support supervision headteachers offer to teachers, support to development of SIPs, 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 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 for terms 3/203, 1/2024, and 2/2024 dated 20/12/2023, 05/05/2024, and 12/08/2024, and received by DES on 29/2/2023, 19/05/2024, and 20/08/2024, a total of 54/84 [64.3%], 67/84 [79.8%], and 31/84 [36.9%] schools respectively, giving an average of 60.3% [51] were inspected per term.**

By implication, not all schools were inspected at least 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.

According to **inspection reports dated 20/12/2023, 05/05/2024, and 12/08/2024 and the segmented termly workplans dated 10/09/2023, and 04/06/2024** presented, the LG assisted schools to develop SIPs. Equally in the primary schools [Buswale and Hohoma] sampled and visited, **SIPs were in place displayed based on the findings of the inspection plans.**

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 Inspector of Schools conducted School Performance Assessments in all Government aided primary schools score 2 or else score 0

According to inspection report of **term 3/2023 dated 20/12/2023 a total of 54/84 [64.3%]** schools were inspected under normal inspection **not SPA as equally revealed by the Acting DEO/DIS.**

So, the SPA was not conducted and not all Government aided schools were reached.

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.

According to monitoring reports **dated 08/06/2023; 09/04/2024, 17/04/2024, and 09/04/2024**, the LG Education Officer monitored and implemented inspection recommendations of **closure of illegal boarding sections, transfers, abscondments from duty, support SMCs and BOG offer to schools, staffing gaps, inadequate furniture, 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 **Departmental minutes of meetings held on 14/07/2023, 20/10/2023, and 27/01/2024** and **Inspection minutes of meetings held on 02/10/2023 and 30/01/2024, discussed and evaluated** the implemented recommendations of **staffing gaps, transfers, inadequate furniture, inadequate classrooms, dilapidating structures, expiring SMCs, among others. Then, those that needed extension and were continuous in nature were replanned for in the 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 evidence that DHO and ADHO MCH have supervised and supported all health facilities to ensure that all the perinatal deaths that happened in inFY23/24 were audited.</p> <p>Justification</p> <p>Bumooli HCIII: They had one perinatal death on 14 August 2023. Delivered MSB. Though there was no evidence at the facility that this death was audited, triangulating with the district showed that the case was reviewed.</p> <p>Banda HCIII They 16 perinatal deaths and all they were audited. For example, death was audited on 30th October 23. It was mother aged 27 years death occurred on 29th October 2023. It was FSB dying because of malaria in pregnancy and reported with no fetal heart rate. Recommendation: Strengthen health education during ANC especially on danger signs. Also recommended community sensitization on the importance of early care seeking.</p> <p>Buyinja HCIV: had 41 deaths (20 FSB, MSB 12, NND 9). All the 41 were reviewed and entered into DHIS2.</p> <p>One of died on 14/11/23 and reviewed on 19/1/24. Mother IPN75/11. Mother was 14 years had a neonatal death due to prematurity and its complications.</p> <p>Recommendations: Sensitization of the community on the danger signs of pregnancy and strengthen health education talks during ANC clinics</p>	6

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 evidence that the LG has ensured that ALL malaria cases treated were tested.

In the second and forth quarter there were a total of 6853 treated of malaria and all the 6853 were tested positive first.

See table below showing data that is based on facility extractions.

Tested positive treated malaria cases %
Tested /Treated

Buyinja HCIV treated 1923 malaria cases and all the 1923 tested positive first

Bumooli HCIII treated 1624 malaria cases and all the 1624 were tested positive first.

Banda HCIII treated 3306 malaria cases and all the 3306 tested positive

Overall Total there were 6853 treated malaria cases and all the 6853 were tested and had a positive malaria test result.

Access

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 evidence that the LG facilities increased Out-patient (OPD) attendance by at least 5% between the previous FY but one and the previous FY23/24

See justification below

105-OA01. OPD attendance Jul 2022 to Jun 2023 = 253667

105-OA01. OPD attendance Jul 2023 to Jun 2024 = 278112

Therefore $(278112 - 253667) / 253667 = 10\%$ increase

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 the LG has ensured that ALL public health facilities submitted quarterly VHT reports in the previous FY 2024

Public facilities are 25. Therefore $25 \times 4 = 100$ VHT reports expected. All the 100 quarterly VHT reports were observed.

For example Buyinja HCIV

Quarter 1 Reported on 6/10/23 and 2178 Household were visited

Quarter 2 Reported on 17/1/24 and 4229 Household were visited

Quarter 3 Reported on 5/4/24 and 2178 Household were visited

Quarter 4 Reported on 6/7/24 and 4224 Household were visited

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 evidence that the LG has ensured that EACH public health facility conducted at least 48 community outreaches and at least 4 schools in the FY 23/24

See the performance of each facility in the table below showing the EPI outreaches done and school outreaches done.

Buyinja HCIV

Quarter 1 The health facility conducted 10 EPI outreaches, 46 environmental outreaches, 13 school outreaches (Good will P/s, New Hope P/S and 11 others)

Quarter 2 The health facility conducted 17 EPI outreaches, 53 environmental outreaches, 5 schools Nasinu P/S,

Quarter 3 The health facility conducted 21 EPI outreaches, 45 environmental outreaches, 5 schools (Bunyika P/S, Namayingo P/S, Budidi P/S, Bulamba P/S

Quarter 4 The health facility conducted 24 EPI outreaches, 48 environmental outreaches, school outreaches in 8 schools

Bumooli HCIII

Quarter 1 The health facility conducted 24 with no challenges, school outreaches in Bumooli P/S, Buhatando P/S,

Quarter 2 The health facility conducted 24 challenge was poor turn up especially in December 23, school outreaches in New hope makalo p/s Nangoma P/S, St John nursery and primary school, st jude madowa p/S, Bumooli PS

Quarter 3 The health facility conducted 24

with no challenges, school outreaches in Buhatandu p/s victory nursery and p/s, madowa p/s, bumooli p/s namihinya p/s, bungecha p/s

Banda HCIII

Quarter 1 The health facility conducted 12 EPI outreaches, 14 environmental outreaches, 4 school outreaches (Akram P/S, Don P/S, Banda B/S, Nangera CDC P/S)

Quarter 2 The health facility conducted 8 EPI outreaches, 4 environmental outreaches, 12 school outreaches (St Joseph Nursery and Primary)

Quarter 3 The health facility conducted 14 EPI outreaches, 174 environmental outreaches, 19 school outreaches

Quarter 4 The health facility conducted 14 EPI outreaches, 312 environmental outreaches, 11 school outreaches

There many school health outreaches are not recorded in the HMIS 105 but recorded. For instance, the HMIS105 showed 3 school health outreaches in Buyinja HCIV, but the activity register (outpatient register used as outreach register) showed 31 school 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 maternity care service attendance between the previous FY but one and the previous FY by not less than 2% for all the following services: The Antenatal Care 1st Trimester, increased, the Immunization for measles, Rubella increased **but Deliveries at health facilities decreased**

There was 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 based on DHIS2

105-AN01b. ANC 1st Visit for women (1st Trimester) Jul 2023 to Jun 2024 = 4723

105-AN01b. ANC 1st Visit for women (1st Trimester) Jul 2022 to Jun 2023 = 4276

Therefore (4723 - 4276) / 4276 = 10% 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) July 2023 to Jun 2024 = 12207

Measles (MR1) July 2022 to Jun 2023 = 1082

Therefore (12207 - 10823) / 10823 = 13% increase in Measles vaccination

There was no 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 positive change between the performance of FY23/24 and FY 22/23

105-MA04a. Deliveries in unit - Total Jul 2023 to Jun 2024 = 6839

105-MA04a. Deliveries in unit - Total Jul 2022 to Jun 2023 = 7240

Therefore (6839 - 7240) / 7240 = -6% decrease in deliveries

6	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>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 16% in FP uptake in FY 2023/24 compared to FY22022/23</p> <p>FP for FY 2023/2024 = 303895</p> <p>FP for FY 2022/2023 = 262783</p> <p>Therefore (303895 - 262783) = 16% Increase in FP uptake</p>	3
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7	Evidence that the LG enrolled at least 95% newly tested HIV positives into HIV chronic care in the previous FY	<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>HIV positive were 1005 and HVI positive that were started on ART were 1000. therefore $1000/1005 = 100\%$ HIV positive started on ART</p>	3
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Efficiency

8	Evidence that the LG has ensured that midwives in all facilities attend to the required number ANC clients	<ul style="list-style-type: none"> • Review DHIS2 data to establish the total ANC clients • Review the LG Health Workers payroll to establish the number of midwives • Calculate the average. <p>i. If on average each midwife attended to at least 1200 ANC client per year score 3</p> <p>ii. If on average each midwife attended to at least 800 ANC client per year score 2</p>	<p>There was evidence that the ratio of ANC clients, to number of midwives deployed the FY2023/24 was between 800 and 1200</p> <p>See computation that is based on the midwives staffing list and pay roll and DHIS2 data</p> <p>Total ANC contacts/visits (New clients + Re-attendances) Jul 2023 to Jun 2024 was 47067 and the number of midwives was 56</p> <p>Therefore the ratio of Midwives to ANC equals 1 : 840</p>	2
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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 evidence that the LG ensured that patients admitted with Malaria averagely spend no more than 3 days on admission

Considering Buyinja HCIII and Banda HCIII as Bumooli was not admitting general patients yet. The average length of stay for admitted malaria patients was 3.15

	IPN	Days	IPN	Days	
1	47/5	5	003/12	3	
2	70/6	3	16/12	3	
3	96/6	5	48/9	3	
4	124/6	3	49/9	3	
5	106/6	3	40/9	3	
6	13/10	2	36/5	3	
7	17/10	2	40/5	3	
8	13/11	3	51/5	3	
9	21/11	2	58/6	3	
10	35/11	5	20/5	3	
ALOS		3.3		3	=
3.15 days					

Buyinja HCIV being the referral facility for the district most patients that come with malaria have a severe form and with complications. So, the facility keeps them more for observation. Bumooli has no admissions HCIII. they are so squeezed they don't have space. They have only a small space for maternity. Banda also have a small space for maternity ward yet deliveries and high. They need more space all mothers are floor.

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)

The staff number in the sampled HCIV (Busesa) were as follows.

Cadre	Expected	Available
MO at school)	2	2 (but one is
Theatre staff assistant, 1 anaesthetist)	5	2 (1 theatre
CO 3 CO)	3	5 (2 SCO, and
Nurses 13 EN)	8	16 (3ANON,
Lab personnel and 2 lab assist)	3	4 (2 lab tech
HA health inspector	1	1 and 1
Midwives ANOM)	4	11 (10 EM, 1

Summary:

The theatre staff are not enough

Shortlisted candidates for anaethtic officer and theater assistant and 3 medical officers

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 evidence that the staff numbers per position deployed at each of the HC IIIs (as per the OLD staff structure)

See summary table below

Cadre	Expected	Available
Bumooli CHIII		
CO	2	2
Nurses ANON)	4	5 (4EN, 1
Lab personnel tech and Lab Assist)	2	2 (1 lab
HA Assist and 1 Health Inspector	1	1 Health
Midwives 1 ANOM)	2	4 (3 EM,
Banda HCIII		
CO	2	2
Nurses enrolled	4	4 all
Lab personnel tech and 2 lab assistants)	2	3 (1 lab
HA	1	1
Midwives and 1 NOM)	2	5(4 enw

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.

Justification: Most staff have no valid Annual Practicing Licence

Buyinja HCIII

Cadre Valid APL	Expected Expired	Available
MO 1	2	2
Theatre staff not seen	5	2
CO not seen	2	5 2
Nurses not seen	7	16
Lab personnel not seen	2	4
HA (inspector) not seen	1	2

Midwives not seen	4	11
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Bumooli HCIII

Cadre Valid APL	Expected Expired	Available
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CO not seen	2	2
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Nurses not seen	4	5
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Lab personnel not seen	2	2
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HA not seen	1	2
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Midwives not seen	2	4
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Banda HCIII

Valid APL	Expected Expired	Available
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CO not seen	2	2
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Nurses 1	4 3	4
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Lab personnel not seen	2	3
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HA not seen	1	1
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Midwives not seen	2	5
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Reason for allied health workers not having licences. The licenses of allied health workers are not issued these days. Their names are just gazetted especially the public (allied health act). Only those private do get licenses.

(clinical officers, orthopedic officers, health inspectors and assistants, dispensers) vector control officers)

12

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

There was no evidence that all HCs conducted at least 7 CMEs in the FY 2023/24. Buyinja HCIV conducted more than 7 CMEs but Bumooli HCIII conducted only 3 and Banda HCIII conducted only 4.

Justification

Based on the CME reports the following topics discussed and attendance by critical staff were obtained. Bumooli had only 3 CME in the FY year. Banda had only 4 CMEs.

0

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

Buyinja HCIV

2/8/23 Topic : Integrated management of neonatal and childhood illnesses Identifying danger signs in children Assessing classifying and identifying treatment. Attendees : 5 CO, 7 Nurses, 6 Midwives

12/8/23 Topic :Sensitization of health workers on cholera outbreak. Learning on transmission, management and infection prevention and control . Attendees : 1 lab, 1HA, 3 CO, 4MW, 4 Nurses

13/3/24 Topic :Waste management. Learning on importance of waste management, types of waste, stages of waste management. Attendees : 5 CO, 7 Nurses, 6 Midwives, cleaners, lab staff

26/4/24 Topic :The four-bucket system and jik mixing Learning points disinfection and sterilization. . Attendees : 5 CO, 7 Nurses, 6 Midwives

18/6/24 Topic :Five S importance in infection control and benefit of the 5S in the facility . Attendees : 5 CO, 7 Nurses, 6 Midwives

6/11/2023 Topic :Updated management of malaria. Learning points treatment of malaria . Attendees : 5 CO, 7 Nurses, 6 Midwives

11/10/ 24 Topic :Management of hepatitis b and the current guidelines. Learning points, clinical features, lab investigations, management and prevention. . Attendees : 5 CO, 7 Nurses, 6 Midwives

8/11/2023 Topic :Sickle cell disease management. Learning points SCD management, clinical features . Attendees : 5 CO, 7 Nurses, 6 Midwives

Bumooli HCIII

3/7/23 Topic :Nutrition and family Planning: types of family planning, class and types of foods . Attendees : 1ANON, ANOM, 2EN, 2EM, 2 LAB, 1 Linkage

5/7/23 Topic :Immunization and adverse events following immunization. Type of vaccines what they prevent and how to handle children after immunization . Attendees : 1ANON, ANOM, 2EN, 2EM, 2 LAB, 1 Linkage

18/10/23 Topic : Malaria in pregnancy . Attendees : 1ANON, ANOM, 2EN, 2EM, 2 LAB, 1 Linkage

Banda HCIII

4/6/24 Topic :NCDs management and prevention . Attendees : CO, Mentor mothers, Nurses, counsellors

15/5/24 Topic :Sayana self-injection .

Attendees : CO, Mentor mothers, Nurses, counsellors

17/4/24 Topic :Management of diarrhea .
Attendees : CO, Mentor mothers, Nurses, counsellors

13/10/23 Topic : Malaria in pregnancy .
Attendees : CO, Mentor mothers, Nurses, counsellors

12

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 Buyinja IV was accredited by the UMDPC or AHPC or UNMC to provide CMEs.

The ADHO-EH promised to follow up on the accreditation.

0

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 BuyinjaHC 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

The other lower-level facility staff are invited to attend the over 10 HCIV CMEs and evidence was seen on attendance lists. However, the HCIV were provided with clear office where they are supposed to take the staff CDP booklets. (They did not know whether they were supposed to take them to the human resource of the district and others were told to take to councils for approval)

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 No evidence that the health facilities in the LG have hand washing facilities with soap or alcohol-based sanitizer at all work stations</p> <p>Bumooli HCIII Has handwashing facilities with water. However, in the laboratory and injection room there was no soap</p> <p>Banda HCIII: The have water in a few service points and at the time of the assessment there was soap at the service points.</p> <p>In Buyinja HCIV : Had Handwashing facilities at every service point with soap and functional. The services point found with hand washing facilities included consultation rooms and injection rooms that have tap water and other service point where patients congregate, they have stationed containers with running water</p>	0
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 no evidence that all the health facilities in the LG have Sterilizers for equipment</p> <p>Justification</p> <p>Bumooli HCIII don't have a sterilizer but a boiler</p> <p>Banda HCIII: Has a function sterilizer in maternity ward</p> <p>Buyinja HCIV has 4 sterilisers</p>	0

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

Justification

Bumooli HCIII has waste bin that are color coded and segregate the waste according to the level of infectiousness. They burn the waste using open-burning. They have no incinerator yet. They have a placenta pit

Banda HCIII: Waste is collected in bins coded with colours that show infectiousness of the waste and waste is segregated accordingly. They have sharp boxes in all service points that pose a risk of exposure to sharps. They have bin with bin liners in OPD, maternity, injection room, and laboratory. They also have a placenta pit that is functional. The waste is burned using open burning. They have a newly constructed incinerator but this incinerator is malfunctioning thus not regularly used.

Buyinza HCIV: Had Bins with liners with appropriate colors especially in high-risk areas like maternity, injection rooms and laboratory. They had safety boxes as well. They segregate the waste according to infectiousness of the waste. The health facility has a functional incinerator for highly infectious and green label less infectious. 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 was 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.

Bumooli HCIII: They have pit latrine block for males and females. **Very clean but staff share with patients**

Banda HCIII: Have two blocks of pit latrine one for maternity and one for general patients. The general block is separated for males and females and there is water and soap at the entrance of the pit latrines.

However, the staff share pit latrine with patients and some use the latrines at their quarters.

Buyinja HCIV: had pit latrines for patients and staff segregated into male and female. Staff has 3 blocks (some of which are water born) and patients have four blocks. They have hand washing facilities with water and soap at each block

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

Safe water source score 2 or else 0

There was evidence that the health facilities in the LG have Safe water source(s).

Justification

Bumooli HCIII have a borehole and a tank for rain water 5000L

Banda HCIII: Have water, there is tap water from a motorized borehole. Bater the water is so hard. It might not be safe. There is a lake in about 4 kilometers the connection to the lake water needs to be explored.

Buyinja HCIV: They had a borehole, rain water and another motorised bore hole that supplies water through out the year

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 the health facilities have visible sign posts listing all available services offered free of charge in local language</p> <p>Justification</p> <p>Bumooli HCIII: They have a list of services displayed at the entrance of the hospital but they are not translated into the local language and there is no indication that the services are free</p> <p>Banda HCIII. Yes, they have a sign post of all the services but they are written only in English with no statement that they are for free.</p> <p>Buyinja HCIV: They have a signpost with all the services offered in the facility written in the local language with a statement that the services are for free.</p>	0
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 compound and service units have clear signs for directions in local language score 2 or else 0</p>	<p>There was no evidence that the health facilities compound and service units have clear signs for directions in local language</p> <p>Justification</p> <p>Bumooli HCIII: There are sign posts showing direction of services and the entrances at service point are labelled but only in English not in the local language</p> <p>Banda HCIII: They have directions but they are in English</p> <p>Buyinja HCIV: Had signs for directions to the various service points and signs were also found at the entrances of the various service points. some of the signs for direction were only in English</p>	0

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.

Bumooli HCIII The analysis is not well completed and the activities in the work plan are not based on the bottleneck analysis. There was no evidence to show that they produced reports to improve their performance

Banda HCIII: They have a workplan approved on 31/3/2024. It has a bottleneck analysis but the root causes of the bottle, interventions and budgets are not interlinked. There are some sections in the development of the workplan that would inform the development of the activities and targets that were not included such as previous ANC attendance

Buyinja HCIV: The workplan had a bottle neck analysis but the bottle necks were not used to generated activities. The inputs for the situation analysis were also lacking

Recommendation

The district Health Office needs to have a joint workplan development ith all the facilities

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 DHO made a bottleneck analysis, and designed a work plan/s to address the bottlenecks, allocated funds, and produced reports to improve health outcomes

The annual workplan was observed approved on 30th March 2024. Bottle neck analysis was done during planning as reflected in the workplan. The bottle necks identified were used to generate the workplan. The activities in the workplan were costed and budgeted for. Performance review meeting were held 12 March 2024. which showed an improvement in ANC 1st trimester attendance was still low though had improved

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

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

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

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

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

There was evidence that the LG has put in place protection measures against any form of violence/abuse discrimination

Bumooli HCIII; Suggestion box, in charges numbers displayed, they instituted a focal person for GBV, and HUMC is active it protecting patients.

Banda HCIII: They have the patients' rights display, in addition to the suggestion box, and HUMC as well as in charge numbers displayed on the notice board. They also have a whistle blowing approach with toll free numbers displayed. This is done to help the system service in an ethical manner.

Buyinja HCIV: There was evidence that the facility had an HUMC, the phone numbers for in charges and HUMC on the notice board, their patients' rights displayed in local language, They have also displayed another hotline for anyone who would be having any issues with staff

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

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

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

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

LG conducted training and sensitization on the protection measures

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

There was no evidence that the LG has conducted training and sensitization on measures to eliminate any form of violence/abuse and discrimination at health facilities

Justification:

Bumooli HCIII: There was no evidence that a training was done in Bumooli HCIII. The Incharge has just attended this training in this FY 24/25. They covered topics like how to fill the forms, coordinating the culprits, assisting survivors, submission of reports

Banda HCIII: There was no evidence that a train discrimination of violence protection was done.

Buyinja HCIV: No evidence of training health workers on measures to eliminate discrimination at the facility

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

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

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

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

LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management

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 LG Health Office and Community Development Office have trained the HUMC on stakeholder engagement and grievance management

Bumooli HCIII: There was no evidence that a training on stakeholder engagement and grievance management was given to HUMC in the FY 2023/24.

Banda HCIII: There was no evidence that a training on stakeholder engagement and grievance management was given to HUMC in the FY 2023/24.

Buyinja HCIV: No evidence of training health workers on measures to eliminate discrimination at the facility

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

i. There was evidence that HUMCs approved work plans and budgets in all facilities

Justification

Bumooli HCIII has its Annual workplan approved by HUMC on 22 2 2024. And the= CAO also signed on 26/3/2024.

Buyinja HCIV the annual workplan was approved by HUMC on 21st March 2024.

Banda HCIII the workplan was signed by the HUMC on 30th March 2024

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

The district quarterly report for 30th June 2024 showed that all facilities were supported in data quality assurance

Triangulation with one of the facilities (Bumooli HCIII) showed that the LG provided supervision for DQA as indicated in the supervision report of 12/3/24

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

Quarter 3 2023/24 report showed that the district followed up areas that they had provided recommendations and verified actions scores. These included data quality and EPI activities. Triangulation with one of the facilities (Bumooli HCIII) showed that the LG provided supervision for EPI as indicated in the supervision report of 18/6/24

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

There were several integrated supportive supervision follow-ups that were conducted in the LG in the FY 2023/24. These were triangulated with one of the facilities (Bumooli HCIII) that showed that the LG provided follow-up supervision for DQA and EPI as indicated in the integrated support supervision report 30/10/23 in Bumooli HCIII.

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

See justification below that is based on DHIS2 data

Month	108:Complete 105:Complete	108:On time 105: on time	
Jul-23	100 97	94.1	100
Aug-23	100 100	97	94.1
Sep-23	100 100	97	94.1
Oct-23	100 100	100	100.0
Nov-23	100 100	100	94.1
Dec-23	100 100	100	100.0
Jan-24	100 100	100.0	100
Feb-24	100 100	100.0	100
Mar-24	100 100	100	100.0
Apr-24	100 100	100	100.0
May-24	100 100	100	100.0
Jun-24	100 100	100	100.0

No.	Summary of requirements	Definition of compliance	Compliance justification	Score
Quality				
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 of recommended remedial actions</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>□ At the end of Quarter 4 of FY 2023/24, the Number of existing water sources by S/C in Namayingo District was Buswale S/C (118), Banda S/C (103), Buyinja S/C (106), Buhemba S/C (118), Mutumba S/C (117), Sigulu Island S/C (32), Bukana S/C (12) and Lolwe S/C (17), equivalent to 623 water sources.</p> <p>□ 20% of the existing water sources were 125 sources.</p> <p>□ The following reports were availed at the DLG Water Sub-Department:</p> <p>□ The BPR for FY 2023/24, submitted by CAO to MWE-PS on 10th/07/2024, received by MWE Central Registry and MWE RWSSD on 10th/07/2024, indicated water quality testing for old sources of 80 sources in the Second Quarter (10), the Third Quarter (10) and the Fourth Quarter (40). <i>The total number of sources tested in the year was 60, equivalent to 9.6% of existing water sources, far below the required minimum of 20% to score.</i></p> <p>□ Since the Water Officer carried out routine water quality analysis for 60 existing water facilities, which is far below the expected 125 sources (20% of existing water sources) in the FY 2023/24, a score of zero (0) was entered.</p>	0

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.

(a) From the BPR for FY 2023/24, submitted by CAO to MWE-PS on 10th/07/2024, received by MWE Central Registry and MWE RWSSD on 10th/07/2024, the new water sources implemented in the previous FY (2023/24) included the 06 new boreholes drilled and installed in **Lolwe S/C (02); Sigulu Island S/C (02); Mutumba S/C (01); and Dolwe West S/C (01)**. Water quality testing was done for all the 06 new boreholes. Phase II Construction of Bumalenge Water Supply System with two Production Wells at Butanira village with a borehole yield of 7.83 m3/h and Lyanjala Village with a borehole yield of 2 m3/h, all found in Bumalenge Parish of Sigulu Islands S/C and were constructed in FY 2023/24. Their water quality testing was done with Certificates of Analysis issued by MWE Mbale Regional Water Quality Laboratory with Lab Identifier codes MBL 23/819 for Butanira Borehole and MBL 23/818 for Lyanjala Borehole.

(b) All 06 new water facilities were tested for water quality and water quality test certificates were seen for all the 06 boreholes: 06 Certificates of Analysis were issued by MWE National Water and Sewerage Corporation - Central Laboratory at Bugolobi, with Document Number: NWSC//WQ/QF/42.3A, included the following:

(i) Kadenge Borehole with DWD 94412, found in Nyalo Village, Lolwe West Parish, Lolwe S/C for Sample Number: 23/177/2024/C;

(ii) Butamala Borehole with DWD 94411, found in Butamala Village, Manga Parish, Sigulu Islands S/C for Sample Number: 23/172/2024/C;

(iii) Bugoma Borehole with DWD 94410, found in Bugoma Village, Nampongwe Parish, Sigulu Islands S/C for Sample Number: 23/175/2024/C;

(iv) Butebeyi B Borehole with DWD 94409, found in Butebeyi B Village, Mwema Parish, Mutumba S/C for Sample Number: 23/176/2024/C;

(v) Lwole Borehole with DWD 94406, found in Lwole Village, Bugana Parish, Lwole S/C for Sample Number: 23/178/2024/C; and

(vi) Dolwe West Borehole with DWD 94407, found in Dolwe West Village, Dolwe Parish, Dolwe West S/C for Sample Number: 23/174/2024/C.

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

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

There was evidence that the Namayingo DLG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY 2023/24.

(i) The BPR for FY 2023/24 indicated that the new water sources implemented included 06 boreholes in:

20% of existing water facilities annually.	• Obtain and review household sanitary survey reports for new piped water facilities.	<p>☛ Kadenge Borehole with DWD 94412, found in Nyalo Village, Lolwe West Parish, Lolwe S/C;</p> <p>☛ Butamala Borehole with DWD 94411, found in Butamala Village, Manga Parish, Sigulu Islands S/C;</p> <p>☛ Bugoma Borehole with DWD 94410, found in Bugoma Village, Nampongwe Parish, Sigulu Islands S/C;</p> <p>☛ Butebeyi B Borehole with DWD 94409, found in Butebeyi B Village, Mwema Parish, Mutumba S/C;</p> <p>☛ Lwole Borehole with DWD 94406, found in Lwole Village, Bugana Parish, Lwole S/C;</p> <p>☛ Dolwe West Borehole with DWD 94407, found in Dolwe West Village, Dolwe Parish, Dolwe West S/C.</p> <p>(ii) Also constructed in the FY 2023/24, was the piped water supply system (Borehole pumped) in Bumalenge RGC, Sigulu Island S/C.</p>
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	<p>(a) There was a report on “Household Sanitary Survey Report for New Piped Water Facility at Bumalenge Parish” by the ADWO-SAN to the CAO through the DWO, dated 12th/09/2024.</p> <p>☛ The findings regarding demographic information: (i) Main sources of livelihood (Fishing, Agriculture, Trade); (ii) Average Household Size: 6; (iii) Total Households Surveyed in each of the Villages (Bugoma, Lyanjala, Bulagayi Upper, Bulagayi Lower, Namudia, Secho and Butanira): 20.</p> <p>☛ The findings for Sanitation facilities included: (i) Types of Toilets Used (Improved latrines: 20%; Unimproved latrines/Open defecation: 70%); (ii) Condition of Sanitation Facilities (Adequate condition: 40%; Poor condition: 70%); and (iii) Availability of Hand Washing Facilities (Hand Washing Facilities present: 2%; Soap availability at hand washing stations: 0%).</p> <p>☛ The findings for Hygiene Practices included: (i) Hand Washing after defecation (Reported hand washing after using the toilet: 43%; Recognized importance of hand washing: 87%); and (iii) Safe Water Storage Practices (Safe Water Storage Containers used: 62%; Awareness of Waterborne diseases: 32%).</p> <p>☛ Based on the findings, the drawn recommendations included: (i) Community Sensitization and Education/ Training; (ii) Improvement of Sanitation and Hygiene Facilities; (iii) Water Quality Monitoring; and (iv) Collaboration with Local Leaders to promote Community-Led Sanitation initiatives and encourage Household improvement.</p>
c) Evidence that the LG conducted household sanitation surveys before connection to the new piped water facilities in the previous FY		<p>(b) There was a report on “Household Sanitary Survey Report for New Piped Water Facilities at Buyombo and Mutumba” by the ADWO-SAN to the CAO through the DWO, dated 12th/09/2024.</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		
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 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:

- Check and review feedback reports on the results from water quality analysis for existing water facilities and household sanitary surveys for the new water facilities.

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.

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 household sanitary surveys for the new water facilities.

There was a report labeled “**Feedback Report on Bacteriological Water Quality Analysis and Household Sanitary Surveys**” by the DWO, dated 26th/06/2024.

☛ In the report, a total of 59 samples were collected but only 57 samples met safe quality standards and 2 samples exceeded the contamination level.

☛ The primary contaminants identified included E. Coli and Total Coliforms, indicating potential fecal contamination.

☛ The Household Sanitary Surveys indicated that 78.3% of Households had access to improved sanitation; Public Latrine coverage was 21%, and Hand Washing coverage at the Household level was 44%.

☛ Immediate actions recommended in the feedback report included:

(i) For facilities failing to meet safety standards, encourage proper waste management, especially fecal matter and regular monitoring as well as boiling or chlorination of water before use for drinking;

(ii) The Social mobilizers (CDOs, ACDOs, Health Inspectors, and Health Assistants) at LLGs to make routine monitoring and follow-ups a priority to ensure proper sanitation and hygiene in communities as well as safe water handling practices.

(iii) As a community engagement strategy, there was a need to conduct more awareness campaigns focusing on hygiene practices, emphasizing the importance of safe water handling and proper sanitation.

(iv) As a capacity-building strategy, continuous training and backstopping for local water facility Operators/Caretakers, and WUCs on best practices for water source protection, management, and sanitation.

Therefore, it was concluded 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 household sanitary surveys for the new water facilities, and therefore 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 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:

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.

A report labeled "Follow-up Report on Recommendations from Bacteriological Water Quality Analysis and Household Sanitary Surveys" by the DWO, dated 2nd/05/2024. The follow-up on the implementation of the recommended remedial actions was about the four recommendations made in the feedback report:

(i) *Immediate actions to remediate contaminated facilities:* Ongoing actions implemented included Chlorination of contaminated water sources, Installation of filtration systems, and regular water quality testing. Implementation of actions has been in collaboration with a Development Partner called Evidence Action which installed Chlorination units at 458 water points within the district. The outcome is that 80% of previously contaminated sites were then within safe water standards.

(ii) *Community engagement campaigns:* It is in progress and several community meetings and workshops were held across Namayingo District, engaging 354 community members. The District Health Inspector carried out ODF-triggering campaigns in 8 villages of Mutumba S/C to promote better hygiene and sanitation. The outcome reported increased awareness of hygiene practices with a 26% improvement in households' water handling and sanitation behaviors.

(iii) *Training Programs for Water Facility Operators and WUCs:* A total of 6 new WSCs were formed and trained on sanitation and hygiene management, as well as avoidance of water contamination at household levels. Training sessions were conducted for 36 water operators, covering water treatment protocols, maintenance, and emergency responses. Operators reported increased confidence and understanding in managing water quality. Follow-up assessments indicated improved compliance with operation standards.

(iv) *Follow-up Assessments and Monitoring:* It is in progress and follow-up water quality testing was conducted at the same facilities assessed in the feedback report, along with additional random sampling across households. An overall observed reduction in detected contaminants with 99% of facilities meeting bacteriological quality standards.

Therefore, the Water Office followed up implementation of recommended remedial actions and a score of 2 was entered.

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 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 Namayingo DLG at the end of the **previous year (FY 2023/24) was 61.9%**, far below the minimum allowable coverage of 70% to score.

□However the Rural Safe Water Coverage for Namayingo DLG at the end of the **previous year but one (FY 2022/23) was 57.5%**.

□The population with access to safe water service for FY 2023/24 was 61.9%, just above 57.5% of the previous FY but one (FY 2022/23). **This indicated an increase of 4.4%; therefore, a score of 5 was entered since there was an increase from FY 2022/23 to FY 2023/24.**

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.

There was evidence 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 Namayingo DLG at the end of the previous year (FY 2023/24) was 62%.

(ii) The AWP and Budget for the current FY 2024/25, submitted by CAO on 10th/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 Namayingo DLG was **61.9%** with the following S/Cs having lower SWCs below that of the district average: **Banda S/C with SWC of 43%; Bukana S/C with SWC of 61%; Lolwe S/C with SWC of 36%; Mutumba S/C with SWC of 58%; and Sigulu Islands S/C with SWC of 42%.**

(iii) The AWP and budget for the current FY 2024/25, showed that Namayingo DLG budgeted allocation of Water facilities as listed below:

☛ **Construction of 05 Deep Borehole (Siting, Drilling, and Test-pumping, Platform casting, Hand pump installation) at a total cost of UGX157,200,146** with each borehole at a cost of UGX31,440,029, funded by DWSCG: The allocation of Deep boreholes to underserved S/Cs was: Banda S/C (01); Bukana S/C (01); Lolwe S/C (01); Mutumba S/C (02); and Sigulu Islands S/C (01), equivalent to 05 out of 05 boreholes to under-served. *Therefore, all (100% of) the total cost for deep borehole drilling, UGX157,200,000 was allocated to the under-served LLGs.*

☛ **Phase II construction of piped water supply system (Borehole-pumped) for Bumalenge RGC in Sigulu Islands S/C at UGX355,000,000**, funded by UglIFT. *Therefore, the total cost was allocated to*

the under-served S/Cs, equivalent to UGX355,000,000.

☛ Feasibility and Design of piped water supply system for Lolwe RGCs in Lolwe S/C with funding from the DWSCG at a cost of UGX72,533,000. *Therefore, the total cost was allocated to the under-served Lolwe S/C, equivalent to UGX72,533,000.*

☛ 37 Borehole rehabilitation, distributed based on the existing number of water sources in each of the 8 S/Cs at a total cost of UGX73,000,000 of which the underserved would get *Banda S/C (06); Mutumba S/C (07); Sigulu Islands S/C (02); Bukana S/C (02); and Lolwe S/C (01), equivalent to 18 out of 37 and an allocation of UGX35,513,514 as allocated to the under-served S/Cs.*

☛ Construction of 03 Public Latrines at a total cost of UGX120,000,000 of which the underserved S/Cs are expected to get *all (2/3), equivalent to targeting of UGX80,000,000 to the underserved.*

(iv) The total budget allocation for water facilities in the current FY 2024/25 is UGX777,733,000, of which UGX700,246,514 is to go to the under-served LLGs, **equivalent to 90.04% of the budget allocation. This is above the required prioritization minimum of 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 no 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 Namayingo DLG at the end of the previous year but one (FY 2022/23) was 57.5%.

(ii) The BPR for the Previous FY 2023/24, which was also the Fourth Quarter Progress Report for the previous FY 2023/24, submitted by CAO on 10th/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 Namayingo DLG as 57.5% with the following S/Cs having lower SWCs below that of the district average: Banda S/C with SWC of 45%; Bukana S/C with SWC of 15%; Lolwe S/C with SWC of 34%; and Mutumba S/C with SWC of 57%.

(iii) The BPR for the previous FY 2023/24 showed that Namayingo DLG budgeted for and implemented the following water projects:

☛ 06 Deep Borehole Drilling (Hand pump) with allocations of Deep boreholes to under-served S/Cs as: Lolwe S/C (02), and Mutumba S/C with (01), equivalent to 03 out of 06 boreholes to under-served LLGs.

☐ Phase I construction of one solar-powered piped water supply system (Borehole-pumped) at Bumalenge RGC in Sigulu Islands S/C of which none was to the under-served LLGs.

☐ 48 Old Borehole rehabilitation, distributed as Mutumba S/C (03); Banda S/C (07); Bukana S/C (03), and Lolwe S/C (02), of which 15 out of 48 old boreholes rehabilitated were in the under-served S/Cs.

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 18 out of 55 projects, equivalent to 32.7% of the budgeted water project allocation. This is far less than the required minimum of 70% expected to be implemented in the sub-counties with SWC below the district average. A score of zero (0) 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 adequate evidence that the LG had ensured that existing rural water facilities were functional.

From the MoWE-MIS for the end of FY 2023/24, the Rural Functionality of the water facilities for Namayingo DLG was **90%**.

(a) **Sample 1: Borehole: The Bugoma Borehole with DWD 94410**, located at Bugoma Village in Nampongwe Parish in Sigulu S/C was constructed on 24th/06/2024 in FY 2023/24. *It was found functional.*

(b) **Sample 2: Borehole: The Borehole with DWD 94411**, located at Butamala Village in Manga Parish in Sigulu Islands S/C was constructed on 23rd/06/2024 in FY 2023/24. *It was found functional.*

(c) **Sample 3: Borehole: The Butebeyi B Borehole with DWD 94409**, located at Butebeyi B Village in Mwema Parish in Mutumba S/C was constructed on 25th/06/2024 in FY 2023/24. *It was found functional.*

(d) **Sample 4: Borehole: The Dohwe West Borehole with DWD 94407**, located at Dohwe West Village in Dohwe Parish in Buhemba S/C was constructed on 21st/06/2024 in FY 2023/24. *It was found functional.*

(e) Sample 5: Phased Construction of Bumalenge Piped Water Supply System (Borehole-pumped) at Bumalenge Parish in Sigulu Islands S/C with two Production Wells at Butanira village with DWD 86420 and borehole yield of 7.83 m³/h, and Lyanjala Village with DWD 86497 and borehole yield of 2 m³/h, all found in Bumalenge Parish of Sigulu Islands S/C. The Water Supply Scheme has a Reservoir of 60 m³ and the Production Well at Lyanjala *is currently installed with a hand pump for community use*. The project was incomplete, but it was to have 2 Pump Houses that were still under construction. *Since the production well at Lyanjala was fitted with a hand pump for community use, it was found functional.*

Therefore, the 5 sampled water facilities were all found functional and the Rural Functionality of the water facilities for Namayingo DLG is equivalent to functionality of above 90%. 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

There was evidence that the LG had ensured that over 80% of water facilities had functional water and sanitation oversight committees.

From the MoWE-MIS, the Functionality of Water and Sanitation Committees for Namayingo DLG at the end of the Previous FY 2023/24 was 96%.

(a) **Sample 1: Borehole: The Bugoma Borehole with DWD 94410, located at Bugoma Village in Nampongwe Parish in Sigulu S/C** was constructed on 24th/06/2024 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

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

borehole, conduct emergency meetings and collect O&M fees of UGX1000 per household per month to undertake minor repairs.

(b) **Sample 2: Borehole: The Borehole with DWD 94411, located at Butamala Village in Manga Parish in Sigulu Islands S/C** was constructed on 23rd/06/2024 in FY 2023/24 and *had a functional WSC* of five members including the Chairperson, Vice Chairperson, Secretary, Treasurer, and Mobilization member: WSC was trained, put fence, and soak pit on the borehole, meet at twice a month and collect O&M fees of UGX1000 per household per month to undertake minor repairs.

(c) **Sample 3: Borehole: The Butebeyi B Borehole with DWD 94409, located at Butebeyi B Village in Mwema Parish in Mutumba S/C** was constructed on 25th/06/2024 in FY 2023/24 *had its WSC functional* as they maintain the facility and its surrounding environment clean, put a fence and grass, charge O&M fees, keeps records and receive and respond to the grievances.

(d) **Sample 4: Borehole: The Dohwe West Borehole with DWD 94407, located at Dohwe West Village in Dohwe Parish in Buhemba S/C** was constructed on 21st/06/2024 in FY 2023/24 *had its WSC functional* as they maintain the facility and its surrounding environment clean, put a fence and grass, charge O&M fees, keeps records and receive and respond to the grievances.

(e) **Sample 5: Phased Construction of Bumalenge Piped Water Supply System (Borehole-pumped) at Bumalenge Parish in Sigulu Islands S/C** with two Production Wells at **Butanira village with DWD 86420 and borehole yield of 7.83 m3/h, and Lyanjala Village with DWD 86497 and borehole yield of 2 m3/h**, all found in Bumalenge Parish of Sigulu Islands S/C. The Water Supply Scheme has a Reservoir of 60 m3 and the *Production Well at Lyanjala is currently installed with a hand pump for the community use*. The Water Supply Scheme had a Board established to charge O&M fees, keep good records, undertake minor repairs and maintain adequate sanitation around the water source and pump houses, and receive and respond to the grievances, once it gets completed. *The Borehole at Lyanjala Village has a WSC, though not very active as the site is under construction of the Pump House.*

This translates to 4 out of 5 sampled water and sanitation facilities (80%) with functional WSCs, and therefore it was confirmed that the reported MoWE-MIS Functionality of Water and Sanitation Committees for Namayingo DLG at the end of the Previous FY 2023/24 of 96% was most likely valid and it is actually at 80% from the sampled facilities.

Therefore, Namayingo DLG ensured that 80% water facilities had functional water & sanitation oversight committees and a score of 5 was entered.

Efficiency

6

Evidence that the LG From the DWO:

There was evidence that the LG had ensured

5

has ensured that the installed water facilities provide water of adequate yield score

- 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

that the installed water facilities provided water of adequate yield.

🍃 **Sample 1: Borehole: The Bugoma Borehole with DWD 94410, located at Bugoma Village in Nampongwe Parish in Sigulu S/C was constructed on 24th/06/2024 in FY 2023/24** and has a design yield of 2.0 m³/h for point water source. The yield was tested using a 20-litre-Jerry-can filled in 46 sec, 50 sec, and 42 sec, equivalent to an average yield of 1.573 m³/h. The tested yield of 1.573 m³/h meets the water quantity of 2 m³/h and the design capacity per the drilling and design report.

🍃 **Sample 2: Borehole: The Borehole with DWD 94411, located at Butamala Village in Manga Parish in Sigulu Islands S/C was constructed on 23rd/06/2024 in FY 2023/24** and has a design yield of at least 0.5 m³/h for point water source. Testing yield using a 20-litre-Jerry-can, filled in 59 sec, 63 sec, and 65 sec, equivalent to an average yield of 1.157 m³/h. **The tested yield of 1.157 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 Butebeyi B Borehole with DWD 94409, located at Butebeyi B Village in Mwema Parish in Mutumba S/C was constructed on 25th/06/2024 in FY 2023/24** has a design yield of least 2 m³/h for point water source. Testing of yield using a 10 litre-Jerry-can filled in 20 sec, 25 sec, and 22 sec, which was equivalent to an average yield of 1.625 m³/h. **The tested yield of 1.625 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: Borehole: The Dohwe West Borehole with DWD 94407, located at Dohwe West Village in Dohwe Parish in Buhemba S/C was constructed on 21st/06/2024 in FY 2023/24** 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 49 sec, 56 sec, and 52 sec, which was equivalent to an average yield of 1.38 m³/h. **The tested yield of 1.38 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 5: Phased Construction of Bumalenge Piped Water Supply System (Borehole-pumped) at Bumalenge Parish in Sigulu Islands S/C with two Production Wells at Butanira village with DWD 86420 and borehole yield of 7.83 m³/h, and Lyanjala Village with DWD 86497 and borehole yield of 2 m³/h, all found in Bumalenge Parish of Sigulu Islands S/C.** The Water Supply Scheme has a Reservoir of 60 m³ and the Production Well at Lyanjala is currently installed with a hand pump for the community use. The Production Well at Lyanjala with DWD 86497 in Bumalenge Parish of Sigulu Islands S/C was cast and had a yield of 2.0m³/h. Testing of yield using a 20 litre-Jerry-can filled in 40 sec, 38 sec, and 35 sec, which was **equivalent to an average yield of 1.917 m³/h that meets the design capacity as**

per the drilling and design report.

The yields obtained during the testing of sampled boreholes were in agreement with the capacities of the drilling and design reports and therefore, a score of 5 was entered.

7

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 (down time 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

5

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: The Bugoma Borehole with DWD 94410, located at Bugoma Village in Nampongwe Parish in Sigulu S/C was constructed on 24th/06/2024 in FY 2023/24 has 13 hours of service as provided by the DWO. The downtime is about 11 hours. The sampled borehole has a downtime for recovery of 11 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: The Borehole with DWD 94411, located at Butamala Village in Manga Parish in Sigulu Islands S/C was constructed on 23rd/06/2024 and 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.**

(c) Sample 3: Borehole: The Butebeyi B Borehole with DWD 94409, located at Butebeyi B Village in Mwema Parish in Mutumba S/C was constructed on 25th/06/2024 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.**

(d) Sample 4: Borehole: The Dohwe West Borehole with DWD 94407, located at Dohwe West Village in Dohwe Parish in Buhemba S/C was constructed on 21st/06/2024 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.**

(e) Sample 5: Phased Construction of Bumalenge Piped Water Supply System (Borehole-pumped) at Bumalenge Parish in Sigulu Islands S/C with two Production Wells at Butanira village with DWD 86420 and borehole yield of 7.83 m³/h, and Lyanjala Village with DWD 86497 and borehole yield of 2 m³/h, all found in Bumalenge Parish of Sigulu Islands S/C. The system will have installed arrays of 9 solar panels installed at the pump house for Lyanjala Well

and 38 solar panels installed at the pump house for Butanira Well. The Water Supply Scheme has a Reservoir of 60 m3 and the two production wells will be pumped for at most 8 hours and 16 hours left for recovery and maintenance. This time of non-pumping of 16 hours in a day is far less than the maximum allowable downtime of one week. **Therefore, the Bamulenge Parish Water Supply System can be classified as a water facility that provides 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

8

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.

From the field monitoring reports:

(a) There was a report labeled **“Report on the monitoring of water sources”** by the SACAO - Banda S/C to the DWO, dated 10th/12/2023. The findings were summarized in the form of a table with column entries of the Name of the Water Source; Type of Water Source; Source of Funding; Findings; and Remarks. 26 water sources were monitored. For each of the 26 water sources, backup technical support from the LG Water Office (in particular from the DWO, ADWO-Water, ADWO-Mobilization; ADWO-Sanitation) was provided to the communities included: (i) The reactivation of WUCs; (ii) Emphasizing the roles and responsibilities of WUCs; (iii) Advise and trained on record keeping; (iv) Non-functional water sources were recommended for rehabilitation; (v) basic amenities such as fence, soak away pit, storm diversion channels/interceptor drains lacking on some water sources were recommended with guidance from the Water Office to be installed; and (vi) holding meetings to address conflicts/grievances.

(b) There was a report labeled **“Submission of Functional and Non-Functional Water Sources and WUCs and Sanitation Facilities in Buyinja S/C”** by the CDO-Buyinja S/C to the DWO through the S/C Chief of Buyinja S/C, dated 15th/05/2024. The findings were filled in a summarized Table with entry columns of S/N, Parish, Water Source, WUC Member Names and their Titles, and Water Source status. In the report, it was indicated that 73 water sources were monitored. As backup technical support, the non-functional facilities were recommended for rehabilitation in the current FY 2024/25.

(c) There was a report labeled **“Report on post-construction support to old water sources”** by the ADWO-Mobilization to the DWO, dated 20th/06/2024. 29 water sources were monitored and the results were summarized in a table with column entries of S/C, Parish, Village, Findings and Remarks. The backup technical support to the communities was indicated in the column of Remarks.

(d) There was a report labeled **“Monitoring Report for Functionality of the Sanitation Facilities in**

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RGCs” by the DWO to the CAO, dated 11th/07/2024.

(e) There was a report labeled **“Activity Report on Monitoring of Water Points and Sanitation Facilities for the First Quarter of FY 2023/24”** by the DWO to the CAO, dated 25th/08/2023. The monitoring strategic objectives include: (i) Assessment of functionality of water sources and sanitation facilities in 8 rural S/Cs; (ii) Monitoring of water points in 8 rural S/Cs; (iii) Technical backstopping of WUCs; (iv) Assessment of environmental protection and hygiene around water sources; and (v) Monitoring of social safeguards in management of water sources. Of 623 water sources that exist in Namayingo DLG, 593 water sources were monitored and 475 sources were found functional. The 111 Non-Functional water sources were for rehabilitation with support and guidance from the LG Water Office.

(f) There was a report labeled **“Second Quarter Monitoring of Water Points and Sanitation Facilities for FY 2023/24”** by the DWO to the CAO, dated 8th/12/2023. Of 623 water sources that exist in Namayingo DLG, 606 water sources were monitored and 475 sources were found functional. The 109 Non-Functional water sources were for rehabilitation with support and guidance from the LG Water Office.

(g) Report on **“Monitoring of Water Points and Sanitation Facilities for the Third Quarter of FY 2023/24”** by the DWO to the CAO, dated 27th/03/2024. Of 623 water sources that exist in Namayingo DLG, 618 water sources were monitored and 536 sources were found functional. The 63 Non-Functional water sources were for rehabilitation with support and guidance from the LG Water Office.

(h) There was a report labeled **“Fourth Quarter Monitoring of Water Points and Sanitation Facilities for FY 2023/24”** by the DWO to the CAO, dated 20th/06/2024. Of 623 water sources that exist in Namayingo DLG, 616 water sources were monitored and 578 sources were found functional. The 37 Non-Functional water sources were for rehabilitation with support and guidance from the LG Water Office.

(i) The District Water Office staff provided technical supervision and monitoring during the drilling and construction of 06 new water sources and rehabilitation of 37 water sources as well as Phase I construction of the Bumalenge Water Supply System. All successfully drilled boreholes were recommended for platform casting and hand-pump installation as part of the backup technical support from the Water Office to ensure that the planned water facilities were installed successfully according to the design specifications.

Field verification of the communities receiving Backup technical support from the Water Office was done on the following sampled water facilities:

(i) **Sample 1: The Bugoma Borehole with DWD 94410, located at Bugoma Village in Nampongwe Parish in Sigulu 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: The Borehole with DWD 94411, located at Butamala Village in Manga Parish in Sigulu Islands 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: The Butebeyi B Borehole with DWD 94409, located at Butebeyi B Village in Mwema Parish in Mutumba 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: The Dohwe West Borehole with DWD 94407, located at Dohwe West Village in Dohwe Parish in Buhemba S/C:** The community confirmed that they received backup technical support from ADWO, CDO, and Health Inspector from the District Water Office.

Therefore, it was 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 Bugoma Borehole with DWD 94410, located at Bugoma Village in Nampongwe Parish in Sigulu 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 94411, located at Butamala Village in Manga Parish in Sigulu Islands S/C** had a fence, a soak-away pit, planted grass, and stormwater diversion channel or interceptor drain.

(c) **Sample 3: Borehole: The Butebeyi B Borehole with DWD 94409, located at Butebeyi B Village in Mwema Parish in Mutumba S/C** had a fence, a soak-away pit, planted grass and stormwater diversion channel or interceptor drain.

(d) **Sample 4: Borehole: The Dohwe West Borehole with DWD 94407, located at Dohwe West Village in Dohwe Parish in Buhemba S/C** had a fence, a soak-away pit, planted grass and stormwater diversion channel or interceptor drain.

(e) **Sample 5: Phased Construction of Bumalenge Piped Water Supply System (Borehole-pumped) at Bumalenge Parish in Sigulu Islands S/C with two Production Wells at Butanira village with DWD 86420 and borehole yield of 7.83 m³/h, and Lyanjala Village with DWD 86497 and borehole yield of 2 m³/h, all found in Bumalenge Parish of Sigulu Islands S/C:** The construction of Phase I was incomplete and the awarded contract was terminated. It was awarded to a new contractor and the remaining construction part of Phase I that was to be implemented in the previous FY 2023/24 was combined with Phase II and is to be completed in the current FY 2024/25. *The assessment of amenities for the piped water supply system was therefore not possible.*

Since the sampled completed water facilities all had the basic amenities as required, then a score of 10 was entered.

Management of Financial Resources

10	<p>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.</p> <p>b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter</p>	<p>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 guidelines.</p> <p>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.</p>	<p>There was evidence that the water officer allocated and spent the NWR grant in line with the sector grant & budget guidelines.</p> <p>(i) From the Water Sector AWP for Namayingo DLG for previous FY 2023/24 submitted by the CAO on 14th/07/2023 to the PS of MWE and received by the MWE Central Registry and approved by MWE RWSSD on 14th/07/2023, the NWR was UGX70,564,740 of which UGX28,252,444 (40.04%) were spent on mobilization.</p> <p>(ii) As per the sector grant and budget guidelines, at least 40% of the NWR budget should be spent on Mobilization.</p> <p>Therefore, since expenditure on mobilization was 40.04% of the NWR budget which is greater than 40% (the minimum required), the allocations and expenditures were done as per the sector guidelines. A score of 6 was entered.</p>	6
10	<p>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.</p> <p>b) Evidence that the water officer submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter</p>	<p>From MoWE:</p> <p>Obtain a schedule for submission of the LG reports and check whether the DWO submitted quarterly progress reports in time</p> <p>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</p>	<p>There was no evidence that the Water Officer of Namayingo DLG submitted quarterly reports to MoWE on the 10th day of the first month of the subsequent quarter.</p> <p>(a) Quarter 1 Report submitted to MWE on 13th/10/2023 (Deadline 10/10/2023), It was Not Ok.</p> <p>(b) Quarter 2 Report submitted to MWE on 25th/01/2024 (Deadline 10/01/2024), It was Not Ok.</p> <p>(c) Quarter 3 Report submitted to MWE on 9th/04/2024 (Deadline 10/04/2024), It was Ok.</p> <p>(d) Quarter 4 Report submitted to MWE on 10th/07/2024 (Deadline 10/07/2024), It was Ok.</p> <p>Since the First and the Second Progress Reports were submitted later than the 10th day of the first month of the subsequent quarters, it was concluded that the DWO of Namayingo DLG submitted quarterly progress reports out of the recommended time. Therefore, a score of zero (0) was entered.</p>	0

Environment, Social, Health and Safety

11	<p>Evidence that the LG conducted training and sensitisation of the water and sanitation committees on the protection measures, the WSCs and communities implemented actions in water source protection plans for water sources constructed last FY, and the LG Water</p>	<ul style="list-style-type: none"> • From the District Water Office obtain and review • Water source protection plans for water sources constructed in the previous FY. • Training reports for the water and sanitation committees on water source 	<p>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.</p> <p>The following comprise the Water Source Protection Plans:</p> <p>(a) There was a Catchment Management Plan for the Deep Borehole at Kandege P/S in Lolwe S/C, developed in 2024 by the CDO-Lolwe and the</p>	10
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Office and Community Development Office trained the Water User Committee on grievance management and stakeholder engagement.	<p>protection, GRM and stakeholder engagement.</p> <ul style="list-style-type: none"> • Sample 5 water facilities to ascertain that water source protection measures were implemented 	<p>Namayingo District Natural Resources Officer.</p> <p>(b) There was a Catchment Management Plan for the Deep Borehole at Butebeyi B Village in Mutumba S/C, developed in 2024 by the CDO-Lolwe and the Namayingo District Natural Resources Officer.</p>
	<ul style="list-style-type: none"> • 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>(c) There was a Catchment Management Plan for the Deep Borehole at Butamala Village in Sigulu Islands S/C, developed in 2024 by the CDO-Lolwe and the Namayingo District Natural Resources Officer.</p>
	Check and verify	<p>(d) There was a Catchment Management Plan for the Deep Borehole at Lwore Village in Bukana S/C, developed in 2024 by the CDO-Lolwe and the Namayingo District Natural Resources Officer.</p>
	i. Evidence that the LG conducted training and sensitization of the water and sanitation committees on the protection measures	<p>(e) There was a Catchment Management Plan for the Deep Borehole at Dohwe Village in Buhemba S/C, developed in 2024 by the CDO-Lolwe and the Namayingo District Natural Resources Officer.</p>
	ii. Evidence that the WSCs and communities implemented actions in water source protections plans for water sources constructed last FY.	<p>(f) There was a Catchment Management Plan for the Deep Borehole at Bugoma Village in Sigulu Islands S/C, developed in 2024 by the CDO-Lolwe and the Namayingo District Natural Resources Officer.</p>
	iii. Evidence that the LG Water Office and Community Development Office have trained the Water User Committee on grievance management and stakeholder engagement	<p>The following were the training, and sensitization reports seen at the LG Water Office:</p>
	If (i) to (iii) met score 10 or else 0	<p>(g) A Report on Community Sensitization Meetings on New Allocated Water Sources by the ADWO-Mobilization to the DWO, dated 5th/04/2024. The Objectives of the meeting were: (i) To create awareness among the communities about the new water sources to be constructed; (ii) To prepare the communities to own and control water and sanitation facilities hygienically; (iii) To establish WSCs with women holding management positions on an equal basis with men; (iv) To inform the communities about raising local share of capital contribution of UGX200,000; (v) To inform the communities about their roles and responsibilities in O&M of the water sources, including water source protection measures; (vi) To Sensitize communities to participate in construction activities; and (v) To sensitize communities on HIV/AIDs in WASH.</p> <p>(h) There is a report labeled "Report on community sensitization on the new water sources to be drilled in Sigulu S/C" by the CDO-Sigulu S/C to the Senior Assistant CAO - Sigulu S/C, dated 30th/01/2024.</p> <p>(i) There was a report labeled "Report on Community Sensitization Meeting on Construction of the New Water Sources in Mwangoda and Nyalo Villages in Lolwe S/C" by the Health Assistant - Lolwe S/C to the DWO, dated 7th/03/2024.</p> <p>(j) There is a report labeled "Report on Post Construction Support to Old Water Sources" by the ADWO-Mobilization to the DWO, dated 20th/06/2024.</p>

Field Verification and Grievance Logs:

It was verified from the 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. There is a report labeled “ Namayingo District Grievance Redress Mechanism, 2018” with Appendices on (i) Complaint Receiving Form; (ii) Acknowledgment Receipt; (iii) Meeting Record Structure (Grievance Redress Committee and Other Meetings); (iv) Disclosure Form; and (v) Quarterly Report of Registered Complaints. The Grievance log included the following:

📌 **Complaint 1:** Six Workers for the construction of a 5-stance pit latrine at Kadanga Village in Lolwe S/C were not paid UGX380,000, as reported in a letter by one of the workers on 4th/04/2023. Summary Resolutions: The Workers are to be paid by the Contractor not later than 28th/04/2023 and the ADWO-Mob and the DWO are to be principal witnesses in the payment.

📌 **Complaint 2:** The land owner wants compensation for the land where the pipeline for the Buyombo Mini-piped scheme is passing, as reported by the Landowner on 10th/04/2023. Summary Resolution: The land owner (Ms. Nabwine Janet) agreed that the pipeline passes through her land since it is to serve water to the community where she resides.

📌 **Complaint 3:** Claim for compensation of land where the borehole was being drilled at Butebeyi B Village, dated 15th/11/2023. Summary Resolution: The land owner (Mr. Ogala Moses) agreed that the borehole be drilled in his land since it is to serve water to the community where she resides.

Therefore, since all field verifications (i) and (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 Namayingo DLG, the total number of existing safe water sources in Namayingo at the end of Quarter 4 of the FY 2023/24 was **623 Water Sources**.

□ 25% of the existing water sources was equivalent to **156 sources**.

□ Quarter 1 Monitoring report dated 25th/08/2023 indicated that 623 water sources that exist in Namayingo DLG, **593 water sources were monitored and 475 sources were found functional (80.1% Functionality)**. This was equivalent to **monitoring 95.2% of the existing 623 water sources, far above the required 25%.**

□ Quarter 2 Monitoring report dated 8th/12/2023 indicated that **606 sources were monitored out of 623 sources, and 475 sources were functional (78.4% Functionality)**. This was equivalent to **monitoring 97.3% of the existing 623 water sources, far above the required 25%.**

□ Quarter 3 Monitoring report dated 27th/03/2024 indicated that **618 sources were monitored out of 623 sources, and 536 sources were functional (86.7% Functionality)**. This was equivalent to **monitoring 99.2% of the existing 623 water sources, far above the required 25%.**

□ Quarter 4 Monitoring report dated 20th/06/2024 indicated that **616 sources were monitored out of 623 sources, and 578 sources were functional (93.8% Functionality)**. This was equivalent to **monitoring 98.9% of the existing 623 water sources, far above the required 25%.**

□ From the Software report for each Quarterly Progress Report in FY 2023/24, the sanitation facilities are all fully monitored with the Public sanitation facilities inclusive.

□ There was a report labeled "**Monitoring Report for Functionality of the Sanitation Facilities in RGCs**" by the DWO to the CAO, dated 11th/07/2024.

Therefore, it was concluded that all public sanitation facilities and 95.2% to 99.2% of the 623 water supply facilities were monitored, far more than the minimum of 156 (25% of existing water facilities) in a year, and 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 from

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.

The Minutes of the DWSCC were as listed

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.

the quarterly monitoring exercises.

Check whether remedial actions were incorporated in the AWP.

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.

below:

□ Minutes of the Namayingo DWSCC Meeting for the First Quarter of FY 2023/24, held on 8th/10/2023 at Namayingo District Headquarters in the Board Room.

□ Minutes of the Namayingo DWSCC Meeting for the Second Quarter of FY 2023/24, held on 5th/01/2024 at Namayingo District Headquarters.

□ Minutes of the Namayingo DWSCC Meeting for the Third Quarter of FY 2023/24, held on 8th/04/2024 at Namayingo District Headquarters in the Board Room.

□ Minutes of the Namayingo DWSCC Meeting for the Fourth Quarter of FY 2023/24, held on 8th/07/2024 at Namayingo District Headquarters in the Board Room.

The DWO Quarterly Progress Reports are listed as:

(i) Submission of Quarter 1 progress report for FY 2023/24 by CAO on 29th/09/2023 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 4th/10/2023.

(ii) Submission of Quarter 2 progress report for FY 2023/24 by CAO on 28th/12/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 31st/01/2024.

(iii) Submission of Quarter 3 progress report for FY 2023/24 by CAO on 20th/03/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 4th/04/2024.

(iv) Submission of Quarter 4 progress report for FY 2023/24 by CAO on 20th/06/2024 to MoWE-PS, received by MoWE Central Registry and the RWSSD on 27th/06/2024.

□ In the 3rd Quarter Progress Report of FY 2023/24, the Non-Functional Boreholes were identified and discussed in DWSCC Meeting Minutes for the 3rd quarter, specifically Minute 7/03/24 on Presentation of Inspection and Monitoring Report (Water) by the DWO. In the 4th Quarter Progress Report of FY 2023/24, the rehabilitation of 37 originally Non-Functional Boreholes were rehabilitated and were fully Functional as seen in the DWSCC Meeting Minutes for the 4th quarter, specifically Minute 7/06/24 on Presentation of Activity Reports (Water Sector) by the DWO.

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 a report titled “Farmer training on soil and water conservation methods and demonstration of equipment at model/host farmers site,” dated 5th January 2024, the DLG trained the beneficiary farmers. The key areas of training included; mulching, the use of organic manure, preparing trenches and drainage channels, control of soil erosion, etc.</p> <p>During field verification, all the five sampled beneficiary farmers visited (Nangira Faith, Bwire John, Akwede Gatrude, Waiswa Israel and Muyinda Paul) were practicing at least four of the following soil and water conservation methods under irrigation; 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 20 MSI equipment installation target by MAAIF. So as per the list of the beneficiary farmers availed for FY 2023-2024, only five (5) MSI equipment installations (one demonstration and four farmer co-funded 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, there was 2.4 acres of land under beneficiary famers. Also, for FY 2023-2024, land under beneficiary farmers was 8.4 acres. Therefore, increase in acreage of land for beneficiary farmers was by 250%.</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, land under non beneficiary farmers was totaling to 86.75 acres. Similarly, during FY 2023-2024 land under non beneficiary farmers was totaling to 110.75 acres.</p> <p>Therefore, increase in acreage of land for non-beneficiary farmers was by 27.7%.</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:

- Eligible number of participants (20 -30 farmers)
- Not more than 15km from the FFS.
- Inclusion of male, female, and youth farmers.

If all above complied with score 6 or else 0.

The lists of farmers for three (03) FFS (Bulamba FFS, Namayombo FFS and Mawa integrated FFS) were availed. Bulamba FFS had 28 participants, comprising male, female and youths. Namayombo FFS had 30 participants, comprising male, female and youth farmers. Similarly, the Mawa integrated FFS had 30 participants, comprising male, female and youth farmers.

As per the FFS report titled "Establishment and management of FFS at already installed MSI equipment sites" dated 28th June 2024, the schools were functional as farmers were trained on several areas including; technique of spacing horticulture crops, nursery bed preparation for tomatoes and onions, transplanting seedling, etc.

However, during field visit the participants were met and reported that FFS formation had enabled them understand the irrigation technologies available, benefits of practicing irrigation, nursery bed establishment for onions and tomatoes, transplanting seedlings to the main garden, exchange of ideas and learning from one another on how to identify symptoms of pest and disease attacks on crops, then controlling pests and diseases etc.

Efficiency

5

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 five (05) sampled beneficiary farmers visited (Auma Edith, Bwire John, Akwede Gatrude, Waiswa Israel and Muyinda Paul) did not avail records of crop yield during assessment. Therefore, increase in crop yields between previous FY but one and previous FY could not be established.

0

Human Resource Management

6

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 activity report titled "Training of production Extension workers on FFS approach under MSI program" dated 29th April 2024, Extension workers were trained on; implementation of the FFS, financial management and mindset change etc.

Another report titled "Farm visits under UGIFT MSI program" dated 21st July 2023, SAE trained Agricultural Officers on the use of IrriTrack App to capture farmers details during Farm visits.

It was confirmed from Extension Officers (Masige Stephen, Nadide Moses, Okuku Edimond, Bwire Nelson and Nangira Brenda) that they were trained, e.g. training on the use of IrriTrack App to capture information on awareness raising events, carrying out farm visits and capturing farmer EOIs. More training was conducted on the safe use of agro-chemicals and financial management etc.

10

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 DLG had allocated 75% of the MSI grant for capital development and 25% for complementary services in the workplan.

However, from the budget performance report for previous FY, the LG had received Ugx. 484,796,251/-. From the 75% (Ugx. 363,597,188/-) meant for capital development, the LG only used 11.7% (Ugx. 56,543,763/-) for installation of five MSI equipment (one demonstration and four farmer co-funded installations).

From the 25% (Ugx. 121,199,063/-) meant for complementary services, Ugx. 98,865,238/- (81.6%) was spent on farmer capacity building on MSI, but the guideline requires a minimum of 75%. Also Ugx. 16,245,000/- (13.4%) was spent on LG capacity building, the guideline allows a maximum of 25%.

Therefore, the DLG used the MSI grant 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 district planner obtain and review the budget performance report to verify that farmers co-funding has been allocated and utilized as per the guidelines.

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

From the MSI beneficiary files, during FY 2023-2024, four (04) beneficiary farmers (Auma Edith, Akwede Gatrude, Waiswa Israel and Wanyama Alfred) co-funded fully before MSI equipment installation and the total amount they contributed was Ugx. 20,492,049/-). Also about 20 farmers had partial contributions towards co-funding, which totaled to Ugx. 34,927,585/-. Therefore, total amount the LG received from co-funding in 2023-2024 was Ugx. 55, 419,634/-

As per the budget performance report for previous FY, funds from farmer co-funding (Ugx. 55, 419,634/-) was not utilized and the LG plans to utilize the funds for upscaling MSI equipment installation this FY.

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 as there was no quarter one and three monitoring reports availed during assessment.

As per environmental screening report dated 27th June 2024 (quarter four report), the LG did environmental screening of the sites and the key finding was; excessive use of fertilizers by farmers which might cause eutrophication down streams due to soil erosion. Also as per the environmental monitoring report dated 29th May 2024 (quarter four report), monitoring of MSI sites were done and key finding was that environment was not affected and there was adherence to environmental mitigation measures in BOQ.

According to the environmental monitoring report dated 25th November 2023 (quarter two report), monitoring of MSI sites were done and key finding was that environment was not affected and there was adherence to environmental mitigation measures in BOQ.

But there was no clear information on what methods were put in place that the environment was not affected, also the reports did not capture information on water conservation, disposal of agro-chemical wastes and agro-chemical containers.

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 did establish grievance redress mechanism which were displayed on the District notice boards and also on the LLG notice boards (Banda, Mutumba and Namayemba) that were visited.

One MSI grievance was reported. The issue was about irrigation pipe lines for Mr. Wanyama Alfred Bwire were cut by Ms. Wegulo Florence because the pipeline passed through her land without a notice). As per a letter from PAO to CAO dated 27th June 2024, the matter was brought to CAO's attention who immediately referred the matter to RDC. Therefore, the matter became a police case.

Later on, the matter was resolved and the two farmers were in harmony as evidenced in an MoU dated 17th July 2024, witnessed by Deputy RDC, DPO and District Councilor-Buhemba sub-county.

Oversight and support supervision

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

MSI monitoring reports were availed, and were dated as follows; Q1 report (29th September 2023), Q2 report (30th November 2023), Q3 report (30th March 2024) and Q4 report (30th May 2024).

As per the quarter one, two and three reports, the two MSI demonstration equipment installed in FY 2022-2023 were monitored and the key finding was that the equipment were functional.

Quarter four report captured information on the monitoring of the two MSI demonstration equipment installed in FY 2022-2023 and also four MSI equipment installed in FY 2023-2024. The key findings were that the four MSI equipment were successful installed and were functional, also the two MSI demonstration equipment were functional.

The reports were too shallow and did not capture information on the adequacy of water sources at the sites, adherence to ESHS and efficiency of installed MSI equipment in terms of water conservation.

During field verification, the sampled farmers (Akwede Gatrude, Auma Edith, Bwire John, Nangira Faith and Muyinda Paul) were visited. **It was established that most of the sprinklers for Akwede Gatrude were faulty, not functioning well and some were not functional at all. The SAE promised that the supplier was going to replace the faulty sprinklers soon. Similarly, the sprinkler irrigation system at Muyinda Paul's farm was not functional during assessment.**

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

There were no quarter one, two and four reports availed during the assessment. As per the quarter three report dated 15th April 2024, there was no information on awareness raising attendees and MSI equipment installations, there were 16 farmer EOI registered, 68 farm visits conducted.

The MIS was opened and the information obtained was as follows; in FY 2023-2024, awareness raising attendees was 3,838, 129 farmer EOIs registered and of which 102 were successful, 45 farm visits conducted and of which 40 were successful, three MSI equipment installed.

Therefore, information in the physical report (quarter three report) did not match with the one in the 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 knowledge products shared • Reviewing the visitors book to confirm the extension worker's visit. <p>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</p>	<p>Namayingo DLG Production Department trained and met MAAIF farmers' and farmers' institutional training targets for the previous FY. A review of the documents provided revealed the following:</p> <p>(a) Namayingo DLG production and Marketing Department Agro-Industrialisation Workplan and Budget for FY 2023/2024 and Supplementary Work Plan and Budget FY 2023/2024, prepared by the DP)- Dr. Batwala Stephen.</p> <p>The LG set a target of training 5,000 farmers in the year under review to increase yields and income by 10%.</p> <p>- The LG set a target of training 400 farmer organisation</p> <p>(b) Namayingo District Local Government Quarter 4 Performance Report FY 2023/2024</p> <p>The LG trained 5500 farmers, as found at PG 2. This represented a 10% performance increment.</p> <p>The LG trained 780 farmer organisations, as found at PG 16. This represented a 95% performance increment.</p>	5

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.

Namayingo LG did not have an increased percentage of farmers reached and supported by the extension workers between the previous FY and the previous FY. The following documents were reviewed:

(a) **Namayingo District Local Government Quarter 4 Performance Report FY 2023/2024**

The LG trained 5500 farmers, as found at PG 2.

(b) **Namayingo District Local Government Achievements During The 2022/2023 FY and 1st Quarter 2023/2024 FY Under the Production and Marketing Department**

The LG trained 8,600 farmers as found at Pg 4.

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.

Namayingo DLG collects and submits agricultural data and statistics on acreage and production and reported that it submits reports to MAAIF as found during the review of the following documentation:

1. Copy of email dated 17th October 2024 by Igoma Fred- Principal Fisheries Officer, submitting data on the number of batsper landing sites in Namayingo.

2. Copy of email dated 18th October 2024 by Igoma Fred- Principal Fisheries Officer, submitting data on the list of Beach Management Units(BMUs)

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

Namayingo DLG conducted surveillance on pest and disease occurrence and took corrective action as reviewed from the following documentation during the FY under review:

(a) EMAi App incidence reports:

1. Suspected mange outbreak in Walumbe cell, Nambugu ward, Namayingo TC, 16th October 2023. **Treatment was administered to twelve(12) out of the 200 at-riskgoats. Treatment provided included anthelmintic, antibiotic, and ivermectin.**
2. Suspected Helminthiasis in Buhmeba SC, Luhanika Village, 08th June 2023
3. Suspected Bovine anaplasmosis in Lolwe SC, Mwangoda, 08th June 2023

(b) Report on Crop Pest and Disease Surveillance for the second quarter 2023/24 dated 25th January 2024, prepared by the Senior Agricultural Officer.

The activity was conducted between 22nd November and 3rd December 2023 in all nine(9) LLGs and at least four farmer fields. The following diseases/pests were found: fall army worm, citrus greening disease, aphids, moles, banana bacterial wilt, fruit flies, black coffee twig borer, and fusarium wilt.

The LG submitted the above report to the Council, as reviewed in the minutes of the Social Services Committee held on 23rd April 2024 in the Finance Boardroom under MIN 04/NAM-SSC/04/2024: Presentation and discussion of the second quarter departmental performance report for FY 2023/2024 - Production and Marketing Department.

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

Namayingo DLG has functional results demonstration and trial sites and conducted farmer training at each site.

The LG has twenty demonstration host farmers and training sites, as reviewed in the list prepared by the Agricultural Officer, Bwire Nelson, dated 10 November 2023. However, the following sites were visited :

1. Mr. Muyinda Paul , Namayingo TC
2. Mr. Bwire John Nabaho, Buhemba SC
3. Mrs Akwede Gertrude, Mutumba TC
4. Mrs Nagira Faith, Buswale SC

The demonstration sites were functional and conducted farmer training e.g. farmers at Mr. Bwire John Nabaho' host site, farmers showcased gardens without fertilisers and those with organic and inorganic fertilisers and the yields resulting from them. They reported to have generated organic pesticides using local inputs like cow urine, pepper and other plants, which they said helped to bring out all pests and therefore eased the management of their crop.

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.

Namayingo DLG Production Department collected, compiled and publicised up-to-date data and information on key players/service providers found on display at the District and LLG Notice Boards and as reviewed in the following documents:

1. List of agro-chemical input dealers(16 No.) in Namayingo District dated 20th June 2024 prepared by the Agricultural Officer-Bwire Nelson.
2. Profiled extension service providers(12 No.) for livestock in Namayingo District, dated 30 June 2024, prepared by DVO Dr. Mangeni George Otebero.
3. Register of profiled service providers(53 No.) along the value chains as of June 2024 prepared by DVO—Dr. Mangeni George Otebero.

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.

Namayingo DLG organized awareness events during the FY under review as found in the following document(s):

(a) Report on Farmer Field Day and Launching/Commissioning of Micro-Scale Irrigation Demonstration, Sites at Namayombe, Bhemba Sub-County at Namutumba Seed School dated 26th July 2023 prepared by the AO - masiga Denis. The activity was undertaken on 25th July 2023 with a total of 213 participants (161 male, 52- female).

(b) Report on Farmer Field Day at Farmers Already Practising Irrigation at Mulwanda Solar Powered Irrigation Site dated 16th July 2023 prepared by Dembe Daniel Okeyoh- Senior Agricultural Officer. The activity was conducted between 12th and 14th July 2023, and 256 farmers(239 male, 17 female) participated.

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

Namayingo met the requirement that at least one extension worker was deployed in each of the LLGs during the FY under review.

A review of the staff list for FY 2023-2-024, dated 5th April 2024, provided by the Head of Production and the posting instructions provided by HR/Central Registry revealed that the department has eighty (28) extension staff deployed in the eleven (11) LLGs as detailed below:

1. Bukana SC:

Nangira Brenda- Agricultural Officer

Dr. Mbazira Abdallahakim -Agricultural Officer

2. Buswale SC:

Bemba Nathanael- Animal Husbandry Officer

Nadide Moses - Agricultural Officer

3. Lolwe SC:

Bateganya Ibrahim -Agricultural Officer

Mugume Moses - Assistant Veterinary Officer

Mangeni Nelson - Assistant Fisheries

Officer

4. Sigulu SC:

Bwire James Oboja - Assistant Veterinary Officer

Mutamba George - Fisheries Officer

Bwire Nelson - Agricultural Officer

Okuku Edimondi - Assistant Agricultural Officer

5. Mutumba SC:

Masiga Stephen - Agricultural Officer

Wakibi Sarah - Fisheries Officer

6. Banda SC:

Malingu Washington - Fisheries Officer

Dr. Ojambo Humphrease Jonan - Veterinary Officer

Masiga Denis - Agricultural Officer

7. Banda TC:

Ojanjo Isaac - Assistant Veterinary Officer

8. Mutumba TC:

Dr. Kisira Emmanuel - Veterinary Officer

Mbuga Henry Kalega - Assistant Veterinary Officer

9. Namayingo TC:

Mukisa Paul Obuya - Assistant Agricultural Officer

Nasirumbi Lindah Wangira - Assistant Veterinary Officer

10. Buhemba SC:

Wanume Peter - Assistant Fisheries Officer

Dr. Kigoonya Rogers - Veterinary Officer

Ojiambo Lucas - Assistant Agricultural Officer

Ngolobe Martin Wanjala - Assistant Veterinary Officer

11. Buyinja SC:

Okoth Fred - Animal Husbandry Officer

Atieno Jane Obera - Assistant Veterinary Officer

Mangeni David Brian - Agricultural Officer

9	<p>Evidence that the extension workers are providing extension services in the LLGs where they are deployed</p>	<p>Sample and visit at least two LLGs</p> <ul style="list-style-type: none"> • 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 <p>If the extension workers are providing extension services in the LLGs where they are deployed score 5 or else 0.</p>	<p>Namyingo DLG extension workers are providing extension services in the LLGs where they are deployed.</p> <p>During the field visits, the following LLGs were visited:</p> <p>(a) Banda TC:</p> <p>Masiga Denis-AO and Ojanjo Isaac—AVO were found at their station of work. Their quarterly reports for FY 2023/24 were reviewed and they showed the activities undertaken. For example, AVO conducted community training on artificial insemination. A review of attendance books showed they reported regularly e.g. AVO had reported on 17th December 2024, and, AO had reported to duty on 16th December 2024.</p> <p>(b) Mutumba TC:</p> <p>Mbuga Henry -AVO, Masiga Stephen -AO, Wakibi Sarah -FO were found at their station of work. The Q2 and Q3 reports dated 12/02/02/24 and 7/5/24 respectively were reviewed. The resident extension staff Mbuga Henry was found to report regularly to work e.g. 25/06/24, 18/06/24, 13/06/24.</p>	5
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>Namayingnogo DLG facilitated and equipped extension staff with essential equipment in the previous FY 2023/24, as reviewed in the following documents:</p> <p>(a) Namayingnogo DLG production and Marketing Department Agro-Industrialisation Workplan and Budget for FY 2023/2024 and Supplementary Work Plan and Budget FY 2023/2024, prepared by the DP)- Dr Batwala Stephen shows that the LG budgeted for two motorcycles at the cost of UGX. 20,000,000/=.</p> <p>(b) The Contract document for the supply of two motorcycles for the Production Department by Simba Automotives Ltd, dated 10th June 2024, at the cost of UGX. 19,960,000/=.</p> <p>(c) Namayingnogo District Local Government, Register of Fixed Assets—Motor Vehicle/Motor Cycle/Heavy Plant. The two motorcycles were acquired on June 10, 2024, and dispatched to Ngolobe Martin - AVO Buhemba SC and Ojanjo Isaac -AVO Banda TC.</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>Namyingo DLG provided capacity building to extension workers as reviewed in the document(s) below:</p> <p>(a) Report on Community Breeding Training of Four Livestock Staff and Synchronization of Cows for Artificial Insemination in Five Lower Local Governments of Lolwe, Sigulu, Buswale, Banda, Mutumba and Bukana dated 14th March 2024 prepared by Dr. Kiyimba Godfrey- Senior Veterinary Officer.</p> <ol style="list-style-type: none"> 1. The following staff participated in the training: 2. Dr. Kiyimba Godfrey- Senior Veterinary Officer. 3. Ojanjo Isaac - AVO Banda SC 4. Ngolobe martin - AVO Buhemba SC 5. Okoth Fred - AHO Buyinja SC. 	5
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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>Namayingo DLG has functional public production facilities and proper management structures. Nabongo Agriculture Enterprises Honey processing facility in Banda TC was visited and found to have proper management structures as reviewed in their constitution dated 25th May 2022. The structure provided for a General Assembly, Executive Committees and Secretariat. Minutes of the last Executive Committee Meeting held on 12th October 2024 were reviewed.</p>	5
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13	<p>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)</p> <p>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</p>	<p>From the DPO obtain the evidence of training (training reports) undertaken on O&M and management of the infrastructure facilities.</p> <p>At the sampled facilities obtain and review the site book to ascertain supervision and support to verify if support and O&M were provided</p> <p>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</p> <p>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</p>	<p>Namayingo DLG provided technical support on O&M and management of Nabongo Agriculture Enterprise Honey processing facility as reviewed in the site books that showed the District Production Officer, and Entomologist visited the facility and trained the organisation members on value addition like candle making, wax collection, and maintenance of beehives supplied to its members.</p>	5
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Management of Financial Resources

14	<p>Evidence that the LG ensured the production department's budgets and work plan adhered to MAAIF planning and budgeting guidelines during the previous FY</p>	<p>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.</p> <p>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.</p>	<p>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 Namayingo DLG allocated financing to activities within the stipulated provisions in the guidelines, therefore adhering to them as demonstrated hereunder.</p> <p>E.g. UGiFT Micro-Scale Irrigation Programme Grant</p> <p>A review of the annual budget performance report for FY 2023/24 under the Micro Scale Irrigation Program dated 5th April 2024, the LG allocated UGX. 363,597,188/= to wards capital development and UGX 121, 199, 063/= representing 75% and 25% respectively as provided for in the grant guidelines.</p>	10
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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

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

c) Evidence that farmer groups are trained in grievance management and stakeholder engagement 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

If the LG has put in place measures to include small holder farmers among the beneficiaries of agricultural services score 2 or else 0

Namayingo DLG reported having in place measures to include smallholder farmers among the beneficiaries of agricultural services as evidenced by the review of:

(a) Report on Mobilisation and training of Potential Parish Development Model beneficiaries and other Farmers on Good agricultural practices in Maize and Cassava in Buyinja Sub-County dated 5th May 2024, prepared by Mangeni David Brian -AO Buyinja SC.

(b) Report on Mobilisation and training of Potential Parish Development Model beneficiaries and other Farmers on Good agricultural practices in Maize and Cassava in Mutumba Sub-County dated 7th May 2024, prepared by Mangeni David Brian -AO Buyinja SC. Mukisa Paul Obuya -AO Mutumba TC.

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

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

c) Evidence that farmer groups are trained in grievance management and stakeholder engagement 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

- Details of beneficiaries of agricultural services to ascertain that (small holder farmers, young women and young farmers) are accessing services

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

Namayingo implemented measures to ensure that smallholder farmers, young women, and young farmers (18-35 years) are accessing services as reviewed in the following document:

(a) Training Report on Good and Improved Poultry Management Practices for Both PDM Beneficiaries and other farmers 3rd Quarter FY 2023/24 dated 3rd May 2024, prepared by Mugume Moses _AVO, Lolwe SC.

The training participants included young women and young farmers (18-35 years) as illustrated:

1. Lumiisa Deogratius (Golola East village, male, 26yrs)
2. Biira Annet (Golola East village, female, 32yrs)
3. Lukwago David (Buyando village, male, 27yrs)

- 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;
 - Reports to ascertain that farmer groups are trained in grievance management and stakeholder engagement
- 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
- Reports to ascertain that farmer groups are trained in the management of agro-chemicals
- Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0
- c) Evidence that farmer groups are trained in grievance management and stakeholder engagement score 2 or else 0

Namayingo DLG did not provide evidence of having conducted training of farmer groups in grievance management, stakeholder engagement and agrochemicals management during the assessment.

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

Namayingo DLG conducted multi-stakeholder monitoring of Agricultural Extension Services as reviewed in the document (s) below:

- (a) Report on Monitoring of Micro Scale irrigatipom Sites for Fourth Quarter 2024 dated 11th June 2024 prepared by Dr. Kiyimba Godfrey, Senior Veterinary Officer. The monitoring team included District Vice Chairperson, CAO, DISO, members of the Social Services Committee and the technical team.

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.

Namayingo DLG supported, supervised, mentored, and provided technical to the agriculture extension workers as reviewed in the document below:

(a) Report on Technical Monitoring and Field Supervision of Agricultural Extension Activities in Namayingo District dated 6th November 2023 and prepared by Dr. Kiyimba Godfrey, Senior Veterinary Officer.

(b) Report on Monitoring and Supervision of Agricultural Extension Staff and Production Department Projects dated 12th July 2024 prepared by Dr. Kiyimba Godfrey, Senior Veterinary Officer.